Ref. No.: IQAC/MOM/06

Dated: 22/09/2025

Minutes of Meeting (MOM) of 15th IQAC held on 03 September, 2025

An IQAC meeting (15th) was conducted on September 06, 2025 in HRD Room wef from 10:00 am. The agenda of this meeting was:

15.1	Approval of Minutes of previous meeting and action taken report of previous meeting.
15.2	Approval of new question paper format and Audit format.
15.3	To review Assessment Tools, Attainment levels
15.4	To review Academic Monitoring, Academic Data and OBE related formats.
15.5	To review and approve Curriculum Planning and Academic Calendar for odd sem 2025-26.
15.6	To plan data collection for submission of AQAR for session 2024-25.
15.7	Analysis of facility feedback with measures.
15.8	Preparation of NIRF 2026.
15.9	Internal Audit Report 2024-25 – Even Sem – observations with measures
15.10	To review all activities for the session 2024-25.
15.11	To review the NBA status of different programs
15.12	To make decision on participation in QS ranking for the current academic year.
15.13	To review research paper data for students and faculty.
15.14	Any other with the permission of chair.

Following personnel attended the meeting (including special invitee)

Sr. No.	Name	Designation
1	Shri Vishnu Saran	Chairman
2	Shri Puneet Agarwal	Vice Chairman
3	Dr. Sanjay Kr. Singh	Sanjay Kr. Singh
4	Dr. Sanjeev Singh	Dean Academics
5	Dr. Vipin Kr. Garg	Principal, Department of Pharmaceutical Technology
6	Dr. Vineet Kumar	Associate Dean First Year & Professor – Applied Science
7	Dr. Satish Kr. Soni	Professor, Department of MCA
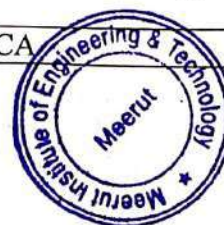
8	Dr. Madhu Bala Sharma	Professor, Department of MBA
9	Dr. Avinash Singh	Professor, Department of Biotechnology
10	Dr. Vikas Srivastava	Professor, Department of CSE
11	Dr. Rambeer Singh	Professor, Department of CSE – AI & AIML
12	Dr. Swati Sharma	Professor, Department of IT / CSIT
13	Dr. A.K. Singh	Professor, Department of ECE
14	Dr. Vipin Sharma	Professor, Department ME
15	Dr. Hussain Mehdi	Assistant Dean – Research & Assoc. Prof. - ME
16	Mrs. Akansha Agarwal	Training & Placement
17	Mr. Chinmay Singh	CFO
18	Mr. Sanjay Vashisth	Registrar – HR
19	Mr. Shivpoojan Singh	Registrar – Student Affairs
20	Dr. Ravindra Tomar	Controller of Examinations
21	Dr. Vinod Agarwal	Retired Medical Officer, UPCH, Maliyana
22	Ms. Sehar Sharma	ECE 3rd Year
23	Dr. Gaurav Goel	IT, Industry Batch, 2003-2007
24	Mr. Vibhore Agarwal	Managing Director – Multimax Engineering Work
25	Mr. Praveen Kr. Chakravarti	Associate Dean - IQAC

Special Invitee

| Sr. No.	Name	Designation
1	Mr. Kamal Kumar	Assistant Professor
2	Dr. Nikesh Kumar	Associate Professor
3	Mr. Praveen Kr. Mishra	Assistant Professor
4	Mr. Rohit Aggarwal	Assistant Professor
5	Dr. Honey Tomar	Professor
6	Dr. Lalit Kumar	Professor
7	Mr. Deekshant Kumar	Industry Expert
8	Mr. Manoj Agarwal	Digital Media
9	Dr. Sandhya	Professor
10	Dr. Nidhi Chaudhary	Professor
11	Mr. Jasjit Singh	Training Head

The outline of the discussion held / outcome of the meeting are mentioned hereunder:

1. The minutes of the 14th IQAC meeting which was held on February 03, 2025 were summarized briefly by the IQAC Coordinator and same is approved by the all members of IQAC.

2. The action taken report of the 14th meeting was presented by the Associate Dean – IQAC and same is approved by IQAC members.

3. The New question paper format were presented and discussed with all members. The same is approved by all members. The audit form for quality checking is also presented and discussed and Members approved the same.

4. Assessment Tools and Attainment Levels for session 2025-26 were approved by all the members and will be issued by IQAC.(Refer Annexure 1)

5. The procedures/formats pertaining to Curriculum Planning, Academic Monitoring, Academic Data and OBE related formats were discussed, finalized with all concerned for regular record keeping / academic monitoring purposes.

