

# Panipat Institute of Engineering and Technology

Approved by A.I.C.T.E. & affiliated to Kurukshetra University, Kurukshetra.  
70, Milestone, G.T.Road, Samalkha, Panipat, 132103, Haryana

Ref. No: PIET/IQAC/Meeting & Circular /21

Date: 17.12.2024

## CIRCULAR

It is hereby notified that the second quarterly meeting of the IQAC for academic session 2024- will be held on 12:00 noon on Tuesday 24-12-2024 in the Admin Block, conference room. Agenda of the meeting is placed hereasunder:

Agenda of 21<sup>st</sup> IQAC meeting:

1. To welcome and confirm the minutes of the 20<sup>th</sup> meeting of IQAC held on 25-09-2024

### **Statement of the case**

The minutes of the 20th IQAC meeting held on 25-09-2024 were circulated to all members of IQAC. If the members raised no observations or corrections, the minutes will be considered confirmed.

2. Student feedback analysis of the current semester

### **Statement of Case:**

The meeting will present an analysis of the student feedback collected during the current semester. This feedback will focus on key areas such as teaching-learning outcomes, faculty performance, course content, and campus facilities. The goal is to identify strengths, address any concerns, and implement improvements based on student insights to enhance the overall academic experience and institutional environment.

3. Syllabus completion status of the current Semester

### **Statement of Case:**

The completion status of the syllabus for the ongoing semester will be reviewed. Any delays or challenges faced in completing the syllabus will be discussed, along with strategies to address them and ensure timely completion.

4. Time table Preparation for the coming Semester

### **Statement of the case**

The preparation of the timetable for the upcoming semester will be discussed. The focus will be on creating a well-structured schedule that accommodates all courses, ensures optimal utilization of faculty and classroom resources, and avoids scheduling conflicts. Inputs from departments regarding specific requirements or constraints will be considered to finalize a timetable that promotes an efficient and productive academic environment.

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## 5. Planning of Academic and Administrative Audit in the Campus

### **Statement of the case**

The Academic and Administrative Audit (AAA) is an essential process to evaluate the effectiveness of academic practices and administrative operations on campus. This meeting will discuss the objectives, scope, and methodology for conducting the audit, including the formation of committees and defining key parameters. The audit aims to identify strengths, address gaps, and recommend improvements to enhance institutional efficiency and quality.

## 6. Preparation of sports policy

### **Statement of the case**

The institute recognizes the importance of sports in fostering holistic student development. This meeting will focus on formulating a comprehensive sports policy to promote active participation, enhance facilities, and establish a structured framework for organizing and supporting sports activities. The policy aims to encourage a culture of physical fitness, teamwork, and excellence in sports across the campus.

## 7. To Review the software proposed in the 20<sup>th</sup> IQAC meeting

### **Statement of the case**

In the 20th IQAC meeting, the need for a new software system was discussed, and Dr. Shakti Arora was assigned to lead the development process with her team. This meeting will review the progress made, evaluate the software's features, and consider any suggestions or feedback from members. The objective is to finalize the product based on these inputs to ensure it meets the institution's requirements and enhances operational efficiency.

## 8. To plan NBA accreditation for MCA, CSE, ECE, MBA, IT Programs.

### **Statement of the case**

The process of NBA accreditation for MCA, CSE, ECE, MBA, and IT programs will be outlined. The meeting will discuss the preparation required for the accreditation process, including compliance with NBA criteria, documentation, and faculty involvement.

## 9. To discuss, plan and prepare for the ensuing NAAC accreditation visit to our Campus.

### **Statement of the case**

The upcoming National Assessment and Accreditation Council (NAAC) visit is a critical event for the institution. The meeting will focus on planning the visit, ensuring readiness, reviewing compliance with NAAC parameters, and preparing necessary documentation and presentations.

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## 10. To finalize the academic calendar 2024-25 and to propose the academic calendar 2025-2026

### Statement of the case

The academic calendar for 2024-25 will be finalized during this meeting, confirming key dates and schedules for the upcoming academic year. Additionally, the proposed academic calendar for 2025-2026 will be presented for review. Upon approval, the respective departments will prepare their individual departmental calendars. The meeting aims to ensure that both academic calendars are aligned with the institution's goals and provide clear guidance for faculty and students.

