



**Allenhouse** AKTU Code : 505

**Institute of Technology**

176, Rooma, Kanpur (UP), 208 008

(Approved by AICTE, Delhi & Affiliated to Dr. A P J Abdul Kalam Technical University, Lucknow, UP)

**IQAC (Internal Quality Assurance Cell)**

**Summary-IQAC Meetings**

S.no	Academic Year	IQAC Meeting Date	Mode (Offline /Online)
1	2023-24	09-Aug-2023	Offline
2		13-Nov-2023	Offline
3		12-Feb-2024	Offline
4		13-May-2024	Offline



Office Order: AIT/IQAC/2023-24/02

Date: - 2<sup>nd</sup> August, 2023

**CIRCULAR**

All the IQAC members are hereby informed that first IQAC meeting for the session 2023-24 is scheduled to be held on 09<sup>th</sup> August, 2023 in the Board Room, A- Block at 2:00 pm. The brief agenda of the meeting is as follows. All concerned are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Review of the implementation of the previous meeting's discussion.
2. To discuss & approval of Academic Calendar ODD semester (2023-24).
3. Distribution of Roles on Responsibilities between IQAC members.
4. Academic Audit for Previous Year 2022-23.
5. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.



**IQAC (Internal Quality Assurance Cell)**

Date:- 09<sup>th</sup> Aug 2023

**Minutes of IQAC Meeting**

**Chair: Director (Chairman, IQAC)**

**Agenda:**

1. Review of the implementation of the previous meeting's discussion.
2. To discuss & approval of Academic Calendar ODD semester (2023-24).
3. Distribution of Roles on Responsibilities between IQAC members.
4. Academic Audit for Previous Year 2022-23.
5. Any other points with the permission of Chairperson.

**Participants: IQAC Members**

1. Chairperson

- Director- AIT

2. Coordinator of the IQAC

- Dr. Dev Singh, Dean Academics

3. Faculty Representatives

- Mr. Praneet Madhav, Head & Assistant Professor, Civil Engineering
- Dr. Ajay Kumar Singh, Head & Professor, Computer Science Engineering
- Mr. Rajeev Jha, Head & Assistant Professor, Electrical and Electronics Engineering
- Mr. Rajeev Sachan, Head & Assistant Professor, Electronics & Communication Engineering
- Mr. Amit Kumar Sinha, Assistant Professor, Electrical and Electronics Engineering
- Mr. Gaurav Pandey, Assistant Professor, Mechanical Engineering

4. Management Representative

- Mr. Javed Hashmi, Joint Secretary

5. Representative From Administrative

- Dean R&D



- Dean - Student Welfare
- Head - CRPC
- Registrar
- Head - Finance & Accounts
- Librarian

6. Representative from Local Society

- Ms. Sadhna Ghosh, NGO- Shramik Bharti

7. Representative From Students

- Mr. Aditya Awasthi, B. Tech (CSE)

8. Representative From Alumni

- Dipesh Chaudhari, Founder- BlockStash Int, B. Tech (CSE) 2018 Batch

9. Representative from Industry

- Mr. Ramji Mishra, Senior Vice President, Allen Cooper

S.no	Agenda	Point of Discussion / Decision Taken
1	Opening Address	The Dean Academics cordially welcomed all the attendees in the meeting. He also underlined the need for better teaching and evaluation techniques. He also emphasizes inclusion of quality in all process of the institutes. He also motivates house members to participate actively in the quality initiative activities.
2	Review of the implementation of the previous meeting's discussion.	Member Secretary (IQAC) read out the minutes of previous meeting conducted on and presented the action taken report for the appropriate items. It was unanimously approved by all the members.
3	To discuss & approval of Academic Calendar ODD semester (2023-24).	It was resolved and approved by all members to follow the Academic Calendar.
4	Distribution of Roles on Responsibilities between IQAC members.	<p>IQAC chairperson briefed the following responsibilities to IQAC members:</p> <p>Academic Coordinator:</p> <ul style="list-style-type: none"><li>• Course File, Lecture Plan and Lecture delivery schedule preparations. Mapping of Cos with Pos and PSOs.</li><li>• Preparation of Student List based on their</li></ul>



