Meeting of Non-Teaching Dept. Heads & Auditors today at 3.30 PM

monali.bhattacharya to: registrar, mihirk jha, krishna sundari, manish thakur, akhilesh sachan, ajit.tomar, jitendra.mohan, shweta dang,

Cc: yr.sood, bhagwati prasad

14-09-2022 12:23

Dear All,

As per the instructions of Hon. Vice-Chancellor, JIIT, Noida, Prof. Y. R. Sood, a meeting of Non-Teaching Heads and Audit committee Conveners of the Departments of Administration, Environment, JYC, IT and Registry has been scheduled today, September 14, 2022 at 3.30 PM in VC Conference Room JIIT, Noida Sector 62, campus. You all are requested to kindly attend the same.

The meeting will be chaired by Hon. VC, JIIT, Noida, Prof. Y. R. Sood.

The Conveners of the Audit teams, who are from Sector 128 may send the auditor from Sector 62 to represent their audit committee if they are unable to attend today.

with regards
Monali

Dr Monali Bhattacharya
Secretary, IQAC
Associate Professor, Dept. of HSS
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

MINUTES OF THE MEETING OF IQAC WITH NON- TEACHING HEADS AND AUDIT COMMITTEE CONVENERS OF THE DEPARTMENTS OF ADMINISTRATION, ENVIRONMENT, JYC, IT AND REGISTRY

A meeting of IQAC Convener, IQAC Secretary and Non-Teaching Heads and Audit committee Conveners of the Departments of Administration, Environment, JYC, IT and Registry was held on Wednesday, September 14, 2022 at 03:30 PM in PC Conference Room JIIT, Noida Sector 62, campus.

The meeting was chaired by Hon. Vice Chancellor, JIIT, Noida, Prof. Y. R. Sood.

Members Present:

S.No.	Department	Auditors & Dept. Head / Representative
1	Registry	Prof. Shweta Dang Auditor
		Mr Mihir Jha, Deputy Registrar

2	Administration	Mr Rajbir Singh, Auditor	
		Mr Ajit Tomar, Admin Manager	
3	Environment	Prof. Sudha Srivastava, Auditor	
		Prof. Krishna Sundari, Environment Cell Head	
4	IT	Dr Amanpreet Kaur, Auditor	
		Mr Akhilesh Sachan, IT Head	
5	JYC	Dr Manoj Chauhan, Auditor	
		Dr Manish Thakur, JYC Head	

ITEM -1: **Welcome and Opening Remarks by the Convener:**

Vice Chancellor, JIIT, Noida Prof. Y. R. Sood accorded a warm welcome to all the members present.

ITEM -2: **Discussion on Audit Process of Non-teaching Departments**

The Auditors of the Registry, JYC, Administration, IT and Environment presented their status of Audit as not having been started owing to non-receipt of Evaluative Reports from respective departments. For completion of Audit process, respective Heads / representatives of the Non-Teaching departments were asked to give the final dates for submission of their ERDs. Accordingly, the dates for completing Audit process were finalized department-wise by the chair after consultation with the IQAC Convener and Auditors.
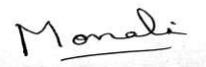
The final dates for submission of ERDs and Audit Reports department-wise are given below:

S.No.	Department	Date of Submission of ERD	Date of Submission of Audit Reports

1	Registry	22-09-2022	28-09-2022
2	Administration	16-09-2022	26-09-2022
3	Environment	19-09-2022	25-09-2022
4	IT	15-09-2022	21-09-2022
5	JYC	14-09-2022: Submitted	21-09-2022

ITEM -3:   **Any other item, decided by the Convener:**

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Dr Monali Bhattacharya
Secretary, Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF IQAC-AQAR COMMITTEE HELD ON SEPTEMBER 15, 2022

A meeting of IQAC-AQAR Committee was held on Thursday, September 15, 2022 at 11:00 AM in VC Conference Room, ABB III, JIIT, Noida Sector 62, campus.