## 11. Measures for personality development of the students.

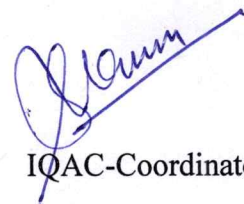
### Statement of the case

The meeting will discuss strategies and initiatives to enhance the personality development of students, focusing on improving their communication skills, leadership abilities, teamwork, and overall confidence. Proposed measures may include workshops, seminars, mentoring programs, and co-curricular activities designed to nurture well-rounded individuals equipped for academic, professional, and personal success.

## 12. Discussion on Increase in Intake of Departments

### Statement of the case:

To meet the growing demand for programs in fields like AIML, CS, AIDS, and CSE, the institution proposes increasing the intake capacity for these branches. The meeting will discuss feasibility, including infrastructure, faculty availability, and industry demand, to ensure alignment with educational and professional requirements.



IQAC-Coordinator

CC:  
Members IQAC  
Management/Deans/Registrar/HODs



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## Minutes of the Meeting

Ref. No: PIET/IQAC/Meeting & Circular/21(a)

Date: 30.12.2024

21<sup>st</sup> meeting of IQAC was held on 24-12-2024 at 12.30 P.M. in the G block. The following were present:

### Attendees:

1. Prof. (Dr.) Shakti Kumar- Chairperson
2. Mr. Rakesh Tayal- Vice Chairman
3. Mr. Shubham Tayal- Member BOG
4. Prof. Jasbir Singh Saini- Dean Engineering
5. Dr. Dharendra Singhal- Special Invitee
6. Dr. Akhilesh Mishra- Special Invitee
7. Dr. Neeraj Gupta-Special Invitee
8. Dr. Shally- Special Invitee
9. Dr. Gaurav Agarwal- Special Invitee
10. Dr. Shakti Arora- IQAC member
11. Dr. B. K. Verma- IQAC member
12. Dr. Daisy Arora- IQAC member
13. Dr. G.S. Bhamra- IQAC member
14. Dr. Ruchi Panwar- IQAC member
15. Dr. Tanu Juneja- IQAC member
16. Dr. Upasana Lakhina- IQAC member
17. Mr. Amit Gupta, President, Rotary Panipat Central Haryana
18. Mr. Harshit Kakkar, H.R. Overseas, Panipat, Alumni
19. Dr. Anurag Tiwari, CEO, Qvolv Technologies Pvt. Ltd., Greater Noida
20. Dr. Suman Mann- Coordinator

At the onset, the Chairperson welcomed all members to the meeting. The chairperson gave a presentation on IQAC vision, mission structure & objectives to lend an introduction & impetus to the discussions. The following agenda taken up for discussion:

1. **To confirm the minutes of the 20th IQAC meeting held on 25-09-2024:**  
The minutes of the IQAC meeting held on 25-09-2024 were forwarded to all members. As there were no objections from any member, it was unanimously resolved to confirm the minutes.



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## 2. To discuss and analyse student feedback collected during current semester

The IQAC coordinator presented the faculty feedback report for the current semester August–December 2024. It was emphasized that efforts should be made to increase the number of students participating in the feedback process. To ensure the reliability of responses, it was proposed that only students with a minimum attendance of 60% be eligible to provide feedback. Additionally, it was decided that faculty feedback records should be securely maintained in the HOD's cabin for a period of five years for future reference. HODS may issue appreciation letters to faculty members who receive excellent feedback scores, as a way to acknowledge and encourage their performance and able to render counselling to faculty having poor feedback (say less than 3 out of 5). Chronic cases of poor performances may please be referred by respective Hod's to the respective Dean of the faculty for further action.

## 3. Syllabus Completion Status of the Current Semester

Members reviewed the syllabus completion status for the ongoing semester across all departments. The respective Heads of Departments (HoDs) confirmed that 100% of the syllabus has been covered in their respective departments. To achieve this, extra classes were organized where necessary. The chairperson commended the efforts taken by the departments to ensure comprehensive syllabus coverage, emphasizing the importance of maintaining this standard in future semesters. A need was felt to obtain syllabus completion status with greater rigor.

