



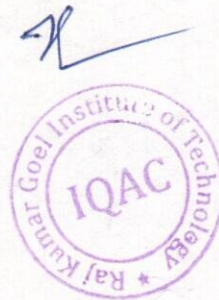
**Raj Kumar Goel Institute of Technology, Ghaziabad**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 07-02-2019

**Minutes of the Meeting**

A meeting of IQAC was held on 07-02-2019, 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 Representative	Dr.Laxman Prasad Group Director (R & D)
4.	Senior Academicians	Dr. Arvind Singh Dean Academics
5.		Dr.Puneet Chand Srivastav Dean Second Shift
6.		Prof. T. N. Shukla HOD-EE
7.		Dr. Himani Mittal For HOD-EC
8.		Dr. Durgesh Sharma HOD-ME
9.		Dr. Sachi Gupta (for HOD-CS)
10.		Mr. V.K.Tripathi (HOD-IT)
11.		Dr. Vibhuti (HOD MBA)
13.	Senior Administrative Officer	Mr. H.G.Garg Dean (Students Welfare)
14.	Librarian	Ms. Bhavna Sharma
15.	ERP Administrator	Mr. Bakshish



### **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. Standardization of Budget as per NBA Guidelines**

As per the discussion in the last IQAC meeting (held on 02-01-2019), the format for 'Standard Budget' was prepared by Dr.Sanjeev Goyal (IQAC Coordinator) and presented in the meeting, which was accepted by IQAC with the few changes suggested by Prof. Laxman Prasad Sir.

### **3. Academic Audit of the Departments**

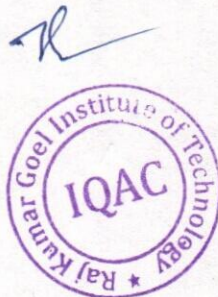
The reports of the 'Academic Audit' of all the departments (conducted from 17-12-2018 to 23-12-2018 for Odd Semester 2018-19) were presented before the members by the coordinator.

### **4. Best Project Evaluation Scheme; Procedure for Recognition and Reward**

In the meeting it was suggested that a policy related to 'Evaluation of Projects, Identification of Best Projects and Suitable Recognition and Reward' needs to be framed by the coordinator with suggestion from the members.

### **5. Course File as per NBA Guidelines**

A comprehensive common format for the Course file contents was presented by the coordinator, which was discussed by the chairman with all the members present and approved. It was suggested by the members of the 'Standing Committee' that Course file should also have 'Opening Report' and 'Closing Report'.



## **6. Format for Syllabus Coverage**

A common format for 'Status Report of Syllabus Coverage' was designed and presented by the coordinator, which was discussed with the members present and approved by the chairman.

## **7. Format for Departmental Teaching Load**

A common format for 'Departmental Teaching Load' was designed and presented by the coordinator. Chairman advised the coordinator to circulate it among all the members of IQAC and invite their suggestions. In case no suggestion is received by the given date, the format will be accepted for implementation in as it is form.

## **8. Format for Practical Feedback**

A common format for 'Practical Feedback' by the students was designed and presented by the coordinator. Suggestion for a single feedback format covering up the theory and practical was given by HOD CSE Ms. Sachi Gupta, which was accepted by the Chairman. Suggested format would again be presented in the next IQAC meeting for further discussion and implementation.

## **9. ERP's utilization for maintenance related complaints**

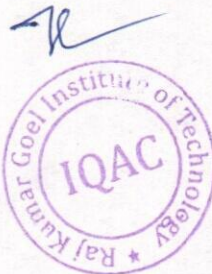
Coordinator IQAC suggested that for maintenance related complaints, if ERP system in the institute could be of use. Chairman then called Mr. Bakshish (ERP Administrator) to explore, if the services of ERP system could be extended to take up the maintenance related complaints.

## **10. Stock Verification of Central Library**

Chairman issue the guidelines to the Librarian Ms. Bhavna Sharma to get the stock of Library verified for odd semester and submit the report in the next meeting.

## **11. System for Purchasing the Laboratory Equipments**

Coordinator IQAC emphasized upon the need of a proper system to purchase the laboratory equipments, since in the absence of a proper system, even the purchase of a

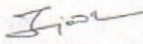


few equipments takes long time. Prof. Laxman Prasad (group Director R & D) asked the coordinator to frame a policy in that regard.

### **12. Furniture Allotment to Employees**

Coordinator IQAC raised an issue regarding the haphazard distribution of the furniture to the employees owing to which there is always demand of the furniture despite plenty of furniture might be laying here and there. He submitted in the meeting a plan for the justified allotment of the furniture to the various categories of the employees. The same was approved by the Chairman-IQAC with slight alteration.


Meeting ended with vote of thanks.

  
**Dr. Sanjeev Goyal**  
Coordinator-IQAC



Copy to all concerned



  
07/02/19



Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

LIST OF IQAC MEMBERS

Date: 07/02/19 Meeting

Sl.No.	Designation	Name & Other Details	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	
3.	Management Representatives	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 <sup>nd</sup> Year)	
20.	Nominee (Local Society)	Prof. S. C. Gupta	
21.	Nominee (Students)	Tanya Kansal (EC 2017-18 Batch)	
22.	Nominee (Alumni)	Ashutosh Pandey (EC 2017 Passed Out)	
23.		Ankit Patel (ME 2016 Passed Out)	

✓ 24. Librarian RKGIT  
✓ 25. ERP Administration

Ms. Bhavna Chandra  
Mr. Prakesh Singh

