



Raj Kumar Goel Institute of Technology, Ghaziabad

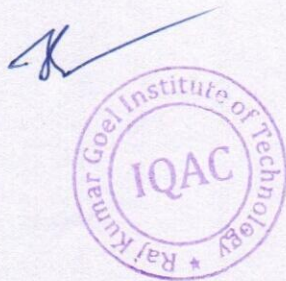
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 02-05-2019

Minutes of the Meeting

A meeting of IQAC was held on 01-05-2019, with the following members present:

Sl.No.	Designation	Name & Other Details
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics
3.	Management Representatives	Dr.Laxman Prasad Group Director (R & D)
4.	Training & Placement Representative	Dr.Dilip Moza Director-CRC
5.	Senior Academicians	Dr.Puneet Chand Srivastav Dean Second Shift
6.		Prof. T. N. Shukla HOD-EE
7.		Dr. Dharendra Kumar HOD-EC
8.		Dr. Durgesh Sharma HOD-ME
9.		Dr. Sachi Gupta (HOD-CS)
10.		Mr. V.K.Tripathi (HOD-IT)
11.		Dr. Vibhuti (HOD MBA)
12.		Dr. Poonam C. Kumar (HOD-AS&H)
13.	Senior Administrative Officers	Mr. H.G.Garg Dean (Students Welfare)
14.	Nominee (Local Society)	Prof. S. C. Gupta Head of Institution of Engineers
15.	Librarian	Bhavna Sharma



1. Welcome note by the Chairman-IQAC

The meeting started with the warm welcome to all the members by the Chairman-IQAC Dr. D.R.Somashekar. He then requested Coordinator-IQAC, Dr.Sanjeev Goyal to proceed.

Dr. Sanjeev Goyal thanked the chair and started to elaborate the agenda point wise.

2. Confirmation of Previous MOM

Coordinator-IQAC presented the previous minutes of the meeting held on 07-02-2019. Director confirmed with the HODs if they have received and gone through the same.

3. Implementation of Various Formats

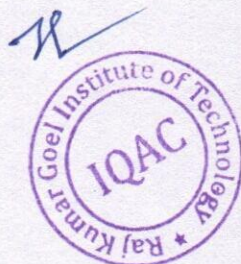
Chairman - IQAC asked the heads of all departments to ensure the implementation of various formats released by the IQAC. He told that preparation of the lecture plan by individual faculty member has to be as per the standard format and course file must have the documents as per the contents issued by the IQAC.

4. Conduction of External Examination (Even Semester 2018-19)

Chairman- IQAC told the members that RKGIT is the exam center for the AKTU Even Semester Examination for the approx 5000 students of the KIET, Ghaziabad. The Center Superintendent for the examination will be the Dr. Shivani Joshi (Professor-CSE). All the heads were requested to cooperate the CS for the smooth conduction of the examination.

5. Preparation of Course Files for Odd Semester 2019-20

Chairman-IQAC asked all the HODs to get the course files prepared for the Odd semester 2019-20 strictly as per the 'Contents of the Course File' issued by the IQAC.



6. Requirement in the Laboratories

Chairman-IQAC requested all the HODs to get the stock verification of their laboratories done and place the requirements well before the commencement of the new academic session (2019-20).

7. Procurement of Books, Journals & Magazines in the Library


Chairman-IQAC asked the librarian to keep the library updated with fresh books, journals and magazines. He requested heads to place the requirement for the new session so that books, journals and magazines could be timely procured.

8. Readiness of the Hostels for the New Session

Chairman-IQAC requested the Dean Students Welfare to get the hostels renovated at the end of the session 2018-19 and plan fresh guidelines related to rules & regulations, hostel & mess fee, ant-ragging, room allotment scheme etc.

Coordinator-IQAC Dr.Sanjeev Goyal with the permission of the Chairman asked the members for other issues if any.

With no further issue the meeting ended with the vote of thanks by the coordinator.


