



Raj Kumar Goel Institute of Technology, Ghaziabad

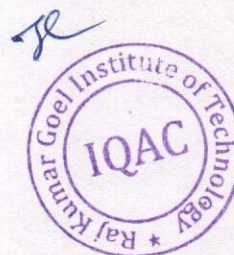
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 14-07-2020

Minutes of the Meeting (Online)

A meeting of IQAC was held on 13-07-2020, 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.	Training & Placement Representative	Dr. Dilip Moza Director-CRC
4.	Senior Administrative Officer	Sh. H.G.Garg Dean (SW)
5.	Senior Academicians	Dr. Puneet Chand Srivastav Dean Second Shift
6.		Mr. Shailesh Kumar Gupta HOD-EE
7.		Dr. Ravindra Kumar Yadav HOD-ECE
8.		Mr. Manish Gaur HOD-ME
9.		Dr. Sachi Gupta HOD-CSE
10.		Mr. V.K.Tripathi HOD-IT
11.		Dr. Poonam C. Kumar HOD AS&H
12.		Sh. Shiv Kumar Garg HOD Civil
13.		Dr. Vibhuti HOD MBA
14.	Nominee (Local Society)	Sh. R. K. Garg Retd. Executive Engineer PWD



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. Review of the Previous Meeting (14-02-2020)

Dr.Sanjeev Goyal (IQAC Coordinator) told that, in the last meeting of IQAC held on 14-02-2020, the 'Audit Reports' of the audit of all the departments for odd semester 2019-20 were presented and elaborated in detail. Heads of the departments were asked by the Director to go through the reports and work on the suggestions given to overcome the deficiencies.

HODs demanded the copy of the report signed by the auditors, which agreed upon and were sent to them by the Coordinator IQAC.

3. Action Taken by the Departments

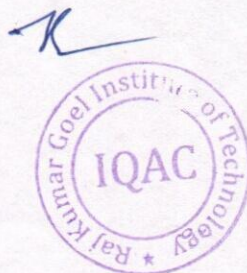
HODs of CSE, IT, ECE, EN, ME, Civil, AS&H and MBA narrated the actions taken by their respective departments on the suggestions in the audit reports. They told that many of the suggestions couldn't be implemented due to the lockdown. They said that now they have started working on the suggestions'.

HODs were requested by the coordinator to submit within a week, the written action against the suggestions in the audit reports.

HOD IT Mr. V.K.Tripathi requested the Coordinator IQAC that it would be convenient to the departments going for audit if they are informed in advance about the files and documents required at the time of audit.

4. Feedback on Online Sessional Examinations

All the HODs told that during the lockdown period, sessional examinations were conducted online without any difficulty using the Institute's Software (LMS), Google Meet etc. They expressed their satisfaction on the strength of the students in the online examinations.



5. Feedback on Online Classes

HODs told that in order to avoid academic loss due to lockdown, they started the online classes using the Institute's Software (LMS), Google Meet, Zoom etc. Faculty members took their classes as per the time table issued to them by the departments. Students were taught by sharing the notes and video lectures. Almost all the students and their parents expressed their satisfaction on this mode of classes. A few students had internet connectivity problem in their areas, however such students completed the syllabus using the soft notes and videos given to them.

HODs told that in addition to online theory classes their departments will also start online labs in the coming session.

6. Preparation of Soft Notes, PPTs and Video Lectures

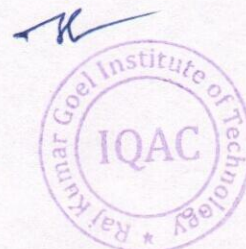
Heads of the departments told that the faculty members are preparing soft notes, PPTs (wherever needed) and video lectures to be used for the online classes in the upcoming session. All the materials being prepared for the online classes will remain available in the respective departments.

7. Maintenance of the Attendance Record

Coordinator-IQAC told the HODs that from the coming session (2020-21), attendance record of the students attending the online classes is to be maintained in the 'Attendance Register' as well as on the college 'ERP'. To which HODs agreed readily.

