Minutes of the Meeting

The seventeenth meeting of IQAC was held on 16.11.2024 at 11:00 A.M. Online/Offline in IQAC Office of Kanpur Institute of Technology. Meeting was chaired by Dr. Brajesh Varshney, Chairperson of IQAC. Following members attended the meeting:

1.	Dr. Brajesh Varshney	Chairperson	Present
2.	Sh. Vipul Jain	Management representative	Absent
3.	Dr. Rakesh Kumar Pandey,	Dean, Administration	Present
4.	Dr. Neeraj Mishra,	Dean, Academics	Present
5.	Dr. Ritu Kumari Singh,	Dean, Student Welfare	Present
6.	Dr.Vivek Srivastava,	Dept. of Mechanical Engg.	Present
7.	Mr. Rahul Singh	Dept. of Computer Science & Engg. .	Present
8.	Mr. Faraz Khan,	Dept. of Business Administration	Present
9.	Mr.Mohd. Arif	Dept. of Electrical& Electronics Engg.	Present
10.	Mr. Anurag Trivedi,	Registrar	Present
11.	Mr. Khalid Mohammad,	Manager-Internal Audit	Present
12.	Mr. Mohd. Arif,	Accreditation Coordinator	Present
13.	Mr. Praveen Kumar Dwivedi	Assistant System Admin.	Present
14.	Ms. Anita Sharma,	Librarian	Present
15.	Dr. Sanjay Mahendru,	Psychiatrist, Mahendru Psychiatric Center	Present
16.	Ms. Shweta Yadav	Alumni	Absent
17.	Ms. Ishita Sarkar	Student	Present
18.	Mr. Akash Bhardwaj	Employer	Present
19.	Ms. Simi Agarwal	Industrialist	Present
20.	Mr. Mohammed Ahmad Khan	Stakeholder	Absent
21.	Mr. Raj Kishore Maheshwari	Stakeholder	Present
22.	Ms. Nidhi G. Kapoor	IQAC Coordinator	Present

Chairperson Dr. Brajesh Varshney (Director) welcomed the members for participating in the meeting. Ms. Nidhi G. Kapoor, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:
Agenda 1: To verify the minutes of the sixteenth meeting.

As no suggestions were received, minutes of 16th IQAC meeting are approved.

Agenda 2:- Feedback for the First Semester

The cell discussed the importance of student feedback in improving teaching-learning quality. It was suggested to use Google Forms for gathering feedback related to teaching, infrastructure, curriculum delivery, and support services.

Agenda 3:- Planning of Semester Examinations as per Autonomous Guidelines

The examination cell presented the tentative calendar for the end-semester examinations. Emphasis was laid on adhering strictly to autonomous regulations regarding paper setting, moderation, continuous internal assessment, invigilation, and evaluation.

Agenda 4:- Implementation of Regulations

The committee reviewed the academic and examination regulations (attendance norms, internal assessment rules, back paper criteria, promotion rules). It was discussed that regular workshops/training sessions be conducted to ensure faculty and students are well-informed.

Agenda 5:- Discussion of Varied Courses for the Next Semester

Suggestions were invited for the introduction of new courses or open electives under NEP and autonomy for the next semester. Courses aligned with industry trends (AI, IoT, Data Analytics, Entrepreneurship, Digital Marketing) were discussed.

Agenda 6:- Organization of Alumni Meet

The committee proposed conducting an Alumni Meet to enhance institute-alumni engagement and seek collaborative opportunities in placements, mentoring, and industry outreach. It was resolved that the Alumni Meet be scheduled on 28th December 2025. The planning and coordination for the event will be undertaken by the IQAC in collaboration with the Alumni Cell.

IQAC Suggestions Based on Deliberations:

1. Introduce a centralized Faculty Orientation Program for all departments at the beginning of the semester to ensure standardization in academic practices.

2. Start a Student Mentorship Program focusing on academic and career guidance, especially for first-year students.

3. Incorporate Outcome-Based Education (OBE) mapping with course objectives and assessment strategies.

Meeting ended at 12:15 P.M.

Ms. Nidhi G. Kapoor
Coordinator (IQAC)

Dr. Brajesh Varshney (Director)
Chairperson (IQAC)

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