



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	2025-26	04-Aug-2025	Offline
2		08-Nov-2025	Offline
3		24-Feb-2026	Offline
4		09-May-2026	Offline



Office Order: AIT/IQAC/2025-26/02

Date: - 01st August, 2025

CIRCULAR

All the IQAC members are hereby informed that first IQAC meeting for the session 2025-26 is scheduled to be held on 04th August, 2025 in 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. Review of IQAC Composition for the Session 2025-26.
3. Review and confirmation of the previous session's Quality Audits and Action Taken Reports (ATR).
4. Finalization of the Strategic Perspective Plan (SPP) for the Academic Year 2025-26.
5. Orientation for faculty on revised NAAC Manual and Data Validation & Verification (DVV) processes.
6. Preparation of the Academic Calendar integrated with CO-PO mapping and assessment dates.
7. Review of the Student Induction Program (SIP) for first-year students.
8. Proposal for enhancing ICT-enabled classrooms and LMS (Learning Management System) usage.
9. Allocation of Research Seed Money and planning for Faculty Development Programs (FDPs).
10. Uploading of IQAC MoM/ATR on the College Website.
11. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.



IQAC (Internal Quality Assurance Cell)

Date:- 04th Aug 2025

Minutes of IQAC Meeting

Chair: Director (Chairman, IQAC)

Agenda:

1. Review of the implementation of the previous meeting's discussion.
2. Review of IQAC Composition for the Session 2025-26.
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11. Any other points with the permission of Chairperson.

Participants: IQAC Members

1. Chairperson

- Prof. (Dr.) Manoj Kumar Misra, Director- AIT

2. Coordinator of the IQAC

- Dr. Dev Singh, Dean Academics

3. Faculty Representatives

- Mr. Praneet Madhav, Head & Assistant Professor, Civil Engineering
- Dr. Sudhir Kumar Singh, Head & Professor, Computer Science Engineering



- Mr. Rajeev Sachan, Head & Assistant Professor, Electronics & Communication Engineering
- Mr. Amit Kumar Sinha, Assistant Professor, Electrical and Electronics Engineering

4. Management Representative

- Mr. Javed Hashmi, Joint Secretary

5. Representative From Administrative

- Dean R&D
- Dean - Student Welfare
- Dean – Training
- In Charge-Placement
- Registrar
- Head - Finance & Accounts
- Librarian

6. Representative from Local Society

- Ms. Sadhna Ghosh, NGO- Shramik Bharti

7. Representative From Students

- Ms. Awaj Akram , Student

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	Distribution of Roles on Responsibilities between IQAC members.	IQAC chairperson briefed the following responsibilities to IQAC members: Academic Coordinator: <ul style="list-style-type: none">• Course File, Lecture Plan and Lecture delivery schedule preparations. Mapping of Cos with Pos and PSOs.• Preparation of Student List based on their academic performance and allocation of Mentors.• Faculty Profile, Timetable Preparations.• Assessment & attainment of Course Mapping. Research & Development Coordinator: <ul style="list-style-type: none">• Maintenance of Papers /Articles /Patents /Books Published by Faculty & Student.• Research activities / Sponsored Research.• Consultancy Activities.• Student & Faculty Participation in National/ International Conferences.• Hackathon Activities.• Paper / Project Presentation. Activity Coordinator: <ul style="list-style-type: none">• Professional Chapters and Activities.• Association Activities.• Club Activities.• Sports & Cultural Activities. Examination Coordinator: <ul style="list-style-type: none">• Evaluation Schemes.• Exam Timetable.• Exam Hall Invigilation Duty Chart & ensuring proper conduction of Exam.• University Result Analysis. Placement Coordinator: <ul style="list-style-type: none">• Placement & Training Activities.• Arrangement of Technical Training.• Student Placement Record.• MOUs.• Internship, In-Plant Training & Industrial Visit.• Employer Feedback Form. Scholarship and Admission Coordinator: <ul style="list-style-type: none">• Maintenance of Govt. & Management Scholarship details.



		<ul style="list-style-type: none">• Details of Student applied for UG Program.• Fees Collection Status Maintenance. <p>Alumni Coordinator:</p> <ul style="list-style-type: none">• Maintenance of Alumni database.• Arranging Alumni meetings.• Alumni Feedback Form. <p>Ranking and Recognition Coordinator:</p> <ul style="list-style-type: none">• Maintenance of NBA, NAAC, NIRF, ARIIA and all survey grant documents.• Preparation of all action taken reports. <p>Infrastructure and Newsletter Coordinator:</p> <ul style="list-style-type: none">• Annual Budget Preparation.• Maintenance of Purchase Order & Stock register.• Maintenance of Equipment & Lab materials.• Ensuring the conditions of ACs, Fans, Tube light, LCD Projector, Fire Extinguishers, Windows and doors.• Preparation of Department Newsletter and technical magazines.
4	Academic Audit for Previous Year 2024-25.	Internal Academic Audit will be done by respective HoDs and further submitted to IQAC Convenor after which an external audit will be scheduled.
5	Finalization of the Strategic Perspective Plan (SPP) for the Academic Year 2025-26.	The Chairperson emphasized fostering a "Quality Culture" rather than just compliance. The board discussed the Strategic Perspective Plan (SPP) , focusing on a 20% increase in Scopus-indexed publications and securing at least one major external grant (DST/SERB) per department
6	Preparation of the Academic Calendar integrated with CO-PO mapping and assessment dates.	The committee reviewed the mandate for CO-PO mapping . It was resolved that 100% of internal question papers must be mapped to specific Course Outcomes. Members discussed training junior faculty on using Bloom's Taxonomy (K1-K6 levels) to ensure that evaluations test higher-order thinking skills
7	Review of the Student Induction Program (SIP) for first-year students.	The SIP for the 2025-26 batch was discussed. The focus was shifted from purely academic to holistic development, including a mandatory "Zero Tolerance" orientation regarding anti-ragging and gender sensitization sessions conducted by the ICC and ARC.
8	Proposal for enhancing ICT-enabled classrooms and LMS (Learning Management System) usage	The IT head presented a report on the current status of the ERP system . The committee directed that 100% of staff attendance, session plans, and student marks must be migrated to the portal by August.