6. The IQAC Coordinator presented Curriculum Planning and Academic Calendar for odd Sem 2025-26 applicable for II/III/IV year and also for first year Autonomous status. Academic Calendars are approved by IQAC members. IQAC Chairperson asked for approval of Budget of Events.

7. It is decided to make the plan of data collection for submission of AQAR for session 2024-25 and after collecting the data the complete report will be presented to IQAC meeting before uploading on NAAC portal. IQAC will provide the all data formats related to AQAR to all concerned criteria coordinators.

8. The Compiled Report of facility feedback is presented to all members by Associate Dean IQAC. The measures to be taken by all members are listed below
    i) For drinking water facilities and maintenance – IQAC chairperson asked to Admin officer and supervisor for regular maintenance and monitoring of drinking water facilities.
    ii) For medical & First Aid Facility – In campus, there is medical room and Doctors / Nurses are also available. First Aid Kit is also available and Institute has tie-up with nearby hospital. Members suggested for organising the medical camp in the institute.
    iii) For sports facilities – IQAC chairperson asked for proper arrangements for sports equipment and facility.
    iv) Cleanliness and hygiene – IQAC chairperson asked to HoD to coordinate with Admin Officer / Supervisor for the same.

9. It is decided to have a common format to collect the data for Preparation of NIRF 2026 and other rankings. IQAC chairperson requested to Associate Dean IQAC to circulate the required formats and to get the details from all the concerned.

10. The compiled report of Internal Audit 2024-25 – Even Sem related to all departments is presented. IQAC chairperson asked to share the received feedback from auditors to respective Department / facility and asked to incorporate all suggestions received from auditors.

11. IQAC presented the report of all activities conducted by Department / concerned for the session 2024-25 and requested to plan the various activities across the Department and institute through respective HoD/ DSW.

12. The present status of the accreditation by NBA has been discussed. UG program i.e Pharmacy has been submitted the SAR and currently waiting for the expert visit. Four PG programs namely MBA, M.Tech – CSE/ECE/BT have submitted their SAR and currently waiting for the expert visit. Other departments which have not been accredited or not applied for the accreditation to NBA till now were suggested to start preparing for the same by the chairperson IQAC.

13. The benefits to participate in QS ranking were discussed among all members. All the members suggested to IQAC / concerned person to start preparing for the same.

14. IQAC presented the report of research paper data for students and faculty. IQAC chairperson asked to compare the data of 2024-25 with past three sessions. IQAC
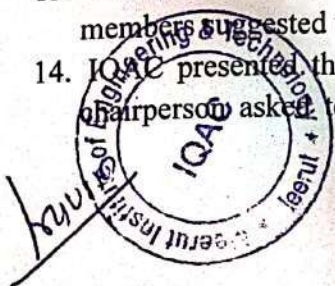
chairperson asked to communicate to all departments to give two publications from each student's project group and asked to motivate faculty members for the publications.

15. Any other with the permission of chair:

i) IQAC chairperson to all departments to conduct one FDP per semester of 5 days.

ii) IQAC chairperson asked to all departments to Make NPTEL courses certification mandatory for each faculty.

iii) The MIET dossier for first year students was discussed and all members were agree to implement the same in place of Mentor Mentee Booklet.

iv) The curriculum Gap (as obtained from HoDs) was communicated to AKTU by the Director.

v) All the HoDs were requested to take care of all the measures to fill the identified curriculum gap, to improve the academic performance of the students concerned and to ensure conduction of activities / events / trainings/ seminar/workshop/expert lecture/industrial visit/ internship/ skill learning / delivery of content beyond syllabus, value added course etc. further, take all suitable measures as per the observations of PO-PSO attainment and actions to be taken (Keeping / maintaining all the records concerned at department level)

The meeting was adjourned at 1:00 pm with thanks to everyone. The minutes of meeting are prepared by Associate Dean IQAC and approved by chairperson –IQAC.

Praveen Kumar Chakravarti
Associate Dean - IQAC

Prof (Dr.) Sanjay Kumar Singh
Director & Chairperson- IQAC

Copy for information and necessary compliance to:

- Chairman / Vice – chairman
- Dean Academics, Associate Dean-First year, Associate Dean IQAC, All the HoDs, All IQAC members
- Registrar, ERP, Website, Account Section, Transport, Library, Notice Boards.

