



**RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY**  
5<sup>TH</sup> KM STONE DELHI MEERUT ROAD, GHAZIABAD  
ISO 9001-2015 Certified Institute

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

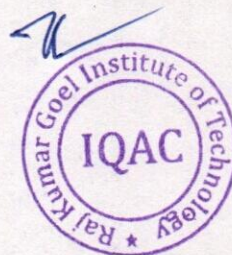
Date: 11-10-2021

**Minutes of the Meeting**

11<sup>th</sup> meeting of IQAC was held on 01-10-2021. The following members were present:

(Attendance Sheet Enclosed)

Sl.No.	Designation	Name & Other Details
1.	Chairman- IQAC	Dr. D. R. Somashekar Director- RKGIT
2.	Coordinator-IQAC	Dr. Lalit Kumar Saraswat Professor- CSE
3.	Management Representative	Dr.Laxman Prasad Group Advisor-RKGIT
4.	Senior Administrative Officer	Mr. H.G.Garg Dean (Students Welfare)
5.	Senior Academicians	Dr. Vikesh Kumar Singh Director-Academics
6.		Dr.Puneet Chand Srivastav Dean -EII
7.		Dr.Ravindra Kumar Yadav HOD-ECE
8.		Dr. Umakant Choudhary HOD-EEE
9.		Dr. Sachi Gupta HOD-CSE
10.		Dr. Pushpendra Singh HOD-IT
11.		Dr. Poonam C. Kumar HOD-AS&H
12.		Dr. Vibhuti Tyagi HOD MBA
13.		Dr.Saurabh Kumar Gupta HOD-ME
14.		Dr.Ashok Kumar Yadav HOD-Civil
15.		Dr. Amit Singhal HOD,CSE(IOT)
16.		Dr.Sanjeey Goyal Professor,AS&H



## 1. Welcome Note

The meeting started with the warm welcome to all the members by the Coordinator-IQAC Dr. Lalit Saraswat. He then requested Director sir to preside the meeting. Director Dr. D.R. Somashekar accepted the request and asked Dr. Lalit Saraswat to proceed. Lalit Saraswat thanked the chair and started to elaborate the agenda point wise.

## 2. Review of the Previous Meeting (09-08-2021)

Dr. Lalit Saraswat (IQAC-Coordinator) presented the last minutes of meeting which was held on August 09, 2021 and following action taken:

- The 'academic audit' of all the departments for the odd semester 2020-21 was performed from 23rd July to 28th July, 2021 and the 'audit reports' have been sent to the all HODs. Director-Academics Dr. Vikesh Kumar is to have a discussion with all the HODs about the deficiencies and the measures to be taken for improvement.  
(Action: Director Academics is requested to send a copy of MOM to IQAC)
- Director sir requested all the HODs to form the 'moderation committee' before the start of the upcoming session.  
(Action: Moderation Committee has been created in each department and received )
- In order to provide the fair and transparent guidelines for the better 'teaching & learning process' in the institute, it was contemplated to revise the existing academic policy.  
(Action: Academic Policy for the session 2021-22 has been drafted by (Coordinator-IQAC Dr. Sanjeev Goyal) with Dr. UmaKant Choudhary(HOD-EN), Dr. Lalit Saraswat (Prof-CSE and Dr. Saurabh Kumar Gupta (HOD-ME) as teammembers.)
- The contents of the existing form for the 'feedback of faculty by the students' were discussed along with the process of its conduction and action to be taken.  
(Action : Copy of the existing form is being sent to all HODs. Suggestions for improvement have been requested.)
- It has been decided that from the session 2021-22, the self-appraisal form is to be submitted once in a year in October-November.  
(Action : All HODs has been communicated in this regard with the request to inform their faculty members).
- In order to standardize the 'Appointment Letter' a draft prepared by Mr. Vipul Goel(Account Officer)& Dr. Sanjeev Goel was presented in the meeting.  
(Action : Draft prepared has been sent to the Director to put it into executive Council).
- Two more points were suggested by the Director-Academics to add to the 'Contents of the Course File' (i) unit test papers with solution (ii) COs and POs attainment sheet.  
(Action: Modified Contents list has been sent to all the HODs for implementation w.e.f. Odd Semester 2021-22.)
- Group advisor Prof. Laxman Prasad Sir suggested that all the IQAC meetings should be numbered.  
(Action : All future IQAC meeting will now bear the number).



