

**Minutes of 6<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) of  
Harcourt Butler Technical University, Kanpur scheduled on 18.11.2025 at  
03:00 PM in the Committee Room of the University**

A meeting of Internal Quality Assurance Cell (IQAC) of Harcourt Butler Technical University, Kanpur was held on 18.11.2025 at 03:00 PM in the Committee Room of the University. In the meeting the following members were present: -

Prof. Samsheer Vice Chancellor HBTU, Kanpur	Chairman
Mr. Vivek Mishra 1987, Electrical Engineering Batch (Alumni)	Member
Mr. Harendra Moorjani Director, U.P. Pumps Private Limited 1-B, Dada Nagar, Kanpur-208022 (Entrepreneur)	Member
Mr. Prasoos Saxena Chief Manager Petrochemicals Marketing, Indian Oil Corporation Ltd. New Delhi (Industrialist)	Member (online mode)
Prof. G. L. Devnani Dean, Continuing Education & Internal Quality Assurance HBTU, Kanpur	(IQAC Coordinator)
Prof. D. Parmar Dean, Planning and Resource Generation HBTU, Kanpur	Member
Prof. Vandana D. Kaushik Dean, Academic Affairs HBTU, Kanpur	(IQAC Coordinator)
Dr. Rashi Agarwal Associate Professor, CSED HBTU, Kanpur	Member
Prof. Prabhat Verma Deputy Controller of Examinations HBTU, Kanpur	Member
Dr. Yashvir Singh Associate Professor, MED HBTU, Kanpur	Member
Dr. Krishna Kumar Associate Dean, Continuing Education & Internal Quality Assurance HBTU, Kanpur	Member
Dr. Santosh Kumar	Member

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Associate Professor, Department of Chemistry HBTU, Kanpur	
Dr. Anurag Singh Associate Professor, Department of Food Technology HBTU, Kanpur	Member
Dr. Pranava Chaudhari Assistant Dean, Continuing Education & Internal Quality Assurance HBTU, Kanpur	Member
Dr. Abhishek Lal Assistant Professor, Department of Leather Technology HBTU, Kanpur	Member
Dr. Kaumudi Singh Assistant Professor, Department of Humanities & Social Sciences HBTU, Kanpur	Member
Dr. Suchita Shukla Assistant Professor, Department of Management Studies HBTU, Kanpur	Member
Ms. Gungun Sarawat IV Year (B.Tech.), Department of Computer Science & Engineering HBTU, Kanpur (Student)	Member
Dr. Asheesh Trivedi HOD, DOMS HBTU, Kanpur	Special Invitee

The meeting commenced with a welcome address delivered by the Pro Vice Chancellor Prof. Dipteeek Parmar. He extended a warm welcome to all external members and internal representatives of the IQAC.

Following the welcome address the formal agenda items of the 6th Meeting of the IQAC were presented by Prof. G. L. Devnani, Dean, Continuing Education & Internal Quality Assurance (CE & IQA). Prof. Devnani outlined the structured agenda for deliberation, highlighting key points requiring discussion, review, and approval from the members. The agenda reflected ongoing quality assurance activities, proposed academic improvements, and policy-related considerations essential for strengthening the University's internal quality framework.

**Item No. 6.01: Approval of minutes of 5<sup>th</sup> Meeting of IQAC of Harcourt Butler Technical University (HBTU), Kanpur held on 17.05.2024 at 12:45 PM**

Dean, CE&IQA informed the committee members that no comments have been received by the members on the minutes of the 5<sup>th</sup> Meeting of IQAC which were

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circulated to all the members on 24.05.2024. Therefore, the minutes of the 5<sup>th</sup> Meeting of IQAC were approved by the committee.

**Item No. 6.02: Action Taken Report of 5<sup>th</sup> Meeting of IQAC of Harcourt Butler Technical University (HBTU), Kanpur held on 17.05.2024 at 12:45 PM**

The item-wise action taken report on the decisions taken in the 5<sup>th</sup> Meeting of IQAC of the University held on 17.05.2024 at 12:45 PM were presented in detail by Dean, CE&IQA and the committee members after being informed had shown their satisfaction on the actions taken by the IQAC and the same are taken on record.

**Item No 6.03: Regarding Discussion on Progress of NBA Accreditation of various departments of University**

The Dean, CE&IQA, informed the committee that five departments (CSE, ET, ME, Food, Plastic) of the University have submitted their requisite data for NBA accreditation and that the tentative visit of the NBA Expert Team is scheduled in December 2025. It was also reported that a Mock Visit for all five departments was successfully conducted on 15 November 2025 to assess preparedness and identify areas requiring improvement.

The Dean, CE&IQA, further apprised the members that the remaining three departments (Bio, Oil and Paint) have also initiated the NBA accreditation process and submitted their pre-qualifier forms on 06 November 2025.