Dated: 21 August, 2025

Academic Planning # 2025-26
Measure to be Taken / Major Points for Compliance wef Odd Sem: 2025-26

GENERAL POINTS

1. Wearing of valid identity card (issued by MIET) during institute working hours on all working days in entire MIET campus is mandatory for all the students.

2. Use of mobiles and other electronic gazettes (except permitted calculator) in class rooms, tutorials, labs and exams etc. is strictly prohibited. If observed using, gazettes including mobiles, will be confiscated and will be returned to the parents, subject to written permission of the HOD / Dean-Academics.

3. It's the responsibility of student to remain aware about issued information / notices / emailing of contents etc. In case any students do not get email / contents, it's his / her responsibility to get the emailed contents / notices etc. (sent to the students) from his / her classmates, on his / her own. For authentic notices, always refer Circular section of AKTU Website (for institute level - refer notice section of MIET website).

4. During the Induction Program, revision classes to revise basics /fundamentals of Physics, Chemistry, Maths and English upto 12th class will be conducted. The taught contents will have relevance / applicability in B Tech. This will be followed by Assessment Tests of all the four subjects to assessing the knowledge level of admitted students (applicable for B Tech -I Year).

5. Orientation program is to be conducted at department level by respective department.

6. Weak and bright students will be identified on the basis of cumulative marks obtained in Assessment Tests. Such lists will be shared by respective HODs. All the course teachers will pay sincere attention and must take all necessary prescribed measures to improve the academic performance of weak and bright students and concerned performance record will be maintained by each course teacher.

7. Subject Head will be deputed to take care of all the academic affairs related to the subject/ course concerned (theory/ lab). He / she will also take care of academic performance of admitted students (related to his / her subject), remedial actions/ extra classes to be planned to improve fundamentals / pre-requisites, updating of CO, CO-PO Mapping (with reasons), Course- PO Mapping, Course File (as per check list, will also be prepared by all subject teacher's concerned), progress of syllabus, academic performance of students concerned, work related to weak and bright students (identification, list, actions taken and performance record), measures to be taken to improve the academic performance of the students and as deemed/ assigned by competent authority.

   Concerned course coordinator will arrange notification and Minutes of Meeting related to review of CO, C0 PO Mapping (with reasons) and Course - PO Mapping from their respective departments, if any (eg. - for Workshop-dept. is Mechanical Engineering, for Physics –dept. is Applied Science).

8. Program Leader will be deputed to take care of all the affairs / works related to assigned class which are not limited to attendance, marks, mentoring, getting signature of students on prescribed lists, compilation of contact details (email, mobile, address), marks and attendance, communicating with parents at various occasions (as deemed/ asked), exam form/ enrolment forms related works.

9. For Audit / NPTEL/ MOOC course, students have to enroll on their own. Studies will be done through online mode (no class-room / lab will be provided). Students have to appear in the exams - which will be conducted by NPTEL / MOOC and grades / marks will be awarded by NPTEL/ MOOCs authorities.

10. In case of any problem / grievance, students must approach to their assigned mentor for its resolution./ help. They will communicate with the students' parents, must be aware with students' absenteeism and will maintain all the related records etc.

ATTENDANCE AND MARKS

1. The attendance will be counted w.e.f. first day of commencement of classes. Further, no relaxation in attendance will be given in any case owing to any of the reasons.

2. As per the norms of affiliating Dr APJ Abdul Kalam Technical University (e.g. - AKTU, B Tech Ordinance, Clause 3 of Attendance), Lucknow, student has to maintain the minimum attendance of 75% in aggregate, failing which he/she shall be detained and would not be permitted to appear in the End Sem University Examinations

3. Referring Teaching and Evaluation Scheme - issued by AKTU, the scheme of assessment and award of marks (theory and lab courses) will be as per following:

    a. **Subject is of 100 Marks**

Theory Course (say 100 marks)			Lab Course (say 100 marks)		
Internal Assessment (30 marks)		External Assessment (70 marks) Through AKTU End Sem Exams	Internal Assessment (50 marks)		External Assessment (50 marks) Through External Practical Exams (AKTU)
CT Marks (20 marks)	On the basis of Sessional-I, Sessional-II & PUT		CT Marks (30 marks)	On the basis of Continuous Evaluation and Quizzes	
TA Marks (10 marks)	On the basis of Attendance (5) Home-assignments / Quizzes (5)		TA Marks (20 marks)	Attendance (10 marks) and Quiz / Viva/ Internal Practical Exam (10 marks)	

4. There is no passing mark in internal assessment. To pass in a theory subject, student has to secure 30% marks in External Exam (to be conducted by AKTU, End Sem Exam), 40% marks in a subject (adding internal and external marks) and >50% credits in a semester. For lab subjects, the passing marks are 50%.