## 4. Timetable Preparation for the Coming Semester

The preparation of the timetable for the upcoming semester was highlighted as a priority. The coordinator emphasized that the timetable should be finalized and be readied by 25 January 2025. To streamline the process and ensure clarity, the timetable ought to be prepared in two formats:

Room-wise Time Table: Displayed in each classroom for ease of reference by students and faculty.

Faculty-wise Time Table: To assist teachers in managing their schedules effectively.

Additionally, all departments were instructed to ensure that the finalized timetables are communicated to students before the commencement of next semester. It was also emphasized that students must be informed and encouraged to attend classes from the very first day of the semester. This measure is aimed at fostering punctuality and ensuring a productive start to the academic term. To this end, repeated communications in terms of sensitizing SMS, etc. need to be sent by respective class in charges onto students groups.

## 5. Planning of Academic and administrative Audit in the coming semester:

The importance of conducting an Academic and Administrative Audit to evaluate the campus's current standing was emphasized. It was decided that the audit would be conducted



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in May 2025. All departments were directed to ensure that their documentation is complete and up-to-date before the audit. The specific dates for the audit will be finalized in the next IQAC meeting.

**6. To discuss the significance and the framework of Sports Policy:**

The need for a comprehensive sports policy was discussed. It was decided that Prof. (Dr.) J. S. Saini, Dean of Engineering shall coordinate the efforts along with the Sports Officer, to draft the policy. The framework and final policy are expected to be completed by the end of January 2025.

**7. To review the software regarding proposed in the 20<sup>th</sup> IQAC meeting:**

The IQAC reviewed the progress of the software discussed in the 20th meeting. Dr. Shakti Arora provided an update, stating that the software development is underway and is expected to be completed by 31 January 2025.

**8. To plan NBA accreditation for MCA, CSE, ECE, MBA, IT Programs:**

Concerns regarding NBA accreditation for MCA, CSE, and ECE departments were raised. Key deadlines were set as follows:

CSE SAR submission: By 15 January 2025

ECE compliance submission: By 31 December 2024

MCA NBA visit: Expected in the second week of February 2025

The chairperson stressed that faculty members must ensure timely preparation and submission of accreditation-related data. Additionally, the NAAC accreditation visit and its proposed dates were discussed.

**9. To discuss, plan and prepare for the ensuring NAAC accreditation tour of our campus:**

The itinerary and planning for the upcoming NAAC Peer Team visit were reviewed. Members provided suggestions to enhance the campus tour experience. The coordinator confirmed that the detailed itinerary would be shared by 15 January 2025.

**10. To Finalize the academic calendar 2024-2025 and to propose the Academic Calendar 2025-2026:**

The IQAC Coordinator presented the academic calendar for the 2024-2025 session along with a draft Academic Calendar for 2025-2026. It was decided that all departments would contribute their respective activities to the central academic calendar and obtain approval for these activities from the Chairperson, IQAC.

**11. Measures for personality development of the students:**

Recognizing the importance of communication skills for students, Prof. J.S.Saini stressed the importance of Class Incharges becoming proactive in the matter, as they are the first significant interface with the students in all matters (including curricular & Co Curricular). The Director proposed holding meetings with concerned faculty members to



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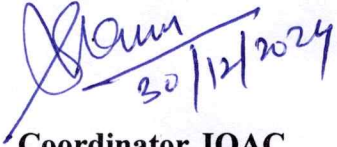
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outline steps for improvement. Mr. Rakesh Tayal, Vice President, suggested exploring the options in Design Thinking subject which is taught in the first year. The possibility of engaging external experts for this initiative will also be explored.

## 12. Discussion on Increase in Intake of Departments:

The proposal to increase student intake in certain departments was discussed. It was decided that 60 additional seats will be allocated to the CSE-Cyber Security and CSE-AIDS programme. IT department will be merged with the CSE department for the admissions in July 2025 session, however the Head, IT department will continue till the current batches (of separate IT branch) pass out.

The meeting concluded with a vote of thanks extended to the Chairperson and all members for their active participation and valuable contributions.

  
Coordinator, IQAC

**Prof. (Dr.) Suman Mann**

CC:

Members IQAC

Management/Deans/Registrar/HODs