Ref: NIET/IQAC/2026-27/01

Date: 08-07-2026

CIRCULAR

From : Director	To : All Concerned

Subject: Regarding Internal Quality Assurance Cell (IQAC) Meeting

The IQAC serves as a catalyst for continuous quality enhancement by encouraging the adoption of best practices, fostering innovation, and ensuring compliance with institutional and regulatory quality standards. Regular IQAC meetings provide a platform to review the progress of quality initiatives, assess academic and administrative performance, evaluate institutional outcomes, and formulate strategies for continuous improvement.

For the same an IQAC Meeting has been scheduled as per following:

Session Chair: **Dr. Vinod M. Kapse (IQAC Chairperson)**
Date: 10-July-2026 (**Friday**)
Time: 11:00 A.M.
Venue: Board Room

Agenda:

1. Status of Uploading of Academic Records pertaining to the Examination Year 2025 on the NAD/ABC platform by 30th June 2026
2. Planning of Induction Program 2026-27 as per UGC Guidelines (https://www.ugc.gov.in/e-book/DEEKSHARAMBH-ENGLISH.pdf)
3. Review of NAAC Preparation
4. Review of the progress of ICSTESD-2026 organized by SCSET
5. Digitization and Centralized Management of Faculty Records through the ERP System
6. Review of Event Reports for the Academic Session 2025–26
7. Any other item with the permission of chair

Kindly attend the meeting as per the above schedule.

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

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) : 10th July 2026 (Friday)

Time : 11:00 A.M.

Venue : Board Room

Agenda:

1. Status of Uploading of Academic Records pertaining to the Examination Year 2025 on the NAD/ABC platform by 30th June 2026 9363820_Academic-Bank-of-Credits-(ABC).pdf
2. Planning of Induction Program 2026-27 as per UGC Guidelines (https://www.ugc.gov.in/e-book/DEEKSHARAMBH-ENGLISH.pdf)
3. Review of NAAC Preparation
4. Review of the progress of ICSTESD-2026 organized by SCSET
5. Digitization and Centralized Management of Faculty Records through the ERP System
6. Review of Event Reports for the Academic Session 2025–26
7. Any other item with the permission of chair

Members Present:

Dr. Vinod M. Kapse	**Dr. Naresh Kumar**	**Dr. Sanjeev Kumar Pippal**	**Dr. Arun K Tripathi**
Dr. C. S. Yadav	**Dr. Tripti Sharma**	**Dr. Anjana Rani Gupta**	**Dr. Ritesh Rastogi**
Dr. Ashish K Chakraverti	**Dr Anand K Gupta**	**Dr. Rashmi Sharma**	**Dr. Raju**
Mr. Mayank Deep Khare	**Dr. Apoorva Joshi**	**Dr. Sakshi Kumar**	**Dr Rajan Singh**
Dr Abhishek Pratap Singh	**Dr. Rashmi Mishra**	**Dr Sonia Munjal**	**Mr. Narendra Pratap Singh**
Dr. Neema Agarwal	**Dr Sangeeta Arora**	**Dr. Rajesh Kumar**	

Agenda	Point of Discussion	Decision Taken
Welcome Remarks	IQAC-Chairperson welcomes all members in the first IQAC meeting of the academic session 2026-27. The IQAC Chairperson emphasized the importance of collaborative efforts, systematic planning, periodic monitoring, and effective documentation to achieve the Institute's quality objectives. All members were encouraged to actively contribute their valuable suggestions and recommendations towards the effective implementation of the proposed quality enhancement initiatives during the Academic Session 2026–27.	----------
Status of Uploading of Academic Records pertaining to the Examination Year 2025 on the NAD/ABC platform by 30th June 2026	IQAC Coordinator invited Controller of Examination (CoE) for the status. CoE shared that all students registered for the Academic Bank of Credits portal brought in notice that few of the students were [illegible] through ERP ID. The list of students is [illegible] relevant authority for correction of student data, the corrections of student data result will be updated on	Upload the [illegible]demic records of [illegible]ear 2025 [illegible]n by CoE) [illegible]on by [illegible]tribute Owners,