The meeting was chaired by Hon. Vice Chancellor, JIIT, Noida, Prof. Y. R. Sood.
Members Present:

    Prof. Navneet Kr Sharma, PMSE
    Dr Anshu Varshney, PMSE
    Dr Prashant Chauhan, PMSE
    Prof Chetna Gupta, CSE
    Dr Neetu Sardana, CSE
    Prof B P Chamola. Mathematics
    Dr Sarfaraz, Mathematics
    Dr Alok Joshi, ECE
    Dr Juhi Gupta, ECE
    Prof Krishna Sundari, Biotechnology
    Prof Sujata Mohanty, Biotechnology
    Dr Mukta Mani, HSS
    Dr Monali Bhattacharya, HSS
    Dr Archana Srivastava, JBS

Dr Sweta Goel, Committee Member for criterion VII was granted Leave of Absence by the Chair.

ITEM -1: **Welcome and Opening Remarks by the Convener:**

Vice Chancellor, JIIT, Noida Prof. Y. R. Sood accorded a warm welcome to all the members present.

ITEM -2: **Discussion on the Process to be followed for AQAR filing:**

Prof. Y. R. Sood guided the committee members criterion-wise and discussed the means and the channels through which the data would be collected for AQAR filing this year.

It was decided that Data templates would be shared for data collection wherever required, or else ERDs as received post audit after 20th of September, 2022 may be used for AQAR data preparation.

Post-discussion, it was decided that the data collected through the departmental ERDs and the data received from Registry would be tallied by the respective team members to ascertain zero discrepancy and total correctness in any of the data received. If there was any discrepancy found, the team members would get it verified and rectified at the right source after consultation with Vice Chancellor, JIIT, Noida.

The last date for completing the data collection and filling up of AQAR along with the DVV documents and complete data templates Criterion wise, for the seven teams was decided to be October 20, 2022.

The pattern of the dates for data collection of AQAR 2021-22 would be same as every year till now:
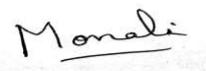
Academic Data: Academic Calendar July 2021 to June 2022

Publication Data: Calendar Year January-December, 2021

Financial Data: Financial year April 2021- March 2022

ITEM -3: **Any other item with the permission of Chair:**

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Dr Monali Bhattacharya
Secretary, Institute Quality Assurance Cell.

16.09.2022

Notice

A meeting of IQAC Subcommittees' Conveners is scheduled tomorrow, Saturday, September 17, 2022 at 11:30 AM in PC Conference Room, Sector 62 campus of Jaypee Institute of Information Technology, Noida. The meeting will be chaired by the Convener IQAC, Prof. B.P.Chamola.

Agenda: Review of Sub-Committees Reports

Dr Monali Bhattacharya
Secretary, Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF SUB-COMMITTEE CONVENERS OF IQAC HELD ON SEPTEMBER 17, 2022 AT 11:30 AM

A meeting of Sub-committee members of CIQAC, with the Convener, CIQAC was held on Saturday, September 17, 2022 at 11:30 AM in PC Conference Room, JIIT, Noida, Sector 62.

The meeting was chaired by the Convener, CIQAC Prof.B.P.Chamola. All the conveners of the 5 Sub-Committees were present in the meeting.

ITEM -1: **Welcome and Opening Remarks by the Chair:**

The Convener, CIQAC accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2: **Discussion on Sub-Committees' Reports**

The conveners of various sub-committees updated their respective status of compilation of feedbacks and preparation of their respective reports.

ITEM -3: **Any other item, decided by the Convener:**

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Monali Bhattacharya

Secretary, CIQAC

Notice

A meeting of IQAC sub-committee conveners has been scheduled tomorrow, October 18, 2022 at 11:00 AM in VC Conference Room, Sector 62 campus, JIIT Noida. All sub-committee Conveners are requested to kindly make it convenient to be present. The meeting will be chaired by the Convener IQAC, Prof. B.P.Chamola.

Agenda: Discussion of Finalization of Sub-committees Report

Monali Bhattacharya

Secretary, CIQAC

MINUTES OF THE MEETING OF SUB-COMMITTEE CONVENERS OF IQAC HELD ON OCTOBER 18, 2022 AT 11:00 AM IN PRO CHANCELLORS' CONFERENCE ROOM, SECTOR-62, NOIDA.