5. All the students are required to appear in all the conducted tests (Sessional-I, Sessional-ll and PUT) mandatorily with full preparation so as to secure good sessional marks. CT marks will be awarded on the basis of all the tests conducted. TA marks will be awarded on the basis of Attendance, Home-assignment and other Tests.

MONITORING OF ATTENDANCE

1. Attendance of each course is to be monitored on a regular basis (weekly). Student and parent - both are to be informed in all those cases in which student has attendance less than prescribed percent.
2. In case attendance remains less than prescribed performance regularly (no improvement is observed), parents of concerned students are to be called for meeting.
3. Students performance (marks obtained in sessional, attendance percent, absenteeism in sessional, submission /non-submission of home-assignments etc.) is to be communicated to the parents concerned.

MEASURES FOR WEAK STUDENTS

Extra classes of all the theory courses are to be conducted at department level for all those students who are slow learners. These classes will be scheduled on Saturdays. Time-table (of these classes) is to be notified by respective dept and Attendance/ Performance is to be measured separately.

MEASURES TO IMPROVE ACADEMIC PERFORMANCE Theory Course

1. Prepare Teaching/Lecture/Lesson Plan, CO-wise Syllabus, CO-wise Questions Bank, CO-wise Tutorial Sheet (as applicable), CO-wise Home-assignments, CO-PO Mapping with its justification etc
2. A question bank (approximately 10 questions per unit or CO) of each course is to be prepared. These questions must be from full course and important ones (with respect to AKTU Exams). Refer previous years AKTU end sem question papers to prepare these questions.
3. From this QB, prepare Tutorial Sheet (as applicable) and Home-assignments (2-3 questions in one home assignment, 2 home-assignments from each CO).
4. For each theory course, one lecture (remedial class) per week will be provided for doubt clearing, revision, discussion with weak / bright students and for conduct of assessment tests (at least one per CO).
5. Attendance of all extra measures taken (including remedial / extra class, assessment test, revision tests etc.), will be maintained by the respective course teachers separately.
6. Students are required to maintain hard bound registers for each theory course (each of about 100 pages) for the following:
   a. To maintain class-notes
   b. For Submission of Home-assignments (2 HA per CO; 4-5 Questions per HA)
   c. For Writing solution of Revision Tests (to be conducted in the class-room; student has to write solution/ answer of one two questions (separate questions for adjacent students seated in the class-room) out of given 3 questions of home-assignment)
7. Home-assignments and other related academic contents will be emailed / provided through web-site to all the students concerned for timely compliance. Revision Tests will be conducted from the Important Questions (as per emailed contents). About 60% questions of Sessional will be from the Questions Banks.
8. Absentees owing to any reason/UFM will be awarded zero marks. Further, absentees of Sessional are required to submit the solution of question paper concerned - without choice on the register of home-assignment.

Lab Course

1. Prepare List of Equipment, List of Experiments (CO-wise) and Layout of the Lab with Safety Precautions.
2. CO-wise/ Experiment-wise Viva questions are to be prepared.
3. In the labs, theory as well as detailed description of the entire component used in the experiment/ practical including relevance of the experiment in industries or in other places, should be explained to the students by the faculty member concerned.
4. Lab assistants will assist the students in performing the experiment/ practical.
5. Student will write the lab manual concerned in their respective Lab File (printed lab manuals will not be given).
6. Students will try to complete the experiment in all respect in the lab hours concerned on the same day. Observations are to be signed by concerned faculty on the same day of conduct of lab experiment.
7. Duly completed lab record are to be submitted by the student concerned (date - as prescribed by concerned lab teacher) and evaluated lab records are to be returned to the students concerned.
8. Record of attendance, conduct of experiments and evaluation record (submission of lab record/ work-piece etc.) is to be maintained (continuous lab evaluation as per prescribed format). Further, course file is to be maintained by subject (lab) teacher concerned.

Prof. (Dr.) Sanjay Kr. Singh
Director

Copy for information and necessary action to:

1. Hon'ble Chairman and Vice Chairman
2. Dean- Academics, Assoc. Dean –IQAC, Dean-l Year, Dean-SW, All the HODs, IQAC, Registrar, ERP.