		<p>academic performance and allocation of Mentors.</p> <ul style="list-style-type: none"><li>• Faculty Profile, Timetable Preparations.</li><li>• Assessment &amp; attainment of Course Mapping.</li></ul> <p>Research &amp; Development Coordinator:</p> <ul style="list-style-type: none"><li>• Maintenance of Papers /Articles /Patents /Books Published by Faculty &amp; Student.</li><li>• Research activities / Sponsored Research.</li><li>• Consultancy Activities.</li><li>• Student &amp; Faculty Participation in National/ International Conferences.</li><li>• Hackathon Activities.</li><li>• Paper / Project Presentation.</li></ul> <p>Activity Coordinator:</p> <ul style="list-style-type: none"><li>• Professional Chapters and Activities.</li><li>• Association Activities.</li><li>• Club Activities.</li><li>• Sports &amp; Cultural Activities.</li></ul> <p>Examination Coordinator:</p> <ul style="list-style-type: none"><li>• Evaluation Schemes.</li><li>• Exam Timetable.</li><li>• Exam Hall Invigilation Duty Chart &amp; ensuring proper conduction of Exam.</li><li>• University Result Analysis.</li></ul> <p>Placement Coordinator:</p> <ul style="list-style-type: none"><li>• Placement &amp; Training Activities.</li><li>• Arrangement of Technical Training.</li><li>• Student Placement Record.</li><li>• MOUs.</li><li>• Internship, In-Plant Training &amp; Industrial Visit.</li><li>• Employer Feedback Form.</li></ul> <p>Scholarship and Admission Coordinator:</p> <ul style="list-style-type: none"><li>• Maintenance of Govt. &amp; Management Scholarship details.</li><li>• Details of Student applied for UG Program.</li><li>• Fees Collection Status Maintenance.</li></ul> <p>Alumni Coordinator:</p> <ul style="list-style-type: none"><li>• Maintenance of Alumni database.</li><li>• Arranging Alumni meetings.</li><li>• Alumni Feedback Form.</li></ul> <p>Ranking and Recognition Coordinator:</p> <ul style="list-style-type: none"><li>• Maintenance of NBA, NAAC, NIRF, ARIIA and all survey grant documents.</li><li>• Preparation of all action taken reports.</li></ul> <p>Infrastructure and Newsletter Coordinator:</p>
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		<ul style="list-style-type: none"><li>• Annual Budget Preparation.</li><li>• Maintenance of Purchase Order &amp; Stock register.</li><li>• Maintenance of Equipment &amp; Lab materials.</li><li>• Ensuring the conditions of ACs, Fans, Tube light, LCD Projector, Fire Extinguishers, Windows and doors.</li><li>• Preparation of Department Newsletter and technical magazines.</li></ul>
5	Academic Audit for Previous Year 2022-23.	Internal Academic Audit will be done by respective HoDs and further submitted to IQAC Convenor after which an external audit will be scheduled.
6	Any other points with the permission of Chairperson.	IQAC Chairperson briefed the importance of discipline and punctuality among student, staff and faculty members.
7	Closing Remarks	Dean Academics Concluded the meetings & motivates IQAC members to spread awareness regarding the points discussed in the meeting with faculty members & students.

**Dr. Mayank Maheshwari**  
**Director**

**Director**  
Allenhouse Institute of Technology  
Rooma, Kanpur-208008

**Distribution:**

- All Concerned.

**Sign:**



Office Order: AIT/IQAC/2023-24/05

Date: - 09<sup>th</sup> November, 2023

**CIRCULAR**

All the IQAC members are hereby informed that second IQAC meeting for the session 2023-24 is scheduled to be held on 13<sup>th</sup> November, 2023 in the Board Room, A- Block at 2:00 pm. The brief agenda of the meeting is as follows. All concerned are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Review of the implementation of the previous meeting's discussion.
2. Plan for various In-house Training Program for Placement.
3. Discontinuation of Civil Branch from Session 2024-25.
4. Opening of New Course Masters of Computer Application (MCA) from Session 2024-25.
5. Increase in Intake for B.Tech CSE and AIML from Session 2024-25.
6. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.



Date:- 13<sup>th</sup> November 2023

## **Minutes of IQAC Meeting**

**Chair: Director (Chairman, IQAC)**

### **AGENDA**

1. Review of the implementation of the previous meeting's discussion.
2. Plan for various In-house Training Program for Placement.
3. Discontinuation of Civil Branch from Session 2024-25.
4. Opening of New Course Masters of Computer Application (MCA) from Session 2024-25.
5. Increase in Intake for B.Tech CSE and AIML from Session 2024-25.
6. Any other points with the permission of Chairperson.