Dr. Sanjeev Goyal
Coordinator-IQAC

Copy to all concerned

Attached: All the Formats Discussed in the Meeting

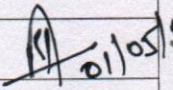

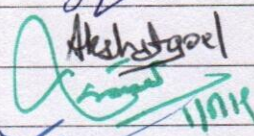

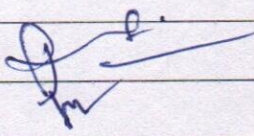
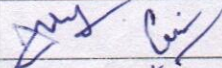
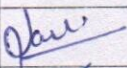
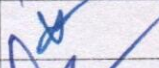
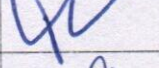
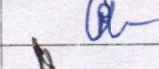
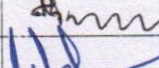


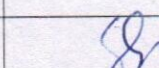
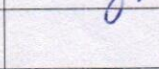
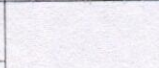
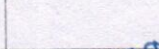




Raj Kumar Goel Institute of Technology, Ghaziabad

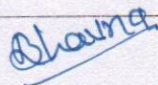
INTERNAL QUALITY ASSURANCE CELL (IQAC)

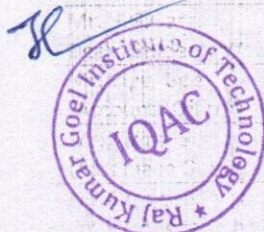
Meeting (01-05-2019)

Sl.No.	Designation	Name & Other Details	Signature		
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	 01/05/19		
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics			
3.	Management Representative	Mr. Akshat Goel Management RKGIT			
4.		Dr. Laxman Prasad Group Director (R & D)			
5.	Training & Placement Representative	Dr. Dilip Moza Director-CRC			
6.	Senior Academicians	Dr. Arvind Singh Dean Academics			
7.		Dr. Puneet Chand Srivastav Dean Second Shift			
8.		Prof. T. N. Shukla HOD-EE			
9.		Dr. Shiv Kumar HOD-CE			
10.		Dr. Dharendra Kumar HOD-EC			
11.		Dr. Durgesh Sharma HOD-ME			
12.		Dr. Sachi Gupta HOD-CS			
13.		Mr. V.K. Tripathi HOD-IT			
14.		Dr. Vibhuti HOD-MBA			
15.		Dr. Poonam C. Kumar HOD-AS&H			
16.		Senior Administrative Officers		Mr. H.G. Garg Dean (Students Welfare)	
17.				Mr. Vipul Goel (Accounts Officer)	
18.		Member (Industrialists)		Mr. Nirmal Singh (Assomach Group)	
19.		Nominee (Stakeholders)		Mr. Sandeep Mittal Father of Akanksha Mittal (CS 2 nd Year)	
20.		Nominee (Local Society)		Prof. S. C. Gupta Head of Institution of Engineers	
21.	Nominee (Students)	Tariya Kansal (EC 2017-18 Batch)			
22.	Nominee (Alumni)	Ashutosh Pandey (EC 2017 Passed Out)			
23.		Ankit Patel (ME 2016 Passed Out)			

✓24

Librarian (RKGIT) Mr. Shobha Sharma





Kumar Goel Institute of Technology, Ghaziabad
INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref: RKGIT/IQAC/APRIL2019/01

Date: 24-04-2019

Dear Sir/Ma'am,

It is to inform you that a meeting of all the IQAC members is to be held on **01-05-2019 (Wednesday) at 11:00 AM in the Conference Hall, A-Block, RKGIT** to discuss the following agenda.

Agenda of the Meeting

- **Confirmation of Previous MOM**
- **Implementation of various formats**
- **Conduction of External Examination (Even Sem 208-19)**
- **Preparation of Course Files for Odd Sem 2019-20**
- **Requirement in laboratories**
- **Books, Journal, Magazines in the Central Library**
- **Readiness of the hostels for new students**
- **Other issues with the permission of the Chair**

You are requested to be present.

Regards


Dr. Sanjeev Goyal

Coordinator-IQAC

Information to All Concerned






Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

4th Meeting Held on 01-05-2019

Action Taken

Sl. No.	Agenda	Action Taken	Remarks
1.	Various Formats by IQAC	Chairman-IQAC requested all the heads to get the various formats issued by the IQAC and implement the same in their respective departments.	Complied
2.	External Examination Even semester 2018-19	HODs were requested to extend the cooperation to the Center Superintendent for the fair and smooth examination of the students of KIET at the RKGIT examination center.	
3.	Stock Verification of the Labs and Library	All the heads were requested to get the stock of the department's labs verified. Librarian was also requested to get the stock verification done before the start of new session.	Complied
4.	Hostel facility & Anti-ragging Measures	Dean Student's welfare was requested to frame the rules and regulations for the students willing to stay in hostels as well as related to the anti-ragging.	Complied


Dr. Sanjeev Goyal
(Coordinator-IQAC)