9	Allocation of Research Seed Money and planning for Faculty Development Programs (FDPs).	Discussion centered on the " Seed Money " policy. The committee approved a dedicated fund for the first cycle. It was resolved that interdisciplinary projects between the CSE and ME departments would be prioritized to encourage collaborative research and potential patent filings
10	Any other points with the permission of Chairperson.	IQAC Chairperson briefed the importance of discipline and punctuality among student, staff and faculty members.
11	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

Distribution:

- All Concerned.

Sign:



Date: August 05, 2025

Action Taken Report (ATR)

- **Curriculum Planning:** The Academic Calendar was finalized and circulated to all HODs via the ERP portal.
- **Research:** Amount was disbursed to the R&D account for Seed Money applications; 14 faculty members were identified for publication incentives.
- **Orientation:** The 3-week SIP was successfully launched, including a guest lecture by a retired police officer on campus decorum and ethics.
- **Governance:** The Anti-Ragging Squad (ARS) patrol roster was published, and high-intensity LED lighting was installed in identified high-risk campus zones.



Office Order: AIT/IQAC/2025-26/05

Date: - 06th November, 2025

CIRCULAR

All the IQAC members are hereby informed that second IQAC meeting for the session 2025-26 is scheduled to be held on 08th November, 2025 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. Analysis of Mid-Semester Class Test results and identification of slow learners.
3. Review of IPR and Patent awareness workshop outcomes.
4. Analysis of stakeholder feedback (Students, Parents, and Employers).
5. Audit of Library e-resource and digital database usage.
6. Review of placement readiness for the 2026 graduating batch.
7. Any other points with the permission of Chairperson.

Dr. Dev Singh

Co-Ordinator, IQAC

CC: All Concerned.



IQAC (Internal Quality Assurance Cell)

Date:- 08th Nov 2025

Minutes of IQAC Meeting

Chair: Director (Chairman, IQAC)

Agenda:

1. Review of the implementation of the previous meeting's discussion.
2. Analysis of Mid-Semester Class Test results and identification of slow learners.
3. Review of IPR and Patent awareness workshop outcomes.
4. Analysis of stakeholder feedback (Students, Parents, and Employers).
5. Audit of Library e-resource and digital database usage.
6. Review of placement readiness for the 2026 graduating batch.
7. Finalization of the budget for the Annual Sports and Cultural Meet.
8. Any other points with the permission of Chairperson.

Participants: IQAC Members

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- Prof. (Dr.) Manoj Kumar Misra, Director- AIT

2. Coordinator of the IQAC

- Dr. Dev Singh, Dean Academics

3. Faculty Representatives

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

4. Management Representative

- Mr. Javed Hashmi, Joint Secretary

5. Representative From Administrative

- Dean R&D



- Dean - Student Welfare
 - Dean – Training
 - In Charge-Placement
 - Registrar
 - Head - Finance & Accounts
 - Librarian
6. Representative from Local Society
- Ms. Sadhna Ghosh, NGO- Shramik Bharti
7. Representative From Students
- Ms. Awaj Akram , Student
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	Academic Audit	The committee analyzed the Mid-Semester results, which showed a 78% average pass rate. Members expressed concern over lower scores in core engineering subjects. It was resolved that HODs must implement Remedial Classes (extra 15 hours of coaching) for slow learners before the final exams.
3	Innovation & IPR	The Dean (R&D) reported on the IPR Awareness Workshop. The board discussed the six provisional patents currently in the drafting stage. It was



		resolved to provide professional legal assistance to student founders to convert their graduation projects into potential startups or trademarks.
4	Feedback Loop	Stakeholder feedback was reviewed in detail. Students requested more "Practical/Hands-on" hours. The board directed all department heads to extend laboratory hours until 4:30 PM and suggested the introduction of a "Peer-to-Peer" mentoring system.
5	Digital Resources	The Librarian presented data on E-Journal usage. While IEEE usage was high, Springer downloads were noted to be low. The board proposed a "Digital Literacy Week" for students to better utilize subscribed databases and renew the IP-based access for the next academic year.
6	Extracurriculars	The board finalized the dates for the Annual Sports Week . Discussion emphasized that student club volunteers should lead the event to improve student leadership skills



Action Taken Report (ATR)

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- **Orientation:** The 3-week SIP was successfully launched, including a guest lecture by a retired police officer on campus decorum and ethics.
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