Ref: NIET/IQAC/2025-26/11

Date: 04-02-2026

# CIRCULAR

| From : Director | To : All Concerned |
|---|---|

**Subject: Regarding Internal Quality Assurance Cell (IQAC) Meeting**

The **Internal Quality Assurance Cell** is established in the institute to enhance the quality. IQAC meetings are essential for monitoring, assessing, and enhancing academic and administrative performance, ensuring that the institution meets its quality goals through the implementation of best practices.
For the same an IQAC Meeting has been scheduled as per following:

**Session Chair**: **Dr. Vinod M. Kapse (IQAC Chairperson)**
**Date** : **07-Feb-2026**
**Time** : **10:00 A.M.**
**Venue** : **Board Room**

**Agenda:**

1. Comprehensive Review of NAAC Preparedness
2. Review Preparations of International Conference ICAMMTS-2026 organized by Mechanical Department
3. Review Preparations National Conference organized by MBA Department
4. Follow-up and Review of Measures Implemented for Low Attendance Students
5. Plan for Green Audit.
6. Plan for Energy Audit.
7. Plan for External AAA Audit
8. Cyber Hygiene for Higher Educational Institutions as per UGC Guidelines
9. Review for Preparations of NBA of School of Computer Science and Emerging Technology
10. Any other Points with the permission of the Chair.

Kindly attend the meeting as per the above schedule.

**(Dr. Vinod M. Kapse)**
**Director**

**Signature Not Verified**
**Signed By:Vinod Mansiram Kapse**
**Location:**
**Signing Date:14.09.2026 04:30:15**

**Copy to through ERP/Email:**

- Hon'ble M.D/A.M. D (for kind information please)
- All IQAC members and special invitees (for kind information please)
- Registrar for record

# Noida Institute of Engineering & Technology
# Internal Quality Assurance Cell

## Minutes of Meeting

**Date (Day)** : 7th February 2026 (Saturday)

**Time** : 10:00 A.M.

**Venue** : Board Room

## Agenda:

1. Comprehensive Review of NAAC Preparedness
2. Review Preparations of International Conference ICAMMTS-2026 organized by Mechanical Department
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4. Follow-up and Review of Measures Implemented for Low Attendance Students
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7. Plan for External AAA Audit
8. Cyber Hygiene for Higher Educational Institutions as per UGC Guidelines
9. Review for Preparations of NBA of School of Computer Science and Emerging Technology
10. Any other Points with the permission of the Chair.

## Members Present:

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| Dr. Vinod M. Kapse | Dr. C.S. Yadav | Dr Arun K Tripathi | Dr. Ranjeesh Kr. Pandey |
| Dr. Anjana Rani Gupta | Dr. Prabha S Nair | Dr. Ashish Kr Chakraverti | Dr. Anand Kumar Gupta |
| Dr. Tripti Sharma | Dr. Sonia Arora | Dr. Deepti Gupta | Mr. Mayank Deep Khare |
| Dr. Apoorva Joshi | Dr. Abhishek Pratap Singh | Dr. Rashmi Mishra | Dr. Sonia Munjal |
| Dr K P Singh | Mr. Narendra Pratap Singh | Dr. Pravesh Soti | Dr Rajan Singh |
| Dr Neema Agarwal | Dr Sangeeta Arora | | |

| Agenda | Point of Discussion | Decision Taken |
|---|---|---|
| **Welcome Remarks** | IQAC-Chairperson welcome all members in the meeting. He motivated all the members to do all the tasks religiously in view of quality. He discussed to ensure continuous quality improvement, accountability, and excellence in teaching–learning and institutional processes. He further invites IQAC Coordinator for the comprehensive review of NAAC preparedness. | ---------- |
| Comprehensive Review of NAAC Preparedness | The IQAC Coordinator presented the NAAC documentation review till date. She shared [illegible] completed documents are digital signed and uploaded in the repository on regular basis. The IQAC Chairperson motivates the team to review the data before the submission. The IQAC Coordinator presented attribute wise progress to IQAC members. The members gave | Suggested to [illegible]orate all the [illegible]stions by [illegible]ute Owners, [illegible]ns & HoDs, |

