

# 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 /20

Date: 18.09.2024

## CIRCULAR

It is hereby notified that the first quarterly meeting of the IQAC for academic session 2024- will be held on 12:00 noon on Wednesday 25-09-2024 in the admin block, conference room. Agenda of the meeting is placed hereasunder:

Agenda of 20<sup>th</sup> IQAC meeting:

1. To welcome and confirm the minutes of the 19<sup>th</sup> meeting of IQAC held on 06-05-2024

### **Statement of the case**

The minutes of the 19th IQAC meeting held on 06-05-2024 were circulated to all members of IQAC. If no observations or corrections are raised by the members, the minutes will be considered confirmed.

2. To discuss the requirement of the centralized database for the Institution wide which includes Research, Innovation and Co-curricular activities.

### **Statement of the case**

A centralized database is essential for streamlined data capturing of management, ensuring easy access, secure storage, and better coordination across departments. The need and potential benefits of such a system will be discussed, with a focus on improving institutional efficiency

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

### **Statement of the case**

The process of accreditation NBA 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.

4. 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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5. To discuss and review department wise qualitative and quantitative aspects of research publication, innovation and consultancy of Faculty

## **Statement of the case**

The research output of faculty members plays a significant role in enhancing the academic profile of the institution. The meeting will review current faculty research publications, innovation and consultancy, assess the quality and quantity of output and suggest ways to encourage more publications in reputable journals.

6. To review student participation in different activities at Institute and outside the Institute.

## **Statement of the case**

Student engagement in academic, cultural, and extracurricular activities is crucial for their holistic development. The meeting will assess the level of student participation in various events both within and outside the institution and identify areas for improvement and support.

7. To review the initiative taken up for ERP software team.

## **Statement of the case**

The ERP (Enterprise Resource Planning) software initiative is a major project aimed at improving institutional processes. The meeting will review the progress made by the ERP team, including any challenges faced, and discuss ways to expedite the implementation process for better efficiency.

8. To Review the status of books and other learning resources for the library.

## **Statement of the case**

Access to updated resources in the library is essential for both students and faculty. The meeting will review the current status of book procurement, availability, and plans for upgrading library resources to meet the academic demands of various programs.

9. To review the action taken progress and further assess the outreach activities & MOUs with other institutions in India and abroad and suggest steps to be taken for improvement.

## **Statement of the case**

The institution has several Memorandums of Understanding (MOUs) with national and international institutions for academic collaboration. The meeting will review the progress of these MOUs, assess their impact, and suggest measures for strengthening these partnerships and improving collaborative activities.

10. Current Status of the Student Internship Program

## **Statement of the case**

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The current status of the student internship program will be reviewed to assess its effectiveness and outcomes.

## 11. Approval of Ordinances

### Statement of the case

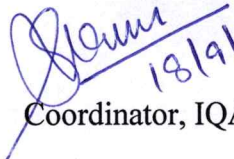
The 14 draft ordinances prepared for the Institute. These ordinances cover various aspects of academic, administrative, and disciplinary procedures essential for the functioning of the Institute in its new autonomous capacity. After the review and discussion of the drafts, final approval will be sought.

## 12. Any other matter with the permission of the Chair.

### Statement of the case

This agenda allows for the discussion of any additional matters that were not included in the planned agenda but are brought up with the permission of the Chair. This item provides flexibility to address emerging issues or concerns.

All concerned are requested to make it convenient to attend the same.

  
18/9/2024  
Coordinator, IQAC

CC:  
Members IQAC  
Management/Deans/Registrar/HODs/IQAC



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## Minutes of the Meeting

Ref. No: PIET/IQAC/Meeting & Circular/20 (a)

Date: 01.10.2024

Venue: Conference Room

Date: 25-09-2024

Time: 12.00 Noon

### Attendees:

1. Prof. (Dr.) Shakti Kumar- Chairperson
2. Dr. Manoj Arora- Registrar
3. Mr. Ritesh Aggarwal- Training and placement officer
4. Prof. Jasbir Singh Saini- Dean Engineering
5. Dr. B. K. Verma- Faculty Member
6. Dr. Akhilesh Mishra- Faculty Member
7. Dr. Daisy Arora- Faculty Member
8. Dr. Shakti Arora- Faculty Member
9. Dr. G.S. Bhamra- Faculty Member
10. Dr. Ruchi Panwar- Faculty Member
11. Dr. Tanu- Faculty Member
12. Dr. Upsana Lakhina- Faculty Member
13. Mr. Rakesh Tayal, Vice Chairman, VPET
14. Dr. S.C. Gupta- HoD, CSE
15. Dr. Neeraj Gupta-HOD, IT
16. Mr. Amit Gupta, President, Rotary Panipat Central Haryana
17. Mr. Sagar Batra, CEO, Curtina Technologies Pvt. Ltd., Panipat
18. Ms. Prachi Chawla, Student, MBA 2nd Year
19. Dr. Suman Mann- Coordinator