### **Participants: IQAC Members**

#### **1. Chairperson**

- Director- AIT

#### **2. Coordinator of the IQAC**

- Dr. Dev Singh, Dean Academics

#### **3. Faculty Representatives**

- Mr. Praneet Madhav, Head & Assistant Professor, Civil Engineering
- Dr. Ajay Kumar Singh, Head & Professor, Computer Science Engineering
- Mr. Rajeev Jha, Head & Assistant Professor, Electrical and Electronics Engineering
- Mr. Rajeev Sachan, Head & Assistant Professor, Electronics & Communication Engineering
- Mr. Amit Kumar Sinha, Assistant Professor, Electrical and Electronics Engineering
- Mr. Gaurav Pandey, Assistant Professor, Mechanical Engineering

#### **4. Management Representative**

- Mr. Javed Hashmi, Joint Secretary

#### **5. Representative From Administrative**

- Dean R&D





- Dean - Student Welfare
- Head - CRPC
- Registrar
- Head - Finance & Accounts
- Librarian

6. Representative from Local Society

- Ms. Sadhna Ghosh, NGO- Shramik Bharti

7. Representative From Students

- Mr. Aditya Awasthi, B. Tech (CSE)

8. Representative From Alumni

- Dipesh Chaudhari, Founder- BlockStash Int, B. Tech (CSE) 2018 Batch

9. Representative from Industry

- Mr. Ramji Mishra, Senior Vice President, Allen Cooper

S.no	Agenda	Point of Discussion / Decision Taken
1	Opening Address	The Dean Academics cordially welcomed all the attendees in the meeting. He also underlined the need for better teaching and evaluation techniques. He also emphasizes inclusion of quality in all process of the institutes. He also motivates house members to participate actively in the quality initiative activities.
2	Review of the implementation of the previous meeting's discussion	Member Secretary (IQAC) read out the minutes of previous meeting conducted on 09 <sup>th</sup> August 2023 and presented the action taken report for the appropriate items. It was unanimously approved by all the members.
3	Plan for various In-house Training Program for Placement.	IQAC Training Coordinator proposes various In-house Training Program for Engineering Students which is essential for their Placement program.
4	Discontinuation of Civil Branch from Session 2024-25.	IQAC Admission Coordinator presented enrollment data for the past five years, highlighting a significant decline in student interest and enrollment in the Civil Engineering program. The data showed that despite various marketing efforts, the enrollment numbers have not



		<p>improved. A Financial analysis was also done indicating that maintaining the Civil Engineering branch is not financially sustainable given the low enrollment. After thorough discussion, the committee unanimously agreed that the Civil Engineering branch should be discontinued starting from the 2024-25 academic session. It was decided that no new admissions would be taken for the Civil Engineering program from the 2024-25 session onwards. A formal announcement to be communicated to all stakeholders, including students, faculty, alumni, and industry partners.</p>
5	Opening of New Course Masters of Computer Application (MCA) from Session 2024-25.	<p>IQAC Admission Coordinator presented the rationale for launching the MCA program, citing increasing demand for advanced computer science education and industry needs for skilled professionals.</p> <ul style="list-style-type: none"><li>• IQAC Training &amp; Placement Coordinator highlighted the positive feedback from industry partners and the strong job market for MCA graduates.</li><li>• He outlined the proposed curriculum for the MCA program, emphasizing a blend of theoretical knowledge and practical skills.</li><li>• IQAC Dean Academics discussed the steps required for accreditation and the timeline for securing necessary approvals from the relevant educational bodies.</li><li>• IQAC Infrastructure Coordinator presented a detailed budget for the new program, including faculty recruitment, infrastructure development, and technology requirements.</li><li>• The committee reviewed the financial plan and agreed on the allocation of resources to ensure the successful launch and sustainability of the MCA program.</li></ul>
6	Increase the Intake for B. Tech CSE and AIML from Session 2024-25.	<p>IQAC Admission Coordinator presented the current enrollment data for B. Tech CSE and AIML, showing a high demand for these programs over the past few years.</p> <ul style="list-style-type: none"><li>• The data indicated that the programs consistently reach their maximum capacity and there is a significant waiting list.</li><li>• IQAC Placement Coordinator highlighted the growing demand for CSE and AIML professionals in the job market. The increase in intake would help meet industry needs and provide more opportunities for</li></ul>



		<p>students.</p> <ul style="list-style-type: none"><li>• He shared feedback from industry partners, emphasizing the need for more graduates with skills in CSE and AIML to fill the increasing number of job openings in these fields.</li></ul>
7	Any other points with the permission of Chairperson.	Attendance Compulsion for students and proposal of Enrichment Classes were discussed by Dean Academics.
8	Closing Remarks	Dean Academics Concluded the meetings & motivates IQAC members to spread awareness regarding the points discussed in the meeting with faculty members & students.

