



Raj Kumar Goel Institute of Technology, Ghaziabad

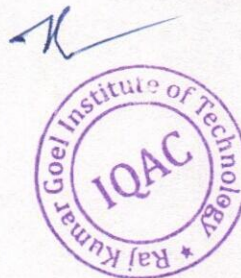
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 10-12-2018

Minutes of the Meeting (held on 08-12-2018)

The first meeting of IQAC was held on 08-12-2018, 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	Mr. Akshat Goel Management RKGIT 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. Dharendra Kumar HOD-EC
8.		Dr. Durgesh Sharma HOD-ME
9.		Dr. Lalit Saraswat (for 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



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 elaborate the agenda.

Dr. Sanjeev Goyal thanked the chair and discussed agenda point wise as follows:

2. Academic Resources for Excellence

Each department shall have a library containing Books as per the new AKTU syllabus, Periodicals, Journals, Project Work etc and a discussion cum presentation room equipped with LCD projector.

It should be compulsory for faculty members of each department to take part in discussion/presentation once in a week as decided by respective heads.

3. Existing Systems, Infrastructure and Scope for Improvement

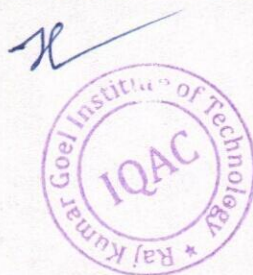
Institute's day to day working must be based on well established systems.

System covering up the service conditions for employees, their leave rules, emoluments and increments should exist and must be followed strictly to ensure harmony between employees and employer. The monthly emoluments should be strictly merit based and clearly defined in accordance to designation. Such system has to be enacted by the management representatives and the director of the institute.

Maintenance is a big task in an institution. A strong system can handle it with ease. Each department, hostel must have complaint register which should be kept in HOD's office in the department and with the care taker in the hostel. Complaints on daily basis should be forwarded to maintenance officer.

Existing infrastructure and infrastructure being developed is almost sufficient to match the need of existing courses and the need of students in campus. However there is always scope for improvement. In future an auditorium having a capacity to accommodate one thousand persons may be constructed. Parking area within the college for car parking should be well specified.

In each department there must be a common room for girls. Allotment of cabins/rooms and facilities should be according to faculty's designation and/or portfolio.



4. Academic Audit

It was proposed by the Coordinator IQAC that each department must go for the 'Academic Audit', which will be done by the team composing internal members and an external expert. Chairman IQAC suggested such audits, in future, for all other academic and administrative offices.

Department's academic audit is to be done in respect of the following:

- Course File
- Attendance Register
- Counselor's File
- Stock's Verification of Lab & Departmental Library
- Students, Staff and Faculty Records
- Research Activities
- Training Programs for Students and Faculty
- Publications (research papers, books, departmental news letter etc.), FDPs, Workshops, Guest Lectures, Academic Visits and Other Academic Activities.
- Extra-curricular Activities

Academic Audit of all the departments for odd semester 2018-19 has to be completed by the end of December 2018.

5. Capability to Undertake Training and Research Programs

Monthly meetings are to be held to discuss latest developments in research, projects and training programs under the leadership of Prof. Laxman Prasad, Group Director (R & D).

A Research Center is to be established in the institute by the Faculty of Physics (Department of AS&H) to promote research work in the areas of 'Compact Radiations Sources and Applications of Plasma based Accelerators' under the coordinator-ship of Dr. Pawan Kumar.

Institute will continue to encourage the research work, projects and training programs by providing financial support and duty leaves.

Institute will be further be well equipped to take up frequent training and research programs in the campus. Each department shall have journals, periodicals and magazines in its library.

Faculty members have been directed to get actively involved in the research work.

Faculty members need to pursue Massive Open Online Courses (MOOCs), courses from NPTEL etc.



6. Employees' Retention Policies

In RKGIT employee's job stability is more than its contemporary colleges. Management RKGIT will continue to encourage the good work and good results by giving honour as well as monetary reward to its employees. Still there is need of specific guidelines for insurance, promotions, increments and termination of the employees.

In the meeting it was proposed to have 'Group Insurance' for all the employees of RKGIT. Further the 'Employees' Provident Fund (EPF)' scheme is also to be started for specific section of the employees.

7. Faculty Development programs, Personality Development Programs, Interaction with Industries and Employability of the Students

It was discussed that each department should have minimum five MOUs with the reputed industries.

Each department shall organize at least one AKTU approved Faculty Development Programme (FDP) in each semester.

Each department shall make efforts to organize the technical events with funding from outside sources.

The Training and Placement Cell of the institute shall ensure maximum placement of the students during the calendar year 2018-19.



