Noida Institute of Engineering & Technology, Greater Noida

(Autonomous Institute)

Date:18th March 2024

Minutes of meeting of internal quality assurance cell committee.

An IQAC meeting was held on March 18th 2024 with AMD and Director of the institute.

Ms. Amita Shukla, Coordinator IQAC, welcomed all the members present in the meeting and following agenda points were placed for the discussion with the team.

1) Format for the compilation of data and report discussion on last data collected: IQAC Coordinator brought the compiled report (last collected data) to the notice of the faculty coordinators. She explained what data is exactly required in which format. The Format for the data collection and compilation was already shared with the team and this format to be followed meticulously for data collection and compilation thereof.

2) Mentor Mentee System: New format for the mentor mentee was shared with all the departments. Mentoring is the strategy to provide students with emotional and instrumental support needed to achieve learning goals.

3) The coordinators requested a format for the "Faculty" criteria, prompting the IQAC coordinator to prepare and promptly share it with the team.

4) Queries related to the format was taken by the IQAC coordinator.

5) AMD instructed all the faculty members to work on minimize deficiencies and present the same to the IQAC for the further future plans inline with the NAAC preparations.

6) It was decided to submit the data for the month of Jan, Feb and March 2024 till 31st of March 2024. It was also decided to have review meeting with in one week on data submitted.

7) AMD has introduced a new award category for IQAC based on stellar performance, presented annually on Founders' Day. Each month, the best-performing department will receive a star, and the individual with the most stars at year-end will be recognized as the top IQAC performer.

The following members were present during the meeting.

Name	Designation	Signature
Dr. Neema Agarwal	AMD	
Dr. Vinod M Kapse	Director	

Dr. Ritesh Rastogi	Head, CS
Dr. Vivek	Dy. Head (CSE)
Dr. Hitesh	Dy. Head (CSE)
Ms.Aditee Mattoo	Dy. Head (M.Tech Int)
Mr. Sover Singh Bisht	Dy. Head(DS)
Ms. Garima Jain	Dy. Head(CSBS)
Mr. Sumit Pandit	Dy. Head(CYS)
Dr. Vikas Sagar	Dy. Head(AI)
Dr. Prabha S Nair	Dy. Head (IT)
Ms. Smita	Faculty (MBA)
Mr. Devendra Pratap	Faculty (ECE)
Ms. Shweta	Faculty (AIML)
Dr. Vineet	Faculty (CYS)
Ms. Manisha	Faculty (CS)
Mr. Anuj	Faculty (MCA)
Dr. Poornima	Faculty (IT)
Ms. Sana Anjum	Faculty(CSE)
Ms. Amita Shukla	IQAC Coordinator

IQAC Coordinator   **Director**
NIET Gr Noida   **NIET Gr Noida**