A meeting of Sub-committee conveners of CIQAC, with the Convener, CIQAC was held on October 18, 2022, at 11:00 AM in Pro Chancellors' Conference Room, Sector-62, Noida. The meeting was chaired by the Convener, CIQAC Prof. B. P. Chamola.

ITEM -1: **Welcome and Opening Remarks by the Chair:**

The Convener, CIQAC accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2: **Discussion of Finalization of Sub-Committees Reports**

The members apprised the convener that they were at the final stage of recommendation formulation. They would be completed by month end.

ITEM -3: **Any other item, decided by the Convener:**

Since, no other point was raised, the meeting ended with vote of thanks to Chair.

Monali Bhattacharya
Secretary, CIQAC

Fw: IQAC-AQAR Committee meeting rescheduled on Thursday _20-10-2022 at 03:30 PM in PC Conference Room, JIIT Sector 62, Noida from Tuesday_18-10-2022

monali.bhattacharya to: anshu.varshney, prashant.chauhan, chetna.gupta, neetu.sardana, pankaj.srivastava, mohd.sarfaraz,

18-10-2022 11:13

Cc: sc.saxena, yr.sood, bhagwati prasad, navneetk sharma
Bcc: kg samuel, sachin.uniyal

Dear AQAR Committee Members,

With reference to the trailing mail, kindly note that the meeting of IQAC AQAR Committee scheduled today, October 18, 2022 at 03:30 PM in PC Conference Room JIIT, Noida Sector 62, campus, has been rescheduled on Thursday, October 20, 2022.

Time of the meeting: 03:30 PM
Venue of the meeting: PC Conference Room JIIT, Noida Sector 62, campus

You all are requested to kindly attend the same. The meeting will be chaired by Hon. VC Sir, Prof. Y. R. Sood.

Agenda: Progress Review of AQAR Criterion-Wise

With regards
Monali

Dr Monali Bhattacharya
Secretary, IQAC
Associate Professor, Dept. of HSS
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

From:	monali.bhattacharya/jiit
To:	anshu.varshney/jiit@jiit.ac.in, prashant.chauhan/jiit@jiit.ac.in, chetna.gupta/jiit@jiit.ac.in, neetu.sardana/jiit@jiit.ac.in, pankaj.srivastava/jiit@jiit.ac.in, mohd.sarfaraz/jiit@jiit.ac.in, alok.joshi/jiit@jiit.ac.in, juhi/jiit@jiit.ac.in, krishna sundari/jiit@jiit.ac.in, sujata mohanty/jiit@jiit.ac.in, mukta mani/jiit@jiit.ac.in, monali.bhattacharya/jiit@jiit.ac.in, archana.shrivastava/jiit@jiit.ac.in, sweta.goel/jiit@jiit.ac.in
Cc:	sc.saxena/jiit@jiit.ac.in, yr.sood/jiit@jiit.ac.in, bhagwati prasad/jiit@jiit.ac.in, navneetk sharma/jiit@jiit.ac.in
Date:	13-10-2022 12:16
Subject:	IQAC-AQAR Committee meeting on Tuesday_18-10-2022 at 03:30 PM in PC Conference Room, JIIT Sector 62, Noida

Dear AQAR Committee Members,

As per the instructions of Hon. Vice-Chancellor, JIIT, Noida, Prof. Y. R. Sood, a meeting of IQAC AQAR Committee has been scheduled on Tuesday, October 18, 2022 at 03:30 PM in PC Conference Room JIIT, Noida Sector 62, campus.

You all are requested to kindly attend the same. The meeting will be chaired by Hon. VC Sir, Prof. Y. R. Sood.

Agenda: Progress Review of AQAR Criterion-Wise

MINUTES OF THE MEETING OF AQAR COMMIITTEE OF IQAC HELD ON 20.10.2022

A meeting of the AQAR committee of IQAC was held on Thursday, 20-10-2023 at 03:30 PM to discuss the strategy to fill up AQAR for this year.

The meeting was chaired by Hon Vice Chancellor, Prof. Y.R.Sood.