8. Conduction of FDPs/Webinars for faculty & Students

HODs were advised by the Director Dr. D.R. Somashekar that they should organize more online FDPs, webinars etc for the benefit to not only faculty members but also to the students. HODs CSE, IT, ECE, EN, ME and MBA told that their departments have already conducted either online webinar(s) or FDP(s) or both, whereas the HOD Civil and HOD AS&H told that they are planning to conduct FDP and/or webinar very soon.

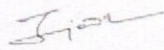


9. Online e-Certificate Courses by the Faculty Members

HODs told that all the faculty members of their departments are attending online FDPs, Webinars etc and getting the e-Certificates. In addition to this a few faculty members have done or doing the NPTEL courses too.

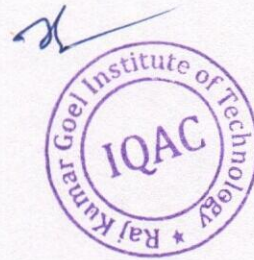
Director RKGIT Dr. D. R. Somashekar and Director CRC Dr. Dilip Moza discussed about the status of placement of the students (passing out 2019-20) in various companies.

Meeting ended with vote of thanks by Dr. Sanjeev Goyal.



Dr. Sanjeev Goyal
Coordinator-IQAC

Soft copy to all concerned



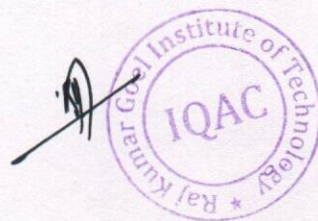
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**RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY GHAZIABAD
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Attendance

Online Meeting (Google Meet) on 13-07-2020

Sl.No.	Designation	Name & Other Details	Attendance
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	P
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	P
3.	Management Representatives	Mr. Akshat Goel Management RKGIT	-
4.		Dr.Laxman Prasad Group Director (R & D)	-
5.	Senior Administrative Officers	Mr. H.G. Garg Dean Students Welfare	P
6.		Mr. Vipul Goel Accounts Officer	-
7.	Training & Placement Representative	Dr. Dillp Moza Director-CRC	P
8.		Dr.Puneet Chand Srivastav Dean- EII	P
9.		Dr. R. K. Yadav HOD- ECE	P
10.		Mr. Shailesh Kumar Gupta HOD-EE	P
11.		Mr. Shiv Kumar Garg HOD-Civil	P
12.		Mr. Manish Gaur I/C HOD-ME	P
13.		Dr. Sachi Gupta HOD-CSE	P
14.		Mr. V.K. Tripathi HOD-IT	P
15.		Dr. Vibhuti HOD- MBA	P
16.		Dr. Poonam C. Kumar HOD-AS&H	P



17.	Member (Industrialists)	Mr. Nirmal Singh Industrialist-Assomach Group Gzb	-
18.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 3 rd Year)	-
19.	Nominee (Local Society)	Prof. S. C. Gupta Retd. Professor IIT Roorkee	-
20.		Mr. Rajeev Garg Retd. Executive Engineer (PWD)	P
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.	Additional Members (Representatives)	Mr. Rajneesh Verma (Assistant Professor-ME)	P
25.		Mr. Anil Verma (Assistant Professor-ECE)	P
26.		Dr. Himani Mittal (Associate Professor-ECE)	P

Total Present: 17





Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref: RKGIT/IQAC/July/2020/01

Date: 10/07/2020

Dear Sir/Ma'am,

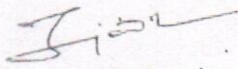
It is to inform you that an online meeting on 'Google Meet' of all the IQAC members is scheduled on 13-07-2020 (Monday) at 12:00 noon. The link for the meeting will be shared via email as well as on 'Whatsapp Group'.

Agenda of the Meeting

- * Action taken by the departments on the audit reports for 'odd semester 2019-20'.
- * Feedback on online sessional examinations
- * Feedback on online classes and further suggestions for quality teaching-learning.
- * Preparation of soft notes, PPTs and video lectures.
- * Maintenance of attendance record
- * Conduction of more FDPs/Webinars for faculty & students.
- * Online e-certificate courses by faculty members.
- * Any other issue with the permission of the chair.

All the members are requested to be present.

Regards


Dr. Sanjeev Goyal
Coordinator-IQAC

