

Noida Institute of Engineering & Technology, Greater Noida

(Autonomous Institute)

Date:6th March 2024

Minutes of meeting of internal quality assurance cell committee.

An Online meeting of IQAC committee was held on March 6th 2024 with Dr. Rajesh Mathivanan (External Member) on criteria Faculty. Ms. Amita Shukla, Coordinator IQAC, welcomed all the members present in the meeting. Dr. Rajesh has given the presentation on NAAC and NBA Criteria. He explained the criteria where faculty data is required and shared the format in which data has to be compiled.

The following members were present during the meeting.

Dr. Rajesh Mathivanan
Ms. Amita Shukla
Ms. Sana Anjum
Dr. Poornima Tyagi
Ms. Pooja
Ms. Madhu
Dr. Arvind
Dr. Veena Grover
Mr. Devendra Pratap
Mr. Jaya Nidhi
Ms. Shweta
Ms. Nisha
Dr. Vineet
Dr. Kumod
Mr. Anant Prakash
Mr. Anuj Kumar
Dr. Himanshu

**IQAC Coordinator
NIET Gr Noida**

**Director
NIET Gr Noida**

Format for Recording Faculty Data

<i>File No.</i>	<i>Title</i>	<i>Contents</i>	<i>Order of filing</i>	
<i>F1</i>	<i>Recruitments</i>	<ul style="list-style-type: none"> • <i>Advertisements,</i> • <i>Resumes received</i> • <i>Procedure for recruitment</i> • <i>Minutes of the meeting</i> 	<ul style="list-style-type: none"> • <i>year wise</i> 	
<i>F2</i>	<i>Faculty status</i>	<ul style="list-style-type: none"> • <i>Faculty list</i> • <i>Retention Rate</i> • <i>Faculty work load</i> • <i>Staff student ratio</i> 	<ul style="list-style-type: none"> • <i>Gradation wise</i> • <i>Seniority wise</i> • <i>Year wise</i> • <i>Sem wise</i> • <i>Year wise</i> 	
<i>F3</i>	<i>Staff Profile</i>	<ul style="list-style-type: none"> • <i>Appointment letter</i> • <i>Resume</i> • <i>Certificates</i> • <i>Annual performance report</i> • <i>Promotion letter</i> 	<ul style="list-style-type: none"> • <i>Alphabetic order</i> 	
<i>F4</i>	<i>Publications</i>	<ul style="list-style-type: none"> • <i>F4-A: Conferences</i> • <i>F4-B: Journals</i> 	<ul style="list-style-type: none"> • <i>Year wise</i> • <i>First page of the publication</i> 	
<i>F5</i>	<i>Professional body activities</i>	<ul style="list-style-type: none"> • <i>Faculty Memberships</i> • <i>Department Memberships</i> • <i>Activities</i> 	<ul style="list-style-type: none"> • <i>List with membership no and copy of ID card</i> • <i>List with certificate</i> 	

			<ul style="list-style-type: none"> • <i>Activities year wise</i> 	
F6	<i>Achievements</i>	<ul style="list-style-type: none"> • <i>Awards</i> • <i>Invitation for BOS, BOG, BOE, Doctoral Committee, Visiting Professor etc of other Universities / Institutions</i> • <i>Lectures given at other Institutions</i> • <i>Member of Editorial Board of Journals, Editor for Journal, Reviewer for Journals etc.</i> • <i>Authoring of books</i> • <i>Conferences Attended</i> • <i>Patents Filed</i> 	<ul style="list-style-type: none"> • <i>Copies of the Award Certificates - Year wise</i> • <i>Invitation letters / any other proof for participation - Year wise</i> • <i>Invitation letters - Year wise</i> • <i>Invitation letters- Year wise</i> • <i>Copy of the cover page - Year wise</i> • <i>Participation Certificate</i> • <i>Supporting Documents</i> 	
F7	<i>Research Grants</i>	<ul style="list-style-type: none"> • <i>Proposals</i> • <i>Grant Orders (List of Ongoing</i> 	<ul style="list-style-type: none"> • <i>Proposal copy - Year wise</i> • <i>Sanction Letter / Order Copy; Cover page of</i> 	

		<i>and Completed Projects)</i>	<i>Completion Letter etc - Year wise</i>	
<i>F8</i>	<i>Consultancy</i>	<ul style="list-style-type: none"> <i>• Proof of receiving consultancy project</i> 	<ul style="list-style-type: none"> <i>• Letter copies - Year wise</i> 	
<i>F9</i>	<i>Ph. D Students guided</i>	<ul style="list-style-type: none"> <i>• List of Ph.D candidates - with following details Student Name, Guide Name, Title, University, Year of Registration, status</i> 	<ul style="list-style-type: none"> <i>• Ph.D. Admission Letter from University, Synopsis cover sheet, Result sheets, Thesis cover page, Doctoral certificate</i> 	