### 3. Review of the Form 'Faculty Feedback by the Students

The following parameters were suggested by Group Advisor Dr. Laxman Prasad and supported by other IQAC members.

- There should be a parameter of syllabus coverage as per lecture plan before ST-1, ST-2 and PUT.
- There should be inclusion of content beyond syllabus parameter in the feedback form.
- The feedback form is to be distributed among faculty members and students before feedback so that they will become aware about the various parameters.
- Content delivery in Class and Lab and Infrastructure in Class and Lab should be separate at the end of feedback form.

### 4. Proposed Academic Audit dates for 2020-21(Even Semester)

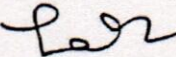
- Coordinator IQAC Dr. Lalit Saraswat informed IQAC members about the proposed academic audit dates (12<sup>th</sup> Oct,2021 to 30<sup>th</sup> Oct,2021) for 2020-21(Even Semester).
- Director sir requested all HODs to prepare themselves for the proposed audit.

### 5. Proposed Academic Policy

The following discussion was held regarding the proposed academic policy

- Dean sir suggested that student's section in first year should be quality wise rather than branch wise.
- Director sir suggested that students section in the 1<sup>st</sup> year should be quality wise (within CSE +IT) and within other branches & allied branches.
- Group Advisor sir suggested that existing policy of 1<sup>st</sup> year students for section allocation should be continued.
- Director sir suggested that distribution of section in the 2<sup>nd</sup>,3<sup>rd</sup> and 4<sup>th</sup> year should be decided by the HOD only.
- Director sir suggested that some more time to be given to IQAC members for sending suggestion. it was decided to send suggestion related to academic policy by 6<sup>th</sup> October, 2021.

Meeting ended with the vote of thanks by the coordinator Dr. Lalit Saraswat.

  
(Dr. Lalit Saraswat)  
Coordinator-IQAC



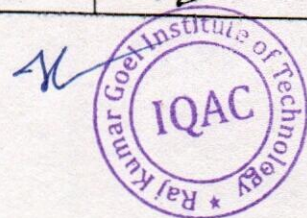


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**List of IQAC Members**

1<sup>st</sup> October, 2021

S.No.	Designation	Name & Other Details	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	
2.	Coordinator-IQAC	Dr. Lalit Kumar Saraswat Professor-CSE	
3.	Management Representative	Dr. Laxman Prasad Group Advisor	 1.10.2021
4.	Senior Administrative Officers	Shri H.G. Garg Dean Students Welfare	
5.		Shri Vipul Goel Accounts Officer	
6.	Training & Placement Representative	Dr. Dilip Moza Director-CRC	
7.	Senior Academicians	Dr. Vikesh Kumar Director -Academics	 1-8-21
8.		Dr. Puneet Chand Srivastav Dean- EII	
9.		Dr. R. K. Yadav HOD- ECE	
10.		Dr. Umakant Chaudhary HOD-EE	
11.		Dr. Ashok Kr Yadav HOD-Civil	
12.		Dr. Saurabh Kumar Gupta HOD-ME	
13.		Dr. Sachi Gupta HOD-CSE	 1/10/2021
14.		Dr. Pushpendra Singh HOD-IT	
15.		Dr. Amit Singhal HOD-IOT	
16.		Dr. Vibhuti Tyagi HOD- MBA	
17.	Dr. Poonam C. Kumar HOD-AS&H		
18.	Dr. Sanjeev Goyal Professor-AS&H		