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2025-26 (Odd Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
-7: Curriculum Planning of the Semester						
1	Dept. Level Leaders and KRS's	Dept	IQAC			
2	Academic Calendar of the department	Dept	Dean			
3	Curriculum / Academic Planning of the department (considering PO-PSO attainments' Observations and Measures taken; various feedback etc.)	Dept	Dean			
4	Students List	Dept	Registrar			
5	Elective's Choice from the Students (Open / Dept) Student List (with subject's choice under Open Elective and Dept. Elective Head) and Subject-wise student list (separately for Open Elective and Dept. Elective's opted)	AM-01	Dean			
6	Course Master	AM-01	Dean			
7	Subject's Preference / Choice from Faculty and Subject Allotment	AM-01	Dean			
8	Work related to Course-Files (as per checklist) # Content Preparation and Uploading	OBE-01	Dean			
9	Record of Course Material Verification / Updating and Approval	Dept	Dean			
10	Teaching Load (Class-wise and Faculty-wise) # After Subject Allotment	AM-02	Dean			
11	Time-tables # (Class-wise, Faculty-wise and Room-wise)	Dept	Dean			
-7: OBE Related						
1	Notice and MOM of DQAC Meeting conducted for OBE / other academic related works (E.g. : Review / Update / Framing of CO / PO / PSO / PEO, Mapping of CO-PO-PSO, Attainment Level, Assessment Tool, Identification of Curriculum Gap, Identification of Weak and Bright Students, Innovative Teaching and Learning Practices, Measures to be taken to fill the identified curriculum gap, Measures to be taken to improve the academic performance of the students / weak and bight students and Measures suggested by IQAC etc. and any other - as concerned)	Dept	IQAC			
2	Review and Finalization of CO-wise Syllabus / List of Experiments, CO-wise Questions Bank, CO-wise Assignments / Quiz etc. and CO-wise Teaching Plan # through Subject / Module Coordinator (including Notice and MOM)	Dept	IQAC			
3	Attainment Level and Assessment Tools / Methods	OBE-02	IQAC			
4	Course-Content	Dept	IQAC			
5	CO-PO-PSO Mapping (Session-wise)	OBE-03	IQAC			
6	CO-PO-PSO Mapping (Batch-wise)	OBE-04	IQAC			
7	Course's Attainment (CO-PO-PSO) - For each course # Session-wise	OBE-05/06	IQAC			
8	Course's Attainment (CO-PO-PSO) - For each course # Batch-wise	OBE-05/06	IQAC			

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
9	CO-PO-PSO Attainment (of passed-out batch) with Observation and Measures to be Taken	OBE-07	IQAC			
10	Course File (completed as per prescribed checklist)	OBE-01	IQAC			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2025-26 (Odd Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
	Syllabus Progress Report / Course Completion Status (as per AM-03)					
1	Progress of Syllabus (prior to Sessional-I)	AM-03	Dean			
2	Progress of Syllabus (prior to Sessional-I)	AM-03	Dean			
3	Progress of Syllabus (prior to PUTs)	AM-03	Dean			
	Attendance Monitoring with Action Taken Record (AM-05)					
1	Compiled Attendance Record (AM-04) - Prior to Sessional-I	AM-04 / 05	Dean			
2	Compiled Attendance Record (AM-04) - Prior to Sessional-II	AM-04 / 05	Dean			
3	Compiled Attendance Record (AM-04) - Finalized (at the end of the semester)	AM-04 / 05	Dean			
4	Detained List and intimation to parents / students - Pertaining to Sessional-I	Dept	Dean			
5	Detained List and intimation to parents / students - Pertaining to Sessional-II	Dept	Dean			
6	Detained List and intimation to parents / students - Pertaining to AKTU End Sem Exams	Dept	Dean			
7	Exam-time Attendance Record - Pertaining to Sessional-I, just after its conduct	Exam Cell	Dean			
8	Exam-time Attendance Record - Pertaining to Sessional-II, just after its conduct	Exam Cell	Dean			
9	Exam-time Attendance Record - Pertaining to PUTs, just after its conduct	Exam Cell	Dean			
	Questions Papers with Audit Form					
1	Pertaining to Sessional-I, just after its conduct	Exam Cell	Dean			
2	Pertaining to Sessional-II, just after its conduct	Exam Cell	Dean			
3	Pertaining to PUTs, just after its conduct	Exam Cell	Dean			
	Work related to Students' Industrial Training / Internship / Field-work / Project Work					
1	Students' Project Data (Batch allocation in 6th Sem for B Tech and in 2nd sem for MBA / MCA / M Tech)	AM-07	Dean			
2	Evaluation Record of Students' Internship / Industrial Training	AM-07	Dean			
3	Evaluation Record of Students' Seminar work	AM-07	Dean			
4	Project Review # 1 (Odd Sem) or 4 (Even Sem)	AM-07	Dean			
5	Project Review # 2 (Odd Sem) or 5 (Even Sem)	AM-07	Dean			
6	Project Review # 3 (Odd Sem) or 6 (Even Sem)	AM-07	Dean			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2025-26 (Odd Sem)