**Dr. Mayank Maheshwari**  
**Director**

**Director**  
Allenhouse Institute of Technology  
Rooma, Kanpur-208008

**Distribution:**

- All Concerned.

Sign



Office Order: AIT/IQAC/2023-24/08

Date: - 09<sup>th</sup> February, 2024

### **CIRCULAR**

All the IQAC members are hereby informed that third IQAC meeting for the session 2023-24 is scheduled to be held on 12<sup>th</sup> February, 2024 in the Board Room, A- Block at 2:00 pm. The brief agenda of the meeting is as follows. All concerned are requested to make it convenient to attend the meeting.

### **AGENDA OF THE MEETING**

1. Review of the implementation of the previous meeting's discussion.
2. To finalize the proposed schedule of Exeburance'24 & International Conference on Recent Developments in Business Management and Technology (ICRDBMT) 2024.
3. Effective Evaluation of Internal Exam.
4. To discuss & approval of Academic Calendar Even semester (2023-24).
5. Responsibility of Subject Coordinator.
6. To discuss & approval of Impact Lecture Series to be organised by IIC.
7. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.



Date: - 12<sup>th</sup> Feb 2024

### **Minutes of IQAC Meeting**

**Chair: Director (Chairman, IQAC)**

**Agenda:**

1. Review of the implementation of the previous meeting's discussion.
2. To finalize the proposed schedule of Exeburance'24 & International Conference on Recent Developments in Business Management and Technology (ICRDBMT) 2024.
3. Effective Evaluation of Internal Exam.
4. To discuss & approval of Academic Calendar Even semester (2023-24).
5. Responsibility of Subject Coordinator.
6. To discuss & approval of Impact Lecture Series to be organised by IIC.
7. Any other points with the permission of Chairperson.

**Participants: IQAC Members**

1. Chairperson

- Director- AIT

2. Coordinator of the IQAC

- Dr. Dev Singh, Dean Academics

3. Faculty Representatives

- Mr. Praneet Madhav, Head & Assistant Professor, Civil Engineering
- Dr. Ajay Kumar Singh, Head & Professor, Computer Science Engineering
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- Mr. Rajeev Sachan, Head & Assistant Professor, Electronics & Communication Engineering
- Mr. Amit Kumar Sinha, Assistant Professor, Electrical and Electronics Engineering
- Mr. Gaurav Pandey, Assistant Professor, Mechanical Engineering

4. Management Representative

- Mr. Javed Hashmi, Joint Secretary

5. Representative From Administrative



- Dean R&D
- Dean - Student Welfare
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S.no	Agenda	Point of Discussion / Decision Taken
1	Opening Address	The Dean Academics cordially welcomed all the attendees in the meeting. He also underlined the need for better teaching and evaluation techniques. He also emphasizes inclusion of quality in all process of the institutes. He also motivates house members to participate actively in the quality initiative activities.
2	Review of the implementation of the previous meeting's discussion	Member Secretary (IQAC) read out the minutes of previous meeting conducted on 30th August 2023 and presented the action taken report for the appropriate items. It was unanimously approved by all the members.
3	To finalize the proposed schedule of Exeburance'24 & International Conference on Recent Developments in Business Management and Technology (ICRDBMT) 2024.	It was resolved that each department will propose their departmental events along with list of coordinators for the annual event Exeburence-2024. The final list will be displayed later on. The roles & responsibility were also discussed for International Conference. All the members ensured full cooperation to make the event grand success.
4	Effective Evaluation of Internal Exam.	It is stated by Dean Academics that all departments must ensure the effective evaluation of internal