ITEM-1:   **Welcome and Opening Remarks by the Convener:**

The Convener welcomed all the members for attending the meeting at such a short notice.

ITEM-2:   **Strategy for Review and Filing of AQAR 2021-22**:

The Convener of IQAC outlined the timeline that had to be followed for filing AQAR this year. Two members had been assigned each criterion. It was decided that once compilation is completed, a complete review of every criterion would be done through interchange and checking of the DVV, write-ups and templates criterion wise, of one another in an objective manner, so that, if anything has been missed out or is felt by the reviewers that something needs to be added further, could be considered and revised before filing.

The criterion wise review panel was constituted as follows:

- Criterion 1 is to be reviewed by Criterion 2 team (Dr Neetu Sardana & Prof. Chetna Gupta)
- Criterion 2 is to be reviewed by Criterion 1 team (Dr Anshu Varshney & Dr Prashant Chauhan)

- Criterion 4 is to be reviewed by Criterion 5 team (Prof. Krishna Sundari & Prof. Sujata Mohanty)

- Criterion 5 is to be reviewed by Criterion 4 team (Dr Juhi & Dr Alok Joshi)

- Criterion 6 is to be reviewed by Criterion 7 team (Dr Archana Srivastava & Dr Sweta Goel)

- Criterion 7 is to be reviewed by Criterion 6 team (Dr Mukta Mani & Dr Monali)

It was decided that this work would be completed by Friday, November 25, 2022.

ITEM-3:   **Any other item, decided by the Convener:**

The members apprised the Convener about the restriction in size of DVV for uploading as having been restricted to 5 MB. It was decided that Prof. Navneet with the help of Prof. Sandeep K. Singh would try to create additional links on JIIT website for uploading of additional supporting documents. Thereafter the meeting ended with the AQAR members thanking the Chair for guiding them and the Convener wishing them success in completing the task at a short notice.
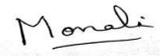
Dr Monali Bhattacharya

Secretary CIQAC

IQAC AQAR Meeting scheduled on 12-11-2022 at 11:30 AM in PC Conference Room, Sector 62, Noida

monali.bhattacharya   to: anshu.varshney, prashant.chauhan, chetna.gupta, neetu.sardana, pankaj.srivastava, dinesh.bisht,   10-11-2022 13:11

Cc: sc.saxena, yr.sood, bhagwati prasad, navneetk sharma

Bcc: kg samuel, sachin.uniyal

Dear All,

As per the directives of Hon. VC Sir Prof. Y.R.Sood, IQAC AQAR Committee meeting is scheduled to be held on Saturday, Nov. 12, 2022 at 11:30 AM in PC Conference Room, Sector 62 campus, JIIT , Noida.

The meeting will be chaired by IQAC Convener, Prof. B.P.Chamola.

Request all the members to kindly make it convenient and attend the same with their complete AQAR criterion wise reports and respective dvvs.

Kindly refer to the trailing mails for further information.

With regards
Monali

Dr Monali Bhattacharya
Secretary, IQAC
Associate Professor
Department of Humanities & Social Sciences
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

MINUTES OF THE MEETING OF AQAR COMMIITTEE OF IQAC HELD ON 12.11.2022

A meeting of the AQAR committee of IQAC was held on Saturday, 12.11.2022 at 11:30 AM to discuss the strategy to audit the AQAR for this year before its final submission.

The meeting was chaired by CIQAC Convener, Prof B. P. Chamola.

ITEM-1:   **Welcome and Opening Remarks by the Convener:**

The Convener welcomed all the members for attending the meeting at such a short notice, during the exam times.

ITEM-2:   **Timeline for Audit of AQAR 21-22:**

The Convener of IQAC outlined the timeline that had to be followed for the Audit of AQAR as decided earlier. Since most of the criterion were in the midst of

compilation, 1 month was given to all to complete the internal review before final audit.

As per the directives of Hon. Pro-Chancellor Sir, Prof. S. C.Saxena, final Audit of AQAR Criterion-wise had to be done by Hon. VC Sir, Prof. Y. R.Sood, IQAC Convener, Prof. B. P. Chamola, AQAR Convener, Prof. Navneet K. Sharma and Secretary, IQAC, before final uploading of AQAR.

