



Raj Kumar Goel Institute of Technology, Ghaziabad

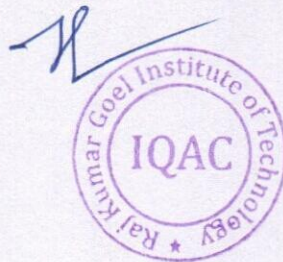
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 02-08-2019

Minutes of the Meeting

A meeting of IQAC was held on 02-08-2019, 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.			Mr. Vipul Goel (Accounts Officer)
15.	Nominee (Local Society)	Prof. S. C. Gupta Head of Institution of Engineers	
16.	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 01-05-2019.

Chairman-IQAC confirmed with the HODs if they have received and gone through the same.

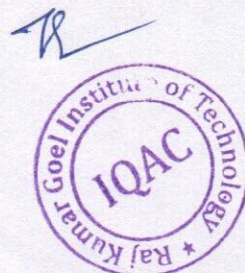
3. Commencement of the First Year Classes

Dean Students' Welfare & Incharge First Year Sh. H.G. Garg told that the students of the new batch have come to the campus and many of them are staying in the hostel. Introductory classes of these students have been started. He told that the regular classes of the students will commence immediate after the induction programme, which may start from the second week of the August 2019.

Director asked the HOD AS&H to plan with the coordinators first year, the number of sections and their allocation among the faculty members.

4. Budget from all the Departments

Chairman- IQAC requested the heads of all the departments to submit the budget for the session 2019-20. He told that while preparing the budget for the current session, the budget of previous session be kept in mind. Coordinator-IQAC told that the format for the budget is already been released by the IQAC



5. Status of Course Files

Chairman-IQAC asked the HODs to tell the status of course file preparations. All the heads told that Common course files have been prepared and faculty members have been asked to prepare individual course file.

Coordinator requested heads to ensure that the course files are prepared as per the contents' list released by the IQAC.

6. Status of Syllabus Coverage

Chairman-IQAC asked the HODs to submit the subject wise status report of the syllabus coverage one week before the ST-1.

He told that as in the ST-1 examination two units are covered, therefore the heads are requested to ensure the completion of the two units well before the ST-1. Extra classes if required must be held to cover up the two units.

7. Procurement of Books for First Year Students

Chairman-IQAC asked the HOD AS&H to place the requirement of the books of all the subjects as per the current syllabus of the university.

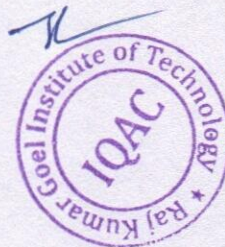
He asked the librarian to furnish the details of the existing books of the first year subject & author wise.

He further requested the heads to place the requirement of journals & periodicals, if not yet done.

8. Readiness of the Hostels for the New Session

Chairman-IQAC asked the DSW to let the members know about the anti-ragging measures being taken in the campus.

Dean Students' Welfare & Incharge First Year Sh. H.G. Garg told that after the meeting of the proctorial board, anti-ragging squad has been formed at the central level as well as at the department level, who has been directed to take rounds of the campus and escort the first year




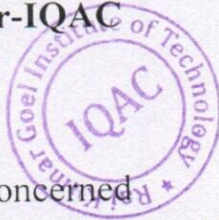
students in the lunch time when they move from first year building to the first year mess and back to classes after the lunch.

He also told that the faculty members have been assigned the night duties in the first year boys' hostels w.e.f. 27th July 2019 till the date of Fresher's party.

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

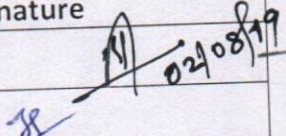

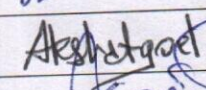


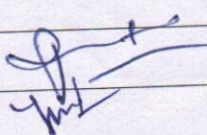
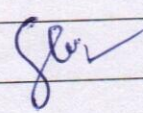
Attached: All the Formats Discussed in the Meeting



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

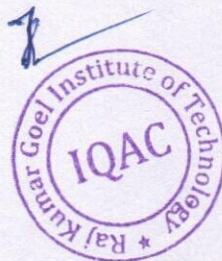
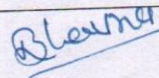
Meeting (02-08-2019)

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	
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	
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14.		Dr. Vibhuti HOD-MBA	
15.		Dr. Poonam C. Kumar HOD-AS&H	
16.		Senior Administrative Officers	
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)	Tanya Kansal (EC 2017-18 Batch)	
22.	Nominee (Alumni)	Ashutosh Pandey (EC 2017 Passed Out)	
23.		Ankit Patel (ME 2016 Passed Out)	

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Librarian

Ms. Bhavna Sharma



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

CIRCULAR

Ref: RKGIT/IQAC/August/2019/01

Date: 24-07-2019

Dear Sir/Ma'am,

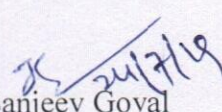
It is to inform you that a meeting of all the IQAC members is to be held on **02-08-2019 (Friday) at 3:00 PM in the Conference Hall, A-Block, RKGIT** to discuss the following agenda.

Agenda of the Meeting

- Confirmation of Previous MOM
- Commencement of the first year classes
- Budget from all departments
- Status of Course Files
- Status of Syllabus Coverage: B.Tech. Students (2nd yr onward)
- Procurement of Books for first year students
- Anti-ragging measures for new students
- Other issues with the permission of the Chair

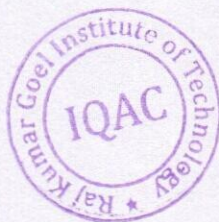
You are requested to be present.

Regards


Dr. Sanjeev Goyal

Coordinator-IQAC

Information to All Concerned





Raj Kumar Goel Institute of Technology, Ghaziabad
INTERNAL QUALITY ASSURANCE CELL (IQAC)
5th Meeting Held on 02-08-2019
Action Taken

Sl.No.	Agenda	Action Taken	Remarks
1.	Commencement of the B.Tech. first year classes	Bridge course and induction program for the first year students started from the last week of July 2019. Regular classes are to start from 2 nd week of August 2019.	
2.	Department's budget	HODs were requested to submit their respective department's budget on the format released by the IQAC.	Budget proposal on the given format were received from the HODs.
3.	Course File	New content list was released by the IQAC and HODs were requested to get the course files prepared as per the new contents.	Complied
4.	Syllabus Coverage Report	A format for the syllabus coverage report was prepared by the IQAC and issued to all the heads.	Syllabus coverage report were received as per the new format

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Dr. Sanjeev Goyal
Dr. Sanjeev Goyal
(Coordinator-IQAC)

