

Date 6<sup>th</sup> Feb 2023

## Minutes of meeting of internal quality assurance cell committee.

A meeting of the IQAC was convened on February 6th, 2023, at 1:30 PM in the Director's office. The meeting was chaired by the Director, and Ms. Sofia Pillai, IQAC Coordinator, welcomed all members. The following agenda points were discussed:

### Agenda:

1. Compilation and collection of data for the previous year.
2. Discussion on the format of Lesson Plans and Course Files.
3. Guidelines for Final Year Projects.


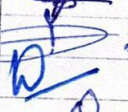



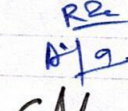
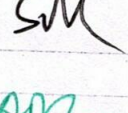


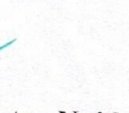
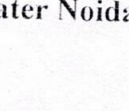




### Discussion Points:


1. **Compilation and Collection of Data for the Previous Year:**
  - o A new and updated data submission format was introduced. All departments are required to submit IQAC data on a monthly basis using this format.
2. **Lesson Plan and Course File Format:**
  - o The updated format for lesson plans and course files will be shared with all departments. It was agreed that this format will be adopted moving forward.
3. **Guidelines for Final Year Projects:**
  - o It was decided that fixed rubrics will be implemented for evaluating final year projects. Additionally, incentives for outstanding students and top projects were proposed to encourage excellence.






**Attendees**

S.N.	Name of the Member	Details of Member	Designation	Signature
1.	Dr. Vinod M. Kapse	Director	Chairman	
2.	Ms. Sofia Pillai	IQAC Co-ordinator	Coordinator	
3.	Dr. Praveen Soneja	Director General	Member	
4.	Dr. K. P. Singh	Professor & Registrar	Member	
5.	Dr. C. S. Yadav	Dean, MCA	Member	
6.	Dr. P.K. Shukla	HOD, EC	Member	
7.	Dr. Rashmi Mishra	HOD, BT	Member	
8.	Dr. Kumud Saxena	HOD, (CSE & IT)	Member	
9.	Dr. Priyanka Chandani	DS, CSBS & AI	Member	
10.	Mr. Mayank Deep Khare	HOD, IOT	Member	
11.	Mohd. Shahid	HOD, AIML	Member	
12.	Ms. Bhawna Wadhwa	HOD, CS	Member	
13.	Dr. Rajesh Kumar	COE	Member	
14.	Dr. Anjana Rani	Dean (Academics) First Year	Member	
15.	Mr. S. Nagpal	Representative from Society/ Industry/ Parent	Member	
16.	Mr. Kartikey	Representative from Alumni	Member	
17.	Dr. Avijit Mazumdar	Academician from Outside the Institute	Member	
18.	Dr. Neema Agrawal	Representative from Management	Member	

  
**IQAC Coordinator**  
NIET, Greater Noida

  
**Director**  
NIET, Greater Noida