The schedule of Audit was decided as given below:

- Wednesday, December 14, 2022: Part A and Criterion 1
- Thursday, December 15, 2022: Criterion 2 and Criterion 4
- Friday, December 16, Criterion 5 and Criterion 6
- Monday, December 19, 2022: Criterion 7 and Criterion 3

ITEM-3:   **Any other item, decided by the Convener**:

Since, there was no other point raised, the meeting ended with the AQAR members thanking the Chair for guiding them and the Convener wishing them success in completing the task as discussed.

Dr Monali Bhattacharya

Secretary CIQAC

Dear Colleagues,

Kindly note that AQAR Audit review of all the Criterion will be done today, December 26, 2022 from 11:30 AM at PC Conference room, JIIT, Sector 62, Noida.

You all are requested to kindly make it convenient to attend the same.

With regards
Monali

Dr Monali Bhattacharya
Associate Professor
Department of Humanities & Social Sciences
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

Minutes of Meeting for AQAR, 2021-22

A meeting of AQAR committee was held on Monday, December 26, 2022 at 11:30 AM in PC conference room, JIT, Noida to discuss the final uploading of different criteria (1-7) of AQAR, 2021-22.

The meeting was chaired by Convener, IQAC, Prof. B. P. Chamola.

The following members were present in the meeting:

Prof. Bhagwati Prasad Chamola, Convener, IQAC

Dr. Monali Bhattacharya, Secretary, IQAC

Prof. Navneet K. Sharma, Convener, AQAR

Dr. Anshu Varshney, PMSE

Dr. Prashant Chauhan, PMSE

Prof. Chetna Gupta, CSE

Dr. Neetu Sardana, CSE

Dr. Pankaj Srivastava, Mathematics

Dr. Sarfaraz, Mathematics

Dr. Dinesh C. Bisht, Mathematics

Dr. Alok Joshi, ECE

Dr. Juhi Gupta, ECE

Prof. Krishna Sundari, Biotechnology

Prof. Sujata Mohanty, Biotechnology

Dr. Mukta Mani, HSS

Dr. Monali Bhattacharya, HSS

Dr. Archana Srivastava, JBS

Dr. Sweta Goel, JBS

ITEM-1:   **Welcome and Opening Remarks by the Convener:**

Welcome and Opening Remarks by the Chair Prof. B. P. Chamola. He wished warm welcome to all the members.

ITEM-2:   **Review and uploading of AQAR:**

All criteria (1-7) of AQAR were finally discussed and presented by respective members of the criterion. Chair Prof. B. P. Chamola appreciated the efforts of all members for preparing different criteria. It was decided that, from next day, uploading on NAAC portal would be started.

ITEM-3:   **Any other item, decided by the Chair:**

Since no other matter was raised, the meeting ended with the Vote of Thanks by the Chair.

Dr Monali Bhattacharya

Secretary CIQAC

Dear Conveners of Sub-Committees,

ERD proforma of 2023 has been revised by the members of AQAR committee. A meeting of Sub-committee coordinators has been scheduled today at 11:00 AM in IQAC Office, Sector 62 to finalize the same and add any other point if required.

Request you all to make it convenient to attend the same.

Meeting will be chaired by IQAC Convener Prof. B. P. Chamola.

With regards
Monali

Dr Monali Bhattacharya
Secretary, IQAC
Associate Professor
Department of Humanities & Social Sciences
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

MINUTES OF THE MEETING OF SUB-COMMITTEE CONVENERS OF IQAC HELD ON May 26, 2023 AT 11:00 AM IN IQAC OFFICE, SECTOR-62, NOIDA.

A meeting of Sub-committee conveners of CIQAC, with the Convener, CIQAC was held on May 26, 2023, at 11:00 AM in IQAC Office, Sector-62, Noida. The meeting was chaired by the Convener, CIQAC Prof. B. P. Chamola.

The Convener of Professional & Social Activities was granted Leave of Absence by the Chair.