19.	Member (Industrialists)	Mr. Nirmal Singh Industrialist-Assomach Group Ghaziabad	
20.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CSE Student)	
21.	Nominee (Local Society)	Prof. S. C. Gupta Retd. Professor IIT Roorkee	
22.		Mr. Rajeev Garg Retd. Executive Engineer (PWD)	
23.	Nominee (Students)	Ms. Tanya Kansal ECE Student	
24.	Nominee (Alumni)	Mr. Ashutosh Pandey ECE 2017 Passed Out	
25.		Mr. Ankit Patel ME 2016 Passed Out	





Sanjeev Goel &lt;iqac@rkgit.edu.in&gt;

## 11th Meeting of IQAC (01-10-2021)

2 messages

IQAC RKGIT &lt;iqac@rkgit.edu.in&gt;

Wed, Sep 29, 2021 at 10:26 AM

To: "To: Laxman Prasad" <laxmanpd@rkgit.edu.in>, DIRECTOR RKGIT <rkgitdir@rkgit.edu.in>, DR Vikesh Kumar <vksdracd@rkgit.edu.in>, Dilip Moza <dilipmoza@rkgit.edu.in>, "H. G Garg" <deansw@rkgit.edu.in>, Vipul Goel <vipulgoel@rkgit.edu.in>, Puneet Chandra Srivastava <drpcsfec@rkgit.edu.in>, Sachi Gupta <sachifcs@rkgit.edu.in>, Ravindra Kumar Yadav <drkyfec@rkgit.edu.in>, Umakanta Choudhury <ukchofee@rkgit.edu.in>, Dr Ashok Kumar Yadav <akymefme@rkgit.edu.in>, "Dr. Poonam Kumar" <hodash@rkgit.edu.in>, Vibhuti Tyagi <vibhufba@rkgit.edu.in>, Sanjeev Goyal <goyalsh@rkgit.edu.in>, rajivgarg5052@yahoo.com, Saurabh Kumar Gupta <skgmefme@rkgit.edu.in>, Satish Chandra <satishiitrd@rkgit.edu.in>, Dr Pushpendra Singh <pushpfit@rkgit.edu.in>, Lalit Kumar Saraswat <lalitfcs@rkgit.edu.in>

Cc: Akshat Goel &lt;akshatgoel97@rkgit.edu.in&gt;

Respected All

The 11th meeting of IQAC members is scheduled on **1st October 2021 at 3:00 PM** in the Conference Room (2nd Floor, A- block).

### Agenda:

1. MOM Last Meeting
2. Review of the Form 'Faculty Feedback by the Students'.
4. Proposed Academic Audit dates for 2020-21(Even Semester)
2. Academic Policy
4. Any Other Issue with the Permission of the Chair

Thanks &amp; Regards

Dr. Lalit Kumar Saraswat  
Coordinator-IQAC  
RKGIT,Ghaziabad



Mail Delivery Subsystem &lt;mailer-daemon@googlemail.com&gt;

Wed, Sep 29, 2021 at 10:26 AM

To: iqac@rkgit.edu.in



### Address not found

Your message wasn't delivered to **rajivgarg5052@yahoo.com** because the address couldn't be found, or is unable to receive mail.

The response from the remote server was:

552 1 Requested mail action aborted, mailbox not found



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INTERNAL QUALITY ASSURANCE CELL

(IQAC)

Date: 9-11-2021

## Action Report

(11<sup>th</sup> IQAC Meeting on 01-10-2021)

S.No.	Agenda	Action Taken	Remarks
1.	Review of the form "Faculty Feedback by the students"	Faculty Feedback form has been finalized as per the suggestions given by the IQAC members .	Final Feedback form has been sent to All HODs for implementation.
2.	Proposed Academic audit Dates for 2020-21(Even Semester)	Academic audit for 2020-21(Even Sem) has been conducted as per the schedule.	Academic audit Report for Even Sem (2020-21) has been received from the Auditors.
3.	Proposed Academic Policy for session 2021-22	Final draft of the Academic Policy for the session 2021-22 has been prepared after taking further suggestions from all HODs .	Draft of Academic Policy 2021-22 will be presented in the next IQAC meeting for finalization.



(Dr. Lalit Saraswat)  
Coordinator-IQAC