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

9363820_Academic-Bank-of-Credits-(ABC).pdf	the Academic Bank of Credit portal. CoE also shared that examination department has seen the process of uploading the data.	**Deans & HoDs & Functional Heads**)
Planning of Induction Program 2026-27 as per UGC Guidelines (https://www.ugc.gov.in/e-book/DEEKSHARAMBH-ENGLISH.pdf)	The Chairperson discussed that planning of Induction program needs to be done as per UGC Guidelines (Deeksharambh- Student Induction Programme). The Chairperson advised all Heads of Departments and Deans to plan the activities and prepare a comprehensive schedule for the Student Induction Programme well in advance. The schedule should include orientation sessions, familiarization with the Institute's academic processes and facilities, mentoring, human values and professional ethics, extracurricular activities, health and wellness, Universal Human Values, and other activities prescribed under the guidelines.	Preparation of schedule of Student Induction Programme **(Action by Heads & Deans of B. Tech Ist Year, MCA and MBA)**
Review of NAAC Preparation	The IQAC Coordinator presented the status of NAAC data compilation and documentation before the committee. It was informed that data pertaining to the majority of the Key Indicators had been submitted and updated up to the Academic Session 2025–26. The Chairperson emphasized the need for timely collection, verification, and submission of the pending data along with the requisite supporting documents. All concerned Heads of Departments, Deans, and coordinators were advised to expedite the process and ensure the completeness, accuracy, and authenticity of the data for systematic NAAC documentation and institutional quality assurance.	Review the data collected for the Academic Session 2025-26 **(Action by IQAC Coordinator)**
Review of the progress of ICSTESD-2026 organized by SCSET	The Chairperson told the IQAC members that International Conference "Smart Technologies Empowering Sustainable Development (ICSTESD)-2026" is scheduled on 18th and 19th August 2026. He invited Dr Arun K Tripathi, Dean (SCSET) to discuss the progress on the preparations. Dean (SCSET) shared that **177 papers had been accepted**, out of which **72 papers had been registered** to date. The IQAC Chairperson reviewed the status of paper registration and advised the organizing committee to continue sending periodic reminder emails to the authors of accepted papers who had not yet completed the registration process. The Chairperson further emphasized the need for regular follow-up and systematic monitoring of the registration status to ensure maximum participation and the successful organization of the conference.	To follow up for registration of research papers **(Action by Dean SCSET)**

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

Digitization and Centralized Management of Faculty Records through the ERP System	The Chairperson invited the IQAC Coordinator to apprise the members of the initiatives undertaken towards the digitization and centralized management of faculty records. The IQAC Coordinator informed the committee that standardized formats for recording details of events attended by faculty members and faculty achievements had been prepared and shared with the ERP Head for integration into the institutional ERP system. It was further discussed that the reporting mechanism would be strengthened by providing individual supporting document links against each data entry in the report. This initiative will facilitate systematic data management, easy retrieval and verification of records, enhanced transparency, and effective maintenance of supporting documents for institutional reporting and quality assurance purposes.	To review the progress on regular basis **(Action by IQAC Coordinator)**
Review of Event Reports for the Academic Session 2025–26	The IQAC Coordinator presented the status of reports pertaining to various events conducted during the Academic Session 2025–26, had been reviewed by the IQAC Office. The IQAC Chairperson emphasized the importance of timely submission of event reports and supporting documents for ensuring systematic documentation and effective maintenance of institutional records. The Chairperson directed that the report of each event must be completed and submitted within 1-2 days after the conduction to the IQAC Office before the conduct of the subsequent event by the concerned department.	Review and submission of reports in time manner **(Action by IQAC Coordinator)**
NBA Preparations of SCSET	The IQAC Chairperson apprised the Heads of Departments of the **School of Computer Science Engineering and Technology (SCSET)** of the need to initiate preparations for **NBA accreditation under the Tier-I framework** for all eligible programmes. The Chairperson emphasized the importance of systematic planning, effective implementation of Outcome-Based Education, attainment of Course Outcomes and Programme Outcomes, continuous quality improvement, and maintenance of the requisite academic and administrative documentation in accordance with the requirements. All eligible departments were advised to initiate the accreditation preparedness process by reviewing the NBA Tier-I criteria, conducting a gap analysis,	Preparation for SAR of NBA **(Action by HoD of Eligible Departments of SCSET)**

Signature Not Verified

Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:30:15

	strengthening academic processes, compiling the requisite data and supporting documents, and developing appropriate action plans to address the identified gaps.	
Closing Remarks	The Chairperson thanked all the members for their active participation, valuable suggestions, and constructive deliberations during the meeting. The Chairperson emphasized the timely implementation of the decisions and resolutions taken during the meeting. The Chairperson further emphasized the importance of systematic planning, timely execution, periodic monitoring, effective documentation, and collaborative efforts by all departments and functional units to strengthen the Institute's quality assurance mechanisms and achieve the institutional goals for the Academic Session 2026–27.	----------

(IQAC Coordinator)

(Chairperson)

Signature Not Verified

Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:30:15