ITEM -1:   Welcome and Opening Remarks by the Chair:

The Convener, CIQAC accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2:   Discussion of Finalization of ERD Proforma 2022-23

The changes in the ERD as incorporated by respective AQAR members was reviewed. It was found that the proforma of ERD now matched with that of AQAR format. The ERD proforma was approved bt IQAC Subcommittee Conveners.

ITEM -3: **Any other item, decided by the Convener:**

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Monali

Monali Bhattacharya

Secretary, CIQAC

Dear IQAC Sub Committee Conveners, AQAR Committee Members and DQAC Committee members,

PFA the revised ERD for filling of the data for the year 2022-23.   Revised ERD_2022-23.docx

The calculation sheet will be sent in due course of time, with the Audit committee notification.

Kindly note that the academic data is to be prepared for academic session from July 1, 2022 to June 30, 2023, financial data has to given from April 1, 2022 to March 30, 2023 and publication data has to be given for calendar year 2022, from January 1, 2022 to December 31, 2022.

Request the DQAC members to complete the preparation of ERD reports by July 31, 2023 as per the norms, so that the audits may be completed by August 31, 2023 and AQAR filing may be started thereafter.

Request you all to join tomorrow, June 8, 2023 at 11:00AM for an online meeting to discuss the process of ERD preparation and AQAR filing for the year 2022-23.

The meeting details are given below:

Google Meet joining info
Video call link: https://meet.google.com/kij-qaee-nrw

The meeting will be chaired by IQAC Convener, Prof. B. P. Chamola. Dr Ashwani Mathur, Associate Dean, Institute Data Management will also be there to help us and guide us further, so that institutional data collection process is further streamlined.

With regards
Monali

Dr Monali Bhattacharya
Associate Professor, Dept. of HSS
Jaypee Institute of Information Technology
Sector 62, Noida
Telephone (Office): 0120-2594384

MINUTES OF THE MEETING OF DQAC -AQAR & IQAC HELD ON JUNE 8, 2023 AT 11:00 AM IN IQAC OFFICE, SECTOR-62, NOIDA.

- An online meeting of Sub-committee conveners of IQAC, DQAC members and AQAR was held on June 8, 2023, at 11:00 AM through Google meet. The meeting was chaired by the Convener, CIQAC Prof. B. P. Chamola.

The Convener of Professional & Social Activities was granted Leave of Absence by the Chair.

ITEM -1:   Welcome and Opening Remarks by the Chair:

The Convener, CIQAC accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2:   Discussion of Process of Preparing ERD 2022-23

The changes in the ERD as finalised by respective AQAR members and IQAC Sub-committee Conveners was reviewed. It was decided that NAAC SOP for reference of definitions would be used by DQAC for preparing ERDs. **All DQAC members were requested to go through page number 10 to the end of NAAC SOP for clarification of definitions and requirements of DVV. A complete list with** details of SOP page number reference and AQAR Committee members' names was shared with DQAC for any further clarification, as outlined below:

- STANDARD OPERATING PROCEDURES
- Reference details for ERD
- For point 11: CRITERION I: Curriculum Design and Development (Dr Prashant Kumar and Dr Anshu Varshney) Refer to NAAC SOP Pages 10-14

- For point 12. CRITERION - II : TEACHING- LEARNING AND EVALUATION (Prof. Neetu Sardana and Prof. Chetna Gupta) Refer to NAAC SOP Pages 14 – 19

- For point 15: CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION (Dr Dinesh Bisht, Dr Pankaj Srivastava and Dr Mohd. Sarfaraz) Refer to NAAC SOP Pages 19 - 31

- For point 17: CRITERION V – STUDENT SUPPORT AND PROGRESSION (Prof. Krishna Sundari and Prof. Sujata Mohanty) Refer to NAAC SOP Pages 36 - 41

- For point 18: Criterion VI – Faculty Empowerment Strategies at the department level (Prof. Mukta Mani and Dr Monali) Refer to NAAC SOP Pages 42 - 44

ITEM -3:   Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Monali Bhattacharya

Secretary, CIQAC

MINUTES OF THE MEETING OF IQAC – IAMC HELD ON
DECEMBER 19, 2023

A meeting of IQAC – IAMC was held on Tuesday, December 19, 2023 at 03:30 PM to discuss IQAC Action Taken Report (2022-23) for Recommendations of 2021-22 and the IQAC Recommendations for the year 2022-23.