The committee members expressed their satisfaction with the progress made and recommended conducting a second Mock Visit for the five departments shortly. The Heads of Departments were advised to ensure full compliance with the revisions, comments, and corrective measures suggested during the first Mock Visit. Dr. Asheesh Trivedi, HOD Department of Management studies requested to start the NBA Accreditation proceedings for his department, in this regard Hon'ble Vice Chancellor and Committee members advised him to check the eligibility for applying further Hon'ble Vice Chancellor also assured that in case any deficiency for eligibility University will try to overcome the deficiency.

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The members acknowledged and appreciated the efforts and detailed progress report presented by the Dean, CE&IQA. They further anticipated a comprehensive review of the subsequent advancements in the upcoming IQAC meeting.

**Item No 6.04: Regarding data compilation for applying various ranking frameworks NIRF, NAAC, AQAR, MDRA-India Today, IIRF and QS.**

Dean CE&IQA apprised the committee members that the successfully submitted the AQAR for the last academic session. The data compilation for various ranking framework is started and the compilation and submission process will do before the due date.

**Item No 6.05: Regarding preparation and scheduling of Academic audit of all departments for session 2024-25.**

The Dean, CE&IQA, apprised the committee that the Academic Audit for the academic session 2024–25 is planned to be conducted in March 2026. Following this update, the IQAC members deliberated on the need to refine the existing academic audit framework to ensure alignment with contemporary quality benchmarks.

The members suggested that the audit format be revised and strengthened by incorporating improved assessment parameters in accordance with the requirements and evaluative criteria of NIRF, NAAC, QS, and IIRF rankings. The committee emphasized that integrating these parameters would enhance the robustness, transparency, and national–international relevance of the University’s academic evaluation practices.

In view of this, the IQAC recommended that a dedicated committee be proposed to undertake the revision of the academic audit format and to introduce additional parameters where necessary.

**Item No 6.06: Formation of DIQAC of all departments.**

The Dean, CE&IQA, presented a proposal before the members of the IQAC regarding the establishment of a **Departmental Internal Quality Assurance Cell (DIQAC)** in each academic department. The purpose of this initiative is to

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facilitate the effective and consistent implementation of the University's quality improvement policies at the departmental level.

The Hon'ble Chairman, IQAC, emphasized that quality assurance is a continuous and ongoing process, requiring systematic monitoring and review. It was suggested that each DIQAC may comprise two or more members, depending on departmental requirements. To streamline departmental data compilation and reporting, the committee recommended revising the Research & Development (R&D) reporting format and designating the departmental R&D Nodal Officer as a member of the DIQAC.

Further, the IQAC members proposed that each department should regularly update its monthly progress on the ERP system and ensure that the same information is uploaded on the respective departmental webpage for transparency and compliance.

The IQAC unanimously approved the proposal for the formation of DIQACs.

**Item No 6.07: Regarding methodology and SOP of Stakeholder's Feedback Collection, Analysis and action taken for various ranking frameworks**

The Dean, CE&QA, proposed the need for development of a comprehensive methodology and SOPs for the collection of stakeholder feedback, including inputs from students, alumni, parents and employers. The proposal also emphasized the need to establish a systematic mechanism for the analysis of feedback and the documentation of corresponding action taken reports, ensuring continuous quality improvement across academic and administrative domains.

The IQAC members recommended that Dr. Asheesh Trivedi, Head, Department of Management Studies, and Dr. Kaumudi Singh, Department of Humanities, jointly prepare the stakeholder feedback formats along with the SOP, data collection methodology, and the analytical framework. The committee noted that a well-defined and uniform procedure would enable structured feedback management and enhance evidence-based decision-making.

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The IQAC members approved the proposal and nominated Dr. Asheesh Trivedi, Head, Department of Management Studies, and Dr. Kaumudi Singh, Department of Humanities to prepare a detailed draft and to devise a methodology to generate the report in online manner

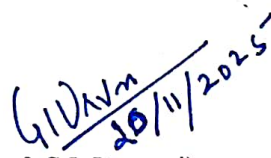
**Item No 6.08: Any other matter with the permission of the Chair**

IQAC member Dr. Suchita Shukla raised the issue of unavailability of sound system and projector in New auditorium. Members discussed the issue and agreed that there is a need of upgradation to have better organization of events like conferences and workshop. Hon'ble vice chancellor assured that he will instruct to the Superintendent Engineer and maintenance team in this regard to procure necessary items in all the auditoriums

The Student representative Ms. Gungun Sarawat raised the issue of poor internet Connectivity at training and placement cell which creates a bad impression of the University to our employers she also requested to upgrade the infrastructure for the online test of 250-300 students. She also expressed her concern to revise the computer science syllabus as per the demand of industry. Committee members discussed the issues and after discussion Dean CEIQA assured the student representative that her concerns regarding internet connectivity and infrastructure enhancement would be shared to In-charge, Training and Placement and University will explore to create a space for these online tests. Dean Academic Affairs also deliberated that syllabus revision and new structure is in process.

Prof. Prabhat Verma raised the issue MOOCs/NPTEL courses for our UG students and advised for the credit transfer of these courses, In this regard Dean Academic Affairs informed that this agenda is already in process

The meeting ended with thanks to the Chair.

  
(Prof. G.L.Devnani)  
Dean CE&IQA &IQAC Coordinator