Noida Institute of Engineering & Technology
Internal Quality Assurance Cell

Date: 19/02/2025

CIRCULAR

From : Coordinator-IQAC	To : All Concerned

Subject : Regarding Internal Quality Assurance Cell (IQAC) Meeting

All the Internal Quality Assurance Cell (IQAC) members and special invitees are hereby informed that **IQAC Meeting** has been scheduled on **25th February 2025 (Tuesday) at 3.00 p.m. in the Board Room**. Meeting will be chaired by the Chairperson-IQAC. Agenda is as follows:

Agenda:

1. Plan for Green Audit.
2. Plan for Energy Audit.
3. Plan for External AAA Audit.
4. Nomination for National Education Policy 2020(NEP) Student Ambassador for Academic Reforms in Transforming Higher Education in India (SAARTHI).
5. Preparation for NAAC.
6. Discussion on Peer Team Report of NBA Accreditation Result for the departments CSE, ECE, ME, MBA, MCA
7. Planning for Interactive Workshop for Faculty Members and Staff.
8. Any other points with the permission of the Chair.

Kindly attend the meeting as per the above schedule.

(Dr. Vinod M. Kapse)
Director & IQAC Chairperson

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Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:29:38

Copy through ERP:

- Hon'ble M.D/A.M.D (for kind information please)
- Executive VP (for kind information please)
- Director General (for kind information please)
- All Directors, All Deans, All Associate Deans & All Heads (for kind information please)
- All IQAC members and special invitees (for kind information please)
- Registrar for record
- All Notice Boards

Noida Institute of Engineering & Technology
Internal Quality Assurance Cell

Minutes of Meeting

Date (Day) : 25th February 2025 (Tuesday)

Time : 03:00 p.m.

Venue : Board Room

Agenda Items:

1. Plan for Green Audit
2. Plan for Energy Audit
3. Plan for External AAA Audit
4. Nomination for National Education Policy 2020(NEP) Student Ambassador for Academic Reforms in Transforming Higher Education in India (SAARTHI).
5. Preparation for NAAC
6. Discussion on Peer Team Report of NBA Accreditation Result for the departments CSE, ECE, ME, MBA, MCA
7. Planning for Interactive Workshop for Faculty Members and Staff

Members Present:

Prof. Vinod M. Kapse	**Prof. C. S. Yadav**	**Prof. Kumud Saxena**	**Prof. Anjana Rani Gupta**
Prof. Ritesh Rastogi	**Prof. P K Shukla**	**Prof. Rashmi Mishra**	**Prof. Ghazala Naaz**
Prof. Sonia Munjal	**Prof. Vikas Sagar**	**Prof. Mayank Deep Khare**	**Prof Sovers Singh Bisht**
Prof. K P Singh	**Prof. Rajesh Kumar**	**Mr. Vinay Tiwari**	**Dr. Neema Agarwal**
Ms. Amita Shukla			

Agenda Item(s)	Point of Discussion	Decision Taken
Plan for Green Audit	The Chairperson, IQAC discussed the necessity of conducting a Green Audit to assess the institution's environmental concerns such as climate change and pollution, which helps ensure sustainability, compliance, resource efficiency, and improved reputation of an institution. The Green Audit will focus on areas such as Climate Impact, biodiversity on campus, and the implementation of eco-friendly initiatives. It was agreed to conduct the audit from qualified Auditors as per UGC and NAAC guidelines.	Conduct the Green Audit from the certified agency from qualified Auditors as per UGC and NAAC guidelines. **(Action by Admin Officer)**

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Plan for Energy Audit	The IQAC Coordinator discussed about the importance of conducting an Energy Audit to evaluate the institution's energy consumption patterns and identify opportunities for conservation, efficiency, and adoption of renewable energy sources. Members highlighted that the audit would help in reducing operational costs, promoting sustainable practices, and aligning with environmental standards prescribed for higher education institutions. It was also noted that the findings of the audit would support accreditation requirements and contribute to the institution's sustainability initiatives.	Conduct the Energy Audit from the certified agency from qualified Auditors as per UGC and NAAC guidelines. **(Action by Admin Officer)**
Plan for External AAA Audit	The IQAC Coordinator discussed about the necessity of conducting an External Audit to obtain an independent evaluation of the institution's academic processes, administrative efficiency, governance practices, and quality assurance mechanisms. Members emphasized that while the internal AAA provides self-assessment, an external audit by experts from other reputed institutions will ensure objectivity, benchmarking, and identification of best practices. It was also noted that the recommendations of the external AAA will be valuable for institutional growth, NAAC accreditation, and continuous quality improvement.	Compilation of required data as per guidelines **(Action by IQAC Coordinator)**
Preparation for NAAC	The Chairperson, IQAC discussed the ongoing preparation for the upcoming NAAC assessment and accreditation. Members highlighted the need to ensure accuracy and completeness in all qualitative and quantitative metrics under the Self-Study Report. It was emphasized that departments must provide timely data, evidence-based documentation, and updated records on teaching-learning practices, research output, extension activities, infrastructure, and governance. The importance of conducting mock drills, presentations, and internal reviews was also discussed to ensure readiness for peer team visits.	Coordinate all activities related to NAAC preparation **(Action by IQAC Coordinator with Criterion Coordinators)**

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Discussion on Peer Team Report of NBA Accreditation Result for the departments CSE, ECE, ME, MBA, MCA	The Chairperson discussed NBA accreditation result of the programs in Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), Mechanical Engineering (ME), Master of Business Administration (MBA), and Master of Computer Applications (MCA). IQAC Chairperson has suggested departments to review the suggestions of Peer Team Report. All heads are suggested to review the suggestions given by the Peer Team.	To review the suggestions given by the Peer Team Members and take necessary action for continuous improvement. (**Action by HoD (CSE, ECE, ME, MBA & MCA Department**)
Planning for Interactive Workshop for Faculty Members and Staff	The Chairperson suggested to plan an interactive workshop for faculty members and staff. The Dean CSE has given suggestions to include problem-solving exercises, and wellness sessions. The various heads suggested planning the session in the lean period after the completion of Session.	To plan an interactive workshop for faculty members and staff. (**HoDs of the Departments**)

The meeting ended with a vote of thanks delivered by Coordinator, IQAC

(IQAC Chairperson)

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