The meeting was chaired by Hon. Vice Chancellor, JIIT, Noida, Prof. B. R. Mehta.

The following members were present:

- Prof. B. R. Mehta, Vice-Chancellor, JIIT, Noida
- Prof. B. P. Chamola, Coordinator, CIQAC
- Prof. Vikas Saxena, Director, JIIT
- Prof. Anubha Vashisht, Director, JBS
- Prof. Pammi Guaba, Dean A&R I
- Prof. Shweta Srivastava, Dean A&R II
- Prof. Alka Tripathi, Head, Mathematics
- Prof. Anirban Pathak, Head, PMSE
- Brig. Sanjay Dawar, Dean, Students' Welfare & Head T & P
- Prof. Navneet K. Sharma, Convener, IQAC Subcommittee, Teaching & Learning
- Prof. Krishna Sundari, Convener, IQAC Subcommittee, SAP
- Prof. Mukta Mani, Convener, IQAC Subcommittee, Stakeholder Relationship
- Dr Monali Bhattacharya, Asso Dean, Quality Assurance & CIQAC Secretary
- Colonel Sharad Rastogi, Registrar & Head, Administration.
- Prof. Jitendra Mohan, Asso Dean, Academic, Sector-128
- Prof. Vibha Rani, Asso Dean, Innovation
- Prof. Indira P. Sarethy, Asso Dean, Perception, Branding & Collaboration
- Dr Ashwani Mathur, Asso. Dean, Institute Data Management
- Dr Tribhuwan Tewari, Asso Dean, Academic, Sector-62
- Dr Anita Sahoo
- Dr Alka Singhal

Following members were granted Leave of Absence by the Chair:

- Prof. Alka Sharma, Dean & Head, HSS
- Prof. S.P. Purohit, COE
- Prof. Sajaivir Singh, Convener, IQAC Subcommittee, Social & Professional Activities
- Mr Mihir Jha, Dep. Registrar, Registry

ITEM-1: **Welcome and Opening Remarks by the Chair:**

Honourable Vice Chancellor accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM-2: **Discussion on Action Taken Report (2022-23) on Recommendations of IQAC Report 2021-22:**

Honourable Vice Chancellor read out various Actions taken for all the Recommendations given in the report point wise.

The committee took cognizance of the status of implementation of all the recommendations of last year. Certain suggestions were given and were incorporated in the document therein, itself and finally approved the Action Taken report for the recommendations given in the Report of 2022-23.

ITEM-3: **Discussion on IQAC Recommendations as given in IQAC Report of 2022-23:**

Honourable Vice Chancellor read out each of the Recommendations and the committee discussed them point-wise.

Action to be taken and plans were put forth item wise and discussed by the committee.

Post discussions, the Recommendations of IQAC 2022-23 to be implemented in 2023-24 were accepted and ratified by the committee.

Thereafter, Hon. Vice Chancellor directed IQAC Coordinator to send the Recommendations to all the Heads for the needful implementation of recommendations point wise.

ITEM 4: **Any other item, decided by the Convener:**

Since no other matter was raised the meeting ended with the Vote of Thanks to the Chair.

Chamola 22/12/2023

Prof. B. P. Chamola

Coordinator, IQAC

Responsibility for Implementation of IQAC Recommendation (2022-23) for Year 2023-24

Item No.	Description in Brief	Primary Responsibility	Authority	Approving Authority	Date for Reporting Progress/Completion	Action Plan Submission Date — Already implemented / additional action plan, if any
1	The Institute to offer one or two interdisciplinary programme	All Heads of the Departments	Dean AR	VC	31/7	
2	More Open Electives / Courses in the emerging areas as per the requirement of the industries could be floated by the departments. Further, courses like Scientific Writing and Communication, Emotional Intelligence, Art of being Happy, etc. may be offered to the students as Value Addition Courses.	All Heads of the Departments	Dean AR	VC	31/7	
3	Regular interaction of senior visiting faculty from both industry and academia to make the students industry ready & to undertake following measures: • Encourage and promote the Immersion programme or Immersion learning; • Collaborate with industry professionals and organizations to update the curriculum and align it with current industry requirements; • Incorporate practical, hands-on projects, case studies, and industry-specific assignments into the coursework.	All Heads of the Departments	Dean AR	VC	31/7	
4	Encourage students to focus on live projects / field-based learning and provide them access to experiential learning opportunities.	All Heads of the Departments	Dean AR	VC	31/7	