Name of the department						
S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
Monitoring of Students Performance, Plan for Actions / Measures Taken and intimation to Parents (poor performance cases)						
1	Compiled Record of Students Performance in Sessional-I	AM-06	Dean			
2	Compiled Record of Students Performance in Sessional-II	AM-06	Dean			
3	Compiled Record of Students Performance in PUTs	AM-06	Dean			
4	Record of Students Performance (All assssment components) - Theory	AM-08	Dean			
5	Record of Students Performance (All assssment components) - Lab	AM-09	Dean			
6	Result Analysis	AM-10	Dean			
Basic Records of the Department						
1	Mentor-Mentee Details	C-01	Dean / IQAC			
2	Faculty List / Data	C-03	Dean / IQAC			
3	Budget Planning	C-04	Dean / IQAC			
4	Record of Value-added courses / Certificate Courses / Self-learning / IOPS and Record of Self-learning (MOOCS / NPTEL etc.)	C-06	Dean / IQAC			
5	Students Project / Internship / Training / Field-work Data (Session)	C-07	Dean / IQAC			
6	Publications / Patents Data	C-08	Dean / IQAC			
7	Placement / Higher-studies / Entrepreneurship Data	C-09	Dean / IQAC			
8	Competitive Exams Data	C-10	Dean / IQAC			
9	Students Performance Data (Batch)	C-11	Dean / IQAC			
10	Awards / Recognitions . Achievements Data	C-12	Dean / IQAC			
11	Grants and Consultancy related Data	C-13	Dean / IQAC			
12	MOUs and related activities conducted Data	C-14	Dean / IQAC			
13	Collaborative Activities Data	C-15	Dean / IQAC			
14	Lab Equipment Record / Central Facilities Data	C-16	Dean / IQAC			
15	Feedback Analysis Report (Students Feedback on Teaching and Learning, Syllabus and Transaction, Facilities; Faculty feedback on Syllabus and Transaction, Facilities; Alumni Feedback; Parents Feedback; Employer Feedback)	C-17	Dean / IQAC			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2025-26 (Odd Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
Record of Activities and Events conducted by the Department (as per C-05)					
1	Orientation Program / Induction Program	1	Dean / IQAC			
2	Sansitization Programs (AICTE IDEA Lab - MIET, ACIC, Other Central and Concerend Facilities / Research Centres / Labs) - for Students	1 for each central facility	Dean / IQAC			
3	Newsletter / Magazine (at least one)	1	Dean / IQAC			
4	Conference / Symposium (one)	1	Dean / IQAC			
5	Professional Chapter / Professional Societies / Membership etc.	1	Dean / IQAC			
6	Activities / Events of Professional Societies / Clubs etc.	1	Dean / IQAC			
7	Workshop / Seminar / Guest Lecture from Industry	3	Dean / IQAC			
8	Workshop / Seminar / Guest Lecture from Academia	3	Dean / IQAC			
9	Industrial Visits (twice for each Semester students)	3	Dean / IQAC			
10	Motivation for Multi-disciplinary Projects / Development of Teaching-Aids / Proto-types / Products, Innovations / Incubation, Solution of Real Life Problems, Sustainable Development, Clean Energy, Environment, Nature, Society etc.	2	Dean / IQAC			
11	Classes of Competitive Exams / GATE / GRE and Solution of Competitive Exam Question Papers	Final Year Students	Dean / IQAC			
12	Project Exhibition / Model Presentation / Tech Fest	1	Dean / IQAC			
13	Ideathon / Hackathon etc.	1	Dean / IQAC			
14	Department Fest / Cultural Event	1	Dean / IQAC			
15	FDP / STTP / MTP etc. for Faculty	1	Dean / IQAC			
16	Staff Development Programs	1	Dean / IQAC			
17	Workshop / Seminar / Training / Guest Lectures for Faculty / Staff Members	1	Dean / IQAC			
18	Celebration of Historic Events / Important and Glorious Days	Each One	Dean / IQAC			