### Absentees:

1. Mr. Harshit Kakkar, H.R. Overseas, Panipat, Alumni
2. Mr. Amit Maji, Senior General Manager, Sun Pharma
3. Dr. Anurag Tiwari, CEO, Qvolv Technologies Pvt. Ltd., Greater Noida



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At the onset, the Chairperson welcomed all members to the meeting. The following agenda was discussed:

1. **To confirm the minutes of the 19th IQAC meeting held on 06-05-2024.**  
The minutes of the IQAC meeting held on 06-05-2024 were forwarded to all members. As there were no objections from any member, it was unanimously resolved to confirm the minutes.
2. **To discuss the requirement of a centralized database for the Institution vide which Research, Innovation and Co-curriculars and all other important activities.**

The members discussed the need for a centralized database to manage data related to research, innovation, co-curriculars & all other important activities across the institution. Several members expressed concern about the lack of such a system. Following the discussion, Dr. Shakti Arora was assigned the responsibility of developing software for the centralized management of this data.

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

The members reviewed the status of NBA accreditation for the MCA, CSE, ECE, MBA, and IT programs. The Chairperson informed that the CSE and ECE departments must submit their Self-Assessment Reports (SAR) by November. It was emphasized that the work related to NBA accreditation should proceed swiftly. Timelines for completing the required documentation were discussed, and a coordinator for each program was appointed to oversee the accreditation process.

4. **To discuss SSR, plan and prepare for the ensuing NAAC accreditation visit to our Campus:**

The Chairperson emphasized the importance of completing the Self-Study Report (SSR) within the stipulated time. The upcoming NAAC accreditation visit was a significant point of discussion, focusing on the campus's readiness and necessary documentation. The Chairperson stressed the importance of adhering to NAAC guidelines and ensuring that all departments are prepared to present their work effectively. Heads of Departments (HoDs) were asked to identify gaps and report on progress related to curricular innovations, faculty development, and student support systems.

5. **To discuss and review department wise qualitative and quantitative aspects of research publication, innovation and consultancy of Faculty:**

The IQAC Coordinator expressed concern over the relatively low levels of publication, innovation, and consultancy across all departments. The Chairperson echoed this concern and emphasized that faculty publications would be considered for increments and promotions, in line with UGC guidelines. The Chairperson also suggested that faculty should



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improve their citation rates via quality publications. HoDs were advised to hold regular meetings to highlight the importance of publications, which are essential for accreditation processes such as NBA and NAAC.

## **6. To review student participation in different activities at Institute and outside the Institute:**

A discussion was held on student participation in co-curricular and extracurricular activities, both within and outside the institution. High participation rates were noted in some departments, while others were encouraged to engage more students in academic, cultural, and sports activities. It was decided that students must submit certificates and reports following their participation in external activities. Students not participating in any activities may be identified & specifically focused on.

## **7. To review the initiative taken up for ERP software team:**

The IQAC reviewed the progress of the ERP software team's initiative, noting that several key modules, such as student attendance, employee attendance has been created. Very soon, it will be fully implemented.

## **8. To Review the status of books and other learning resources for the library:**

The availability of library resources, including books, journals, and digital content was reviewed. Dr. Neeraj Gupta raised concerns regarding access to papers on IEEE Explorer. Dr. Ruchi Pawar suggested evaluating and updating the library repository with revised editions. Dr. Neeraj also pointed out that access to different journals and publishers should be enhanced to improve the research environment. Mr. Harish Kumar, Librarian was invited to discuss how journal access could be improved.

## **9. Review of Outreach Activities and MOUs with Other Institutions:**

The MOU process was reviewed and it was suggested that data regarding MOUs be made centrally available. It was also recommended that all MOUs be processed through the office of the Registrar. Regular reviews were deemed necessary for improving national and international collaborations.