		exam answer sheets. All faculty members must fill the caging on the cover page of the answer sheet accurately. As CO wise marks are base to calculate CO-PO attainment for the subject. These are also used to set the marks target for consecutive years.
5	To discuss & approval of Academic Calendar Even semester (2023-24).	It was resolved and approved by all members to follow the Academic Calendar.
6	Responsibility of Subject Coordinator.	<p>The Subject Coordinator will be assigned if a subject is taught in Multiple Department /Multiple or Multiple Section. The Subject Coordinator will be responsible for:</p> <ul style="list-style-type: none"><li>• Formation of CO-PO in consultation with subject teacher.</li><li>• The faculty members will submit the question paper to Subject Coordinator who will check all the details.</li><li>• The subject Coordinator will send the question paper to Controller of Examination through Hod.</li></ul>
7	To discuss & approval of AICTE funded Impact Lecture Series to be organised by IIC.	A proposal for Impact Lecture Series was discussed in meeting. It is decided that our Institute will draft a proposal and submit to MoE for organising a AICTE funded Impact Lecture Series.
8	Any other points with the permission of Chairperson.	It is informed that Allenhouse Group of Institutions has drafted a Section 8 company named Allenhouse Startup & Incubation Foundation for promotion of Startup & Innovation in Institutes.
9	Closing Remarks	Dean Academics Concluded the meetings & motivates IQAC members to spread awareness regarding the points discussed in the meeting with faculty members & students.

Director  
Allenhouse Institute of Technology  
Rooma, Kanpur-208008

**Dr. Manoj Kumar Misra**  
Director

Director  
Allenhouse Institute of Technology  
Rooma, Kanpur-208008

**Distribution:**

- All Concerned.



Office Order: AIT/IQAC/2023-24/12

Date: - 10<sup>th</sup> May, 2024

**CIRCULAR**

All the IQAC members are hereby informed that fourth IQAC meeting for the session 2023-24 is scheduled to be held on 13<sup>th</sup> May, 2024 in the Board Room, A- Block at 2:00 pm. The brief agenda of the meeting is as follows. All concerned are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Review of the implementation of the previous meeting's discussion.
2. Research Activity & Value-added Courses for Faculty & Students.
3. Preparation of Budget allocation and purchase order.
4. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.





Date:- 13<sup>th</sup> May 2024

### **Minutes of IQAC Meeting**

**Chair: Director (Chairman, IQAC)**

**Agenda:**

1. Review of the implementation of the previous meeting's discussion.
2. Research Activity & Value-added Courses for Faculty & Students.
3. Preparation of Budget allocation and purchase order.
4. Any other points with the permission of Chairperson.

**Participants: IQAC Members**

1. Chairperson

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2. Coordinator of the IQAC

- Dr. Dev Singh, Dean Academics

3. Faculty Representatives

- Mr. Praneet Madhav, Head & Assistant Professor, Civil Engineering
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S.no	Agenda	Point of Discussion / Decision Taken
1	Opening Address	The Dean Academics cordially welcomed all the attendees in the meeting. He also underlined the need for better teaching and evaluation techniques. He also emphasizes inclusion of quality in all process of the institutes. He also motivates house members to participate actively in the quality initiative activities.
2	Review of the implementation of the previous meeting's discussion.	Member Secretary (IQAC) read out the minutes of previous meeting conducted on 30th August 2023 and presented the action taken report for the appropriate items. It was unanimously approved by all the members.
3	Research Activity & Value-added Courses for Faculty & Students.	IQAC Research Coordinator states that every faculty member must skill up their knowledge in respective domain & by contributing to their academic excellence one can enhance their profile. NPTEL Courses,
4	Preparation of Budget allocation and purchase order.	IQAC Infrastructure Coordinator has been asked to prepare a budget in consultation with all HoDs for the academic year and provide the purchase order in next meeting.
5	Any other points with the permission of Chairperson.	A Conference on role of Mathematics & ATAL FDP on Green Energy in Sustainable development is proposed for upcoming semester.



**Allenhouse** AKTU Code : 505

**Institute of Technology**

176, Rooma, Kanpur (UP), 208 008

(Approved by AICTE, Delhi & Affiliated to Dr. A P J Abdul Kalam Technical University, Lucknow, UP)

6	Closing Remarks	Dean Academics Concluded the meetings & motivates IQAC members to spread awareness regarding the points discussed in the meeting with faculty members & students.
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**Director**  
Allenhouse Institute of Technology  
Rooma, Kanpur-208008  
**Dr. Manoj Kumar Misra**  
**Director**

**Distribution:**

- All Concerned.