



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

**CIRCULAR**

Ref: RKGIT/IQAC/JAN/2018/04

Date: 31-01-2019

Dear Sir/Ma'am,

It is to inform you that a meeting of all the IQAC members is to be held on **07-02-2019 (Thursday) at 11:00 AM in the Conference Hall, A-Block, RKGIT** to discuss the following agenda.

**Agenda of the Meeting**

- Standardization of Budget as per NBA Guidelines
- Academic Audit of the Departments
- Best Project Evaluation Scheme; Procedure for Recognition and Reward
- Lecture Plan as per NBA Guidelines
- Format for Syllabus Coverage
- Format for Departmental Teaching Load
- Format for Practical Feedback
- Contents of Course File
- ERP's utilization for maintenance related complaints, internal marks and COs/POs calculation
- Stock Verification of Central Library
- System for Purchasing the Laboratory Equipments
- Furniture Allotment to Employees
- Other issues with the permission of the Chair

You are requested to be present.

Regards

Dr. Sanjeev Goyal

Coordinator-IQAC

Information to All Concerned





### **1. Welcome note by the Chairman**

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 requested the members to introduce themselves. After the introduction of all the members, coordinator started to elaborate the agenda point wise.

### **2. Discussion on 'Budget Review of Half Year (18-19)**

Director Dr. D. R. Somashekar requested all the heads to prepare the departmental budget for the next semester (18-19) on the common format issued by the accounts department at the earliest. He advised ME department to do it before January 3, 2019 and EC department to submit before January 5, 2019. He also requested the heads to give the expenditure's details of previous semester (18-19). HODs were further advised to prepare departmental budget by involving themselves and not leaving the same on the faculty members.

Accounts' Officer Mr. Vipul Goel requested all the HODs to match department's expenditures for the years 15-16, 16-17 and 17-18 with the details available with the accounts and have all the bills of expenditures in those years.

### **3. Academic Targets**

The following academic targets for the even semester 2018-19 were suggested by the members present.

- Target to achieve good results
- Maximum placement of the students
- Training and other assistance to the students for clearing the GATE examination
- Organizing the FDPs, Conferences, Seminars, Workshops, Training Programs by each department for updating the faculty members with the latest in science & technology.
- Research & Development Activities: Publications by each faculty member.
- Assistance to Students by EDTIC
- Outcome based education





#### **4. Establishment of Emergency Fund**

Discussion on it was postponed to next meeting by the Chairman IQAC

#### **5. Implementation of Uniform Lecture Plan**

Coordinator IQAC told that a common format for 'Lecture Plan' has been sent to all departmental heads to be followed uniformly by all faculty members w.e.f. even semester 2018-19. All the members approved the new format of the 'Lecture Plan'.

#### **6. Change in Leave application Form**

A new 'Leave Application Form' was designed and presented in the meeting by the Coordinator IQAC.

Chairman IQAC Dr. D.R. Somashekar told the members that new form for 'Leave Application' contains more details about the applicant and those who engage the classes and is confined only to half of the sheet.

#### **7. Existing Attendance Register**

Dr. Dharendra Kumar (HOD EC) suggested that on the front cover page of the attendance register, there has to be only RKGIT's name with institute's logo. Chairman IQAC said it would be better if existing attendance register could be reduced in terms of pages it contains. Coordinator IQAC was given consent to insert in the attendance register, a page containing lecture plan.

Chairman IQAC suggested that existing attendance registers are to be used till they last with a slip having the Institute's name and logo pasted on the front cover page.

HOD IT Mr. V.K.Tripathi presented an attendance register of an institute. Prof. Laxman Prasad Group Director (R&D) advised the coordinator Dr.Sanjeev Goyal to go through both the attendance registers and place the suggestions in the next meeting.





**8. Department's Requisition Form**

A form for day to day departmental requirement was designed and presented before the members by the Coordinator IQAC. Need of such a form was raised by the HOD EC, Dr. Dharendra Kumar.

Chairman IQAC asked the coordinator to send via email, both the formats (Leave Application Form and Requisition Form) to all the members and invite their suggestions for improvement.

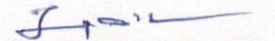
**9. Institute's File Cover**

Dr. Dharendra Kumar HOD EC suggested that the existing file cover must bear the name and logo of the institute, to which Chairman IQAC readily agreed and expressed that there is a scope of reducing the file cover's thickness.

10. All the members expressed gratitude to Prof. S.C. Gupta (Head: Institution of Engineers, Ghaziabad Chapter) for his presence and valuable suggestions.

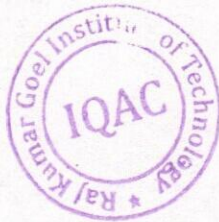
The next IQAC meeting was fixed on February 4, 2019 (Monday) at 11 AM in the Conference Hall, A-Block, RKGIT.

11. Meeting ended with vote of thanks.

  
**Dr. Sanjeev Goyal**  
**Coordinator-IQAC**



Copy to all concerned



  
02/01/19




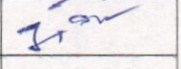
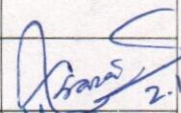

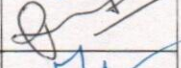

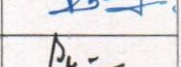
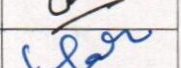
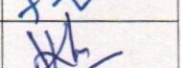
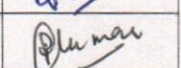
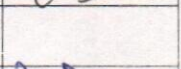

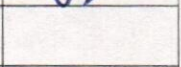
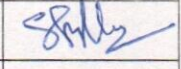
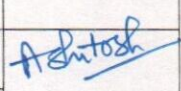


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**Raj Kumar Goel Institute of Technology, Ghaziabad**  
**INTERNAL QUALITY ASSESSMENT CELL (IQAC)**

**LIST OF MEMBERS**

02-01-2019

Sl.No.	Designation	Name & Other Details	Contact No.	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	8380943239	
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	9313130034	
3.	Management Representative	Mr. Akshat Goel Management RKGIT	85888622013	
		Dr. Laxman Prasad Group Director (R & D)	9810793080	
4.	Senior Academicians	Dr. Arvind Singh Dean Academics	9310089910	
		Dr. Puneet Chand Srivastav Dean Second Shift	9891886368	
		Prof. T. N. Shukla HOD-EE	9811984397	
		Dr. Dharendra Kumar HOD-EC	9899003498	
		Dr. Durgesh Sharma HOD-ME	9891430333	
		Dr. Sachi Gupta HOD-CS	9410677001	
		Mr. V.K. Tripathi HOD-IT	9891378157	
		Dr. Poonam C. Kumar HOD-AS&H	9810480890	
5.	Senior Administrative Officers	Mr. H.G. Garg Dean (Students Welfare)	9871011877	
		Mr. Vipul Goel (Accounts Officer)	9311130003	
6.	Member (Management)	Dr. Vibhuti HOD-MBA	9868585383	
7.	Member (Industrialists)	Mr. Nirmal Singh (Assomach Group)		
8.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 2 <sup>nd</sup> Year)		
9.	Nominee (Local Society)	Prof. S. C. Gupta	9818431720	
10.	Nominee (Students)	Tanya Kansal (EC 2017-18 Batch)		
11.	Nominee (Alumni)	Ashutosh Pandey (EC 2017 Passed Out)	9456079415	
		Ankit Patel (ME 2016 Passed Out)	8285735449	

