



Raj Kumar Goel Institute of Technology, Ghaziabad

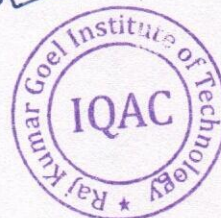
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 15-11-2019

Minutes of the Meeting

A meeting of IQAC was held on 15-11-2019, 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 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 were implemented successfully.

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

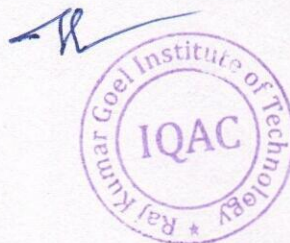
The reports of the 'Academic Audit' of all the departments (conducted from 23-01-2020 to 31-01-2020 for Odd Semester 2019-20) were presented and elaborated in detail before the members by the coordinator. Heads of the concerned departments were requested to ensure to overcome the existing shortcomings 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 it was decided to invite the suggestions to curb such practices.

Coordinator further emphasized on:

*The formation of moderation committee at the department level to ensure standard question papers in the internal examination.

*All the internal examinations should be made compulsory to avoid the wastage of man power and the material.

*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 told the members that the space for storing the answer scripts has been identified and made available soon.

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

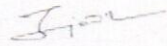
It was felt by the members that there is the need of reviewing the existing format for 'Annual Self Appraisal Report. The coordinator told that in the same regard he received many suggestions from the faculty members. The existing format will be restructured soon and presented for implementation before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



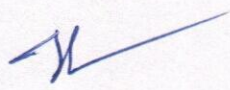
6. Measures to be taken for the improvement of Students' Attendance

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

Copy to all concerned
Attached: All the Formats Discussed in the Meeting




15/01/19



Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

List of Members Meeting

15.11.2019

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 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 & HOD ECE	
8.		Mr. Shailesh Kumar Gupta HOD-EE	
9.		Mr. Shiv Kumar Garg 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	-
		Mr. Rajeev Garg Retd. Executive Engineer	-
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	-





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

Date: 07-11-2019

To,
The Director
RKGIT, Ghaziabad

Subject: Meeting of IQAC (Internal Quality Assurance Cell)

Respected Sir,

A meeting of Internal Quality Assurance Cell is proposed to be on November 15, 2019 in the Conference Hall, A-block at RKGIT Ghaziabad.

The agenda of the meeting is to discuss:

- Confirmation of Previous MOM
- Conduction of the External Examination (Odd Semester 2019-20)
- Internal Exams' Reform Policy
- Academic Audit (Odd semester 2019-20) of all Departments
- Self Appraisal Form
- Uniform format for Internal Marks
- Stock Verification of Central Library
- Establishment of Emergency Fund
- Other issues with the permission of the Chair
- Agenda for the 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

JS
Dr. Sanjeev Goyal
Coordinator-IQAC



JS
07/11/19



Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

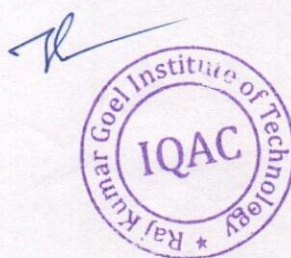
Date: 26-10-2020

Action Taken Report (ATR)

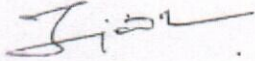
In the session 2019-20, IQAC at RKGIT has conducted three meetings on 15-11-2019, 14-02-2020 and on 13-07-2020 to review the outcome of previous meetings, to discuss further the various academic & administrative issues and to make related policies and their implementations.

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

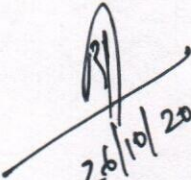
Sl.No.	Head	Issues	Action Taken
1.	Academics	Conduction of the External Examination	Conducted successfully as per the norms of AKTU
		Internal Exams' Reform Policy	Discussed, finalized and implemented the various reforms to improve the internal assessment of the students
		Uniform Format for Internal Marks	Designed and Implemented
		Academic Audit of the Departments (Odd & Even Semester 2019-20)	Done for the Odd Semester, 2019-20 from 23-01-2020 to 31-01-2020 & Reports presented to the HODs and for the Even Semester, 2019-20 from 01-09-2020 to 04-09--2020 & Re-audit for Even Semester 2019-20 from 21-010-2020 to 23-10-2020. Reports duly signed by the auditors were presented to the HODs
		Measures to be taken to improve the students' attendance	Discussion held with the heads of the departments and a common policy was decided to be implemented for the improvement of the students' attendance.
		Feedback on Online Classes & Examination	All the members expressed satisfaction on the online classes & examination during the lockdown period.



		Conduction of Webinars (National/International), FDPs	A number of national & international webinars and FDPs were organized by the various departments. Other departments which couldn't do so were asked to organize the same on priority.
		e-Certificate courses by the faculty members	It was conveyed to all the faculty members through their heads that there is need to upgrade the knowledge and hence need to do available online e-certificate courses.
2	Administrative	Self-Appraisal Format	Discussed and decided to review the same under the separate committee.
		Stock's Verification	Have issued the guidelines for the stock's verification of all the labs and the library.


 Dr. Sanjeev Goyal
 Professor-Physics
 Coordinator-IQAC




 26/10/20