



Raj Kumar Goel Institute of Technology, Ghaziabad

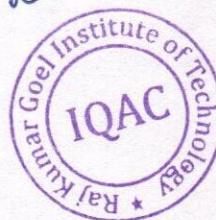
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 15-02-2020

Minutes of the Meeting

A meeting of IQAC was held on 14-02-2020, 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.	Management Representative	Dr. Laxman Prasad Group Director (R & D)
4.	Senior Administrative Officer	Sh. H.G. Garg Dean (SW)
5.	Senior Academicians	Dr. Puneet Chand Srivastav Dean Second Shift
6.		Ms. Monika Sharma For HOD-EE
7.		Dr. Ravindra Kumar Yadav For HOD-EC
8.		Mr. Manish Gaur HOD-ME
9.		Dr. Sachi Gupta (for HOD-CS)
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)
15.	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 Issues

Dr.Sanjeev Goyal (IQAC Coordinator) told that the various academic & administrative issues discussed in the previous meetings of IQAC e.g. change in the leave application form, department’s requisition form, improvement in institution’s file covers, standard format for budget as per NBA guidelines, lecture plan as per NBA guidelines, format for syllabus coverage, format for teaching load, practical feedback format, contents of course file, academic audit (even semester 2018-19) of all the departments, stock verification of the central library of the institute have been implemented successfully.

3. Academic Audit of the Departments (Odd semester 2019-20)

The reports of the ‘Academic Audit’ of all the departments (conducted from 23-01-2020 to 31-01-2020 for Odd Semester 2019-20) were presented and elaborated in detail before the members by the coordinator. Heads of the concerned departments were requested to ensure to overcome the existing shortcomings in the departments before the next audit.

Dr. Sachi Gupta (HOD CSE) requested the coordinator to make available the report bearing the signatures of the auditors in addition to the soft copy, which was accepted by the coordinator.

4. Reforms related to the Internal Examination

Coordinator-IQAC told the members that:

During the visit of Akshat Goel Ji (Vice-Chairman RKGIT) and Dr. Laxman Prasad Sir (Group director R & D) to various departments after the PUT (Odd Semester 2019-20) regarding the evaluation process, the following was observed:



*In many of the departments evaluation of answer sheets was not proper. In many of the answer sheets posting of marks was not correct. Marks on the front page were different from that awarded inside.

*In the number of answer sheets marks were there on the front page but not inside.

*There was mistake in totaling of the marks. At some places marks awarded were not justified.

* Signature of invigilator or evaluator missing on many of the answer sheets etc.

Therefore in view of all these discrepancies it was proposed by the coordinator-IQAC that there is immediate need of forming a scrutiny committee at individual department level, which will ensure fair evaluation. Members of the committee will pick randomly 10 % of the evaluated answer sheets and cross check the quality of the evaluation done.

Coordinator also raised an issue about the non-seriousness of the final year students towards the internal examination. A large number of these students left the answer sheets almost blank, which of course is the mockery of the examination process. Such casualness on the part of students hampers the fair evaluation process. In this regard a long debate among the members took place. **Dr. Poonam C. Kumar (HOD-AS&H), Mr. V.K. Tripathi (HOD-IT), Sh. Rajiv Garg (Retd. Executive Engineer PWD)** suggested various measures to curb the practice. Eventually **Director Dr. D.R. Somashekar Sir** requested the coordinator to invite more suggestions from heads and coordinators to chalk out a policy in that regard.

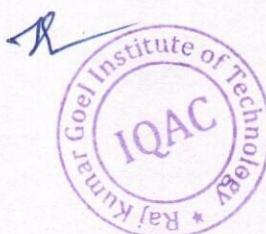
Coordinator further emphasized on:

*The formation of moderation committee at the department level to ensure standard question papers in the internal examination, which was readily accepted and approved there itself.

*All the internal examinations should be made compulsory to avoid the wastage of man power and the material. In this regard a decision is to be taken and implemented w.e.f. current semester by the Director Sir.

*All the answer sheets of last three years examinations need to be stored at the central place. The space is to be provided by the college authorities. **Director Dr. D.R. Somashekar Sir** told the members that the space for storing the answer scripts has been identified and made available soon.

Group Director (R&D) Dr. Laxman Prasad Sir suggested that a solution scheme along with the question paper be placed with each bundle of the evaluated answer sheets.



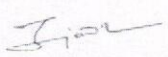
5. Modifications in the format for 'Self Appraisal Report'

It was felt by the members that there was a need of reviewing the existing format for 'Annual Self Appraisal Report'. The coordinator told that in the same regard he has received many suggestions from the faculty members. The existing format will be restructured soon and presented for implementation before the college authorities.

6. Measures to be taken for the improvement of Students' Attendance

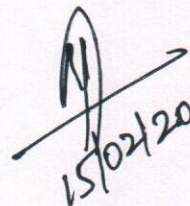
The issues was discussed at length and finally left open for suggestions from all. The best policy is to be framed soon for the improvement of the attendance of the students in the classes.

Meeting ended with vote of thanks.


Dr. Sanjeev Goyal
Coordinator-IQAC

Soft copy to all concerned




15/02/20



Estd. in 2000

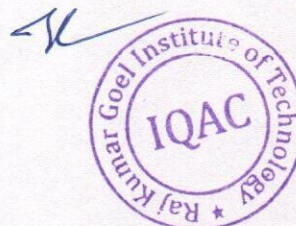
Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

List of Members

Meeting: 14-02-2020

Sl.No.	Designation	Name & Other Details	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	 14/2/2020
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. Anil Sagar Dean Academics	-
7.		Dr. Puneet Chand Srivastav Dean Second Shift	 14/02/20
8.		Dr. Ravindra Kumar Yadav HOD ECE	
9.		Mr. Shailesh Kumar Gupta ^{Mr. Manoj K. Sharma} HOD-EE	
10.		Mr. Shiv Kumar Garg ^{Mr. Manoj K. Sharma} HOD-Civil	
11.		Mr. Manish Gaur 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 Industrialist-Assomach Group	
19.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 3 rd Year)	
20.	Nominee (Local Society)	Prof. S. C. Gupta Retd. Professor IIT Roorkee	
21.		Mr. Rajiv Garg Retd. Executive Engineer	
22.	Nominee (Students)	Tanya Kansal EC 2017-18 Batch	
23.	Nominee (Alumni)	Ashutosh Pandey EC 2017 Passed Out	
24.		Ankit Patel ME 2016 Passed Out	





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

CIRCULAR

Ref: RKGIT/IQAC/February/2020/01

Date: 05-02-2020

Dear Sir/Ma'am,

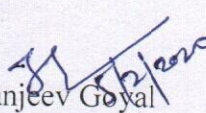
It is to inform you that a meeting of all the IQAC members is to be held on **14-02-2020 (Friday) at 3:00 PM in the Conference Hall, A-Block, RKGIT** to discuss the following agenda.

Agenda of the Meeting

- Confirmation of Previous MOM
- Academic Audit of the Departments (Odd Semester 2019-20)
- Reforms related to the Internal Examinations
- Modification in the format for Self-Appraisal
- Measures to be taken for Attendance Improvement
- Other issues with the permission of the Chair

You are requested to be present.

Regards


Dr. Sanjeev Goyal

Coordinator-IQAC

Information to All Concerned