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| | their suggestions for improvements. The IQAC coordinator ensures the members to incorporate all the suggestions. | **Functional Heads and IQAC Coordinator)** |
| Review Preparations of International Conference ICAMMTS-2026 organized by Mechanical Department | The chairperson told the members that Mechanical Department is going to organize First International Conference on "Advanced Materials, Manufacturing & Thermo-Fluid Systems ". The convener of the conference shared that the 5 journals are identified to publish the paper. The first review of the paper is in progress. Further papers will be reviewed by the Reviewers of Journals. He is also shared that they are in process to get funding from Government and Industry. | To get the funding update and critical review of paper. **(Action by Conference Convener)** |
| Review Preparations National Conference organized by MBA Department | The Chairperson shared that MBA department is also going to organize a National Conference. The conference has been identified with the Journals. It is also shared by convener that the information is shared on different platforms about the conference. The convener of the conference shared that they are doing rigorous review of the papers. The quality papers will be included for the presentation at the conference. | To submit proposal to get funds from Government or Industry. **(Action by Conference Convener)** |
| Follow-up and Review of Measures Implemented for Low Attendance Students | The Chairperson has taken follow up on action taken for low attendance students. Many of the departments have been called to students and parents. The registrar shared that a format is available to send letters and email to the parents. The HoDs need to fill in the required data, i.e. attendance and personnel information, to send. The Registrar also stated that if a student fails to improve their attendance despite multiple reminders, they should be called for a discussion and asked to sign an acknowledgment confirming that they have received all the notifications. He also shared that address and phone number change process is also in place. It will be done only after the permission of the Head. | To track the low attendance student regularly **(Action by Academic Head of the Departments)** |
| Plan for Green Audit. | The Chairperson shared that the Institute is continuously working towards environmental performance and sustainability practices. The institute will be awarded the Green Audit Certificate in 2025, recognizing its commitment to environmental sustainability and eco-friendly campus practices. The surveillance date audit is due for 2026. This will help to impro institutional reputation and long-term plannin the chairperson also motivates to follow the gr sustainable practices by increase the usage of vehicles, plantation etc. | Surveillance of Green Audit **(Action by Admin Office)** |

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| Plan for Energy Audit. | The Chairperson shared that institute is also conducts the Energy Audit on regular basis. An energy audit helps the institution understand where, how, and how much energy is being consumed and where it is being wasted. Energy audit supports energy conservation and efficiency improvement. The surveillance of the Energy Audit is due for 2026. The heads are asked to spread the awareness of Save Energy among the students and faculty members. | Surveillance of Energy Audit **(Action by Admin Officer)** |
| Plan for External AAA | The chairperson shared that the institute is planning to conduct External AAA. The IQAC Coordinator shared that AAA will be conducted at the end of the semester. This will cover all the documentation related to the department. The IQAC Coordinator emphasized to all team members for the documentation in real time. | Conduction of Annual Academic Audit 2025-26 **(Action by IQAC Coordinator and Deans)** |
| Cyber Hygiene for Higher Educational Institutions as per UGC Guidelines | In a **Higher Education Institution**, cyber hygiene is particularly important since campuses handle large volumes of sensitive data, including student records, research data, examination information, financial transactions, and intellectual property. Weak security practices can lead to data breaches, ransomware attacks, identity theft, or disruption of academic operations. The chairperson shared that faculty members may aware students about the cyber and digital hygiene as per UGC guidelines. | https://www.ugc.gov.in/e-book/A_Handbook_on_Basics_of_Cyber_Hygiene.pdf |
| Review for Preparations of NBA of School of Computer Science and Emerging Technologies | The chairperson discussed that Institute is planning for NBA accreditation for all the programs. The institute is planning to apply by August 2026 for all programs. He guided that divide all the Criterion among the faculty members. He also communicated to all heads to plan the criterion wise meeting to complete the task timely. | Timely completion of all tasks related to NBA **(Action by Department Heads of SCSET)** |
| **Closing Remarks** | The Chairperson appreciated all IQAC members for their suggestions during the meeting. He concluded that Institute is aligned with their vision and mission. The all-eligible programs will be NBA accredited by the end of the year. The heads were motivated to take initiative to improve the attendance of students in the class. The heads are suggested to follow any strategy for the same. | ---------- |

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**(IQAC Coordinator)**

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**Signed By:Vinod Mansiram Kapse**
**Location: (Chairperson)**
**Signing Date:14.09.2026 04:30:15**