S.No					
5	Increase the Number of admissions in PG, Ph. D. and MBA programs.	All Heads of the Departments	Dean AR	VC	31/7
6	Involvement of Alumni in designing and revising the curriculum, mentoring students and continuous interaction with the students need to be strengthened. A monthly alumni lecture/interaction series may be initiated by the departments for better engagement with Alumni.	All Heads of the Departments	Dean AR	VC	31/7
7.	Both the MI Rooms which are currently functioning in Sector 62 and Sector 128 campus to be refurbished.	Shri S. Moondra Ji	Dean AR	VC	31/7
8	More efforts need to be taken to strengthen mentor-mentee relationship.	Mentoring Coordinators	Dean AR	VC	31/7
9	All the department to increase the number of publications per teacher in quality indexed Journals	All Heads of the Departments	Dean AR	VC	31/7
10	All departments to put in consistent efforts for getting externally funded / collaborative research projects and research grants and consultancy in eligible areas to generate revenue.	All Heads of the Departments	Dean AR	VC	31/7
11	Strong efforts for getting awards from Government or other recognized bodies need to be put up by faculty members for excellence in their domain	All Heads of the Departments	Dean AR	VC	31/7
12	Additional faculty development programs to be organized on teaching pedagogy and innovative teaching practices.	All Heads of the Departments	Dean AR	VC	31/7
13	Registry & Accounts to conduct at least one Professional Development Programme / Staff Development Programme every semester on behavioral and communication skills.	Registrar & CFO	Dean AR	VC	31/7

No.	Description	Responsible		VC	31/7
14	Students to be offered comprehensive career guidance services with personalized support in identifying internship opportunities that align with their career goals.	All Heads of the Departments & T & P Cell	Dean AR	VC	31/7
15	Conduct Mid and End Term exams for first semester students.	Controller of Examinations		VC	31/7
16	More interaction with parents regarding performance of their ward could be undertaken	Mentoring Coordinators / JYC In-Charge		VC	31/7
17	Sports facilities to be improved and a greater number of sports activities/ events (both on-campus and off-campus) should be promoted to accommodate a good number of student participation	JYC In-Charge & Sports Officer		VC	31/7
18	All 22 hubs of JYC to actively take part in the conduct of events of respective hub events.	JYC In-Charge	Dean AR	VC	31/7
19	Academic/administrative support staff for each department to assist the departmental faculty in various departmental work.	Registrar		VC	31/7
20 a	The institute must maintain all data and proofs in accordance with (i) UNEP Universities Greening Toolkit V2, (ii) UGC-SATAT guidelines and (iii) GRI standards. All environmental aspects must be managed and documented with an Environment Management Plan (EMP) - ISO 14001:2015. 1. Development and enforcement of waste management policies that prioritize	Environment Cell	Dean AR	VC	31/7

	sustainability and environmental responsibility should be followed as per Solid Waste Management (SWM 2016) rules.				
20 b	As per NAAC requirement, geo tagged photographs to be included in every report and for every occasion.	All Heads of the Departments of Teaching and Non-Teaching	Dean AR	VC	31/7
21	The documents such as forms, formats and procedures related to Accounts/Finance department for the work of sponsored project, TA/Honorarium to the experts invited in conference/workshop/FDP/invited lecture etc to be made available on website/ Fileserver of JIIT so that the desired work can be done more smoothly. Similarly, an HR manual to be published on Fileserver,	Registrar		VC	31/7

Premcb
06/01/2024
(B P Chawla)

rah.
6.1.24.

VICE CHANCELLOR
Jaypee Institute of Information Technology
Deemed University, U/S 3 of the UGC Act
A - 10, Sector - 62, Noida (U.P.)