7. Other Issues

The following issues were also discussed

- **Budget Review of Half Year(F.Y. 18-19):**
- **Change in Leave Application Form:**
Director Dr. D. R. Somashekar suggested that existing leave application form should also have department’s name and contact details of the applicant.
- **Uniform Lecture Plan:**
It was envisaged that a uniform lecture plan is to be followed by all the faculty members from even semester 2018-19 onwards
- **File Covers:**
Dr. Dharendra Kumar (HOD EC) suggested that the file cover must bear the institute’s name and logo.
- **Targets for next (even) semester 18-19:**
Director and all the HODs have to set the academic targets for even semester 2018-19.
- **Agenda for next meeting (tentative date 18-02-2019):**
 - Academic and Administrative Policies
 - Existing Attendance Register to be reviewed
 - Department’s Requisition Form
 - Course Outcomes

Vote of Thanks by the Coordinator

Dr. Sanjeev Goyal expressed thanks to the chairman on behalf of all the members present.

Sanjeev Goyal
Dr.Sanjeev Goyal
(Coordinator-IQAC)



- Copy to:
1. Chairman
 2. All the Members of IQAC

Sanjeev Goyal
10/12/18



4

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

LIST OF MEMBERS

1st Meeting Held on 08-12-2018

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 Representative	Mr. Akshat Goel Management RKGIT	
		Dr. Laxman Prasad Group Director (R & D)	
4.	Senior Academicians	Dr. Arvind Singh Dean Academics	
		Dr. Puneet Chand Srivastav Dean Second Shift	
		Prof. T. N. Shukla HOD-EE	
		Dr. Dharendra Kumar HOD-EC	
		Dr. Durgesh Sharma HOD-ME	
		Dr. Sachi Gupta HOD-CS	
		Mr. V.K. Tripathi HOD-IT	
		Dr. Poonam C. Kumar HOD-AS&H	
5.	Senior Administrative Officers	Mr. H.G. Garg Dean (Students Welfare)	
		Mr. Vipul Goel (Accounts Officer)	
6.	Member (Management)	Dr. Vibhuti HOD-MBA	
7.	Member (Industrialists)	Mr. Nirmal Singh (Assomach Group)	
8.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 2 nd Year)	
9.	Nominee (Local Society)	Prof. S. C. Gupta	
10.	Nominee (Students)	Tanya Kansal (EC 2017-18 Batch)	
11.	Nominee (Alumni)	Ashutosh Pandey (EC 2017 Passed Out)	
		Ankit Patel (ME 2016 Passed Out)	





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

Date: 29-11-2018

To,
The Director
RKGIT, Ghaziabad

Subject: Meeting of IQAC (Internal Quality Assurance Cell)

Hon'ble Sir,


A meeting of Internal Quality Assurance Cell is proposed to be on December 8, 2018 in the Conference Hall, A-block at RKGIT Ghaziabad.

The agenda of the meeting is to discuss:

- Academic Resources for Excellence
- Existing Systems, Infrastructure and Scope for Improvement
- Academic Audit of the Departments
- Capability to Undertake Training and Research Programs
- Employees' Retention Policies
- Faculty Development programs, Personality Development Programs, Interaction with Industries and Employability of the Students
- Other Issues
 - Budget Review of Half Year
 - Change in Leave Application Form
 - Uniform Lecture Plan
 - File Covers
 - Targets for next (even) semester 18-19
 - Agenda for next meeting

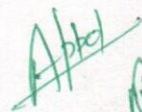

You are requested to give your consent to the proposed meeting so that meeting's information could be forwarded to all the members of the IQAC.

Thanks and Regards


Dr. Sanjeev Goyal

Coordinator-IQAC





29/11/18



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

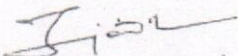
Date: 22-4-2019

Action Taken Report (ATR)

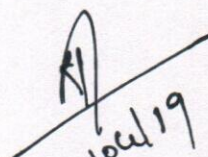
Since its inception, IQAC at RKGIT has conducted three meetings on 08-12-2018, 02-01-2019 and on 07-02-2019 to discuss the various academic & administrative issues, to make related policies and their implementations.

Some of the issues under various heads and actions taken upon them are mentioned below.

Sl.No.	Head	Issues	Action Taken
1.	Academics	Common Format for Lecture Plan	Finalized and implemented by IQAC w.e.f. Even Semester 2018-19.
		Status Report of Syllabus Coverage	
		Common format for Departmental Teaching Load	
		Contents of Course File	
		Academic Audit of the Departments	Done for the Odd Semester 2018-19 from 17-12-2018 to 23-12-2018
2	Administrative	Leave Application Form for the Employees	Finalized for implementation by IQAC w.e. f. 2019-20 session.
		Common Requisition Form	
		Furniture Allotment to the Employees	
3.	Employees Welfare Policy	Corpus Fund	Discussed and to be reviewed finally in the next meeting (27-05-2019).


Dr. Sanjeev Goyal
Professor-Physics
Coordinator IQAC




22/04/19