## **10. Student Internship Program:**

Dr. Suman Mann, IQAC Coordinator, proposed that all student internships data be centrally maintained to track annual participation and to strategize for increasing the number of internships. It was also suggested that students be issued NOCs (No Objection Certificates) before internships, and they should provide their internship invitation letters to their respective departments. HoD's were encouraged to actively support this process.

## **11. To finalize Ordinances of the Institute**



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The Institute has acquired autonomous status, and as part of this transition, the following ordinances are being drafted. The IQAC Coordinator presented the draft ordinances for the following:


- |               |  |
|---------------|--|
| Ordinance 1:  | Admission and Enrollment   |
| Ordinance 2:  | Fee Payable by Students  |
| Ordinance 3:  | Conduct and Evaluation of Examinations of Certificate/Diploma/U.G./P.G./Ph.D Program   |
| Ordinance 4:  | Bachelor of Technology Program (B.Tech) Honours Under-Graduate Degree Program  |
| Ordinance 5:  | Bachelor of Computer Applications Honours/ Bachelor of Computer Applications (Data Science) Honours/ Bachelor of Computer Applications (Cloud Technology and Information Security) Honours |
| Ordinance 6:  | Bachelor of Business Administration (BBA) Honours/BBA Honours with Research  |
| Ordinance 7:  | Master of Business Administration Program (MBA) Program  |
| Ordinance 8:  | Master of computer Applications Program (MCA)  |
| Ordinance 9:  | Maintenance of Discipline among Students   |
| Ordinance 10: | Discipline, Security and Maintenance of Hostels  |
| Ordinance 11: | Admission, Research and Evaluation for Ph.D (Doctor of Philosophy) Program   |
| Ordinance 12: | Board of Studies   |
| Ordinance 13: | Board of Faculties   |
| Ordinance 14: | Examination Committee  |

All members discussed the draft ordinances, and minor suggestions from the members were incorporated. The updated version is now submitted for approval to the governing body.

## 12. Any other matter with the permission of the Chair:

Dr. Upasana and Dr. Ruchi raised the point that communication within the institution should be initiated through emails to maintain a professional work environment. They suggested avoiding paper-based requests and submitting all applications and notices through email to streamline communication

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

  
1/10/2024  
Coordinator, IQAC



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## Action Taken Report

### IQAC meeting held on 25-09-2024

#### **Agenda 1: Confirmation of the minutes of the 19th IQAC Meeting:**

The minutes of the 19th IQAC meeting were confirmed. No further action was required.

#### **Agenda 2: Requirement of a centralized database for research, innovation, and co-curricular activities:**

Dr. Shakti Arora has begun working on developing the centralized database software. Initial planning and system design are underway.

#### **Agenda 3: NBA accreditation for MCA, CSE, ECE, MBA, and IT programs:**

SAR submissions for CSE and ECE are in progress, with deadlines set for November 2024. Program coordinators have been appointed, and documentation work is proceeding as scheduled.

#### **Agenda 4: Preparation for the NAAC accreditation visit:**

Heads of Departments (HoDs) have been briefed on the requirements for NAAC accreditation.

#### **Agenda 5: Department-wise review of research publication, innovation, and consultancy:**

Department heads have started holding regular meetings to emphasize the importance of research publications and citations.

#### **Agenda 6: Student participation in co-curricular and extracurricular activities:**

Departments have been instructed to encourage more student participation in various activities. A system for students to submit participation certificates and reports has been established.

#### **Agenda 7: Review of ERP software development:**

The ERP team has successfully developed key modules such as student and employee attendance tracking. Full implementation of the ERP system is expected soon.

#### **Agenda 8: Library resources and learning materials:**

Faculty members have been encouraged to request books within the norms, and an update of the library repository with revised editions is in progress. Access to additional journals and publishers is being explored, and Mr. Harish Kumar, Librarian is working on improving journal access.

#### **Agenda 9: Review of outreach activities and MOUs:**





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Data related to MOUs is being centralized. All future MOUs will be processed through the office of the Registrar, and regular reviews will be conducted to strengthen national and international collaborations.

## **Agenda 10: Student internship program:**

A system for maintaining student internship data has been initiated. NOC issuance and documentation procedures for student internships have been implemented.

## **Agenda 11 To finalize Ordinances of the Institute**

A total of 14 ordinances have been prepared for submission to the Board of Governors (BOG) for formal approval in the upcoming meeting.

## **Agenda 12. Institutional communication via email:**

The suggestion to switch to email communication for official matters has been implemented. Notices, applications, and internal communications are now being conducted primarily through email.

**Coordinator, IQAC**