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Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 18-02-2021

Minutes of the Meeting

A meeting of IQAC was held on 17-02-2021, 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 Advisor-RKGIT
4.	Senior Administrative Officer	Mr. H.G.Garg Dean (Students Welfare)
5.	Training & Placement Representative	Dr. Dilip Moza Director-CRC
6.	Senior Academicians	Dr. Vikesh Kumar Singh Director-Academics
7.		Dr. Puneet Chand Srivastav Dean -EII
8.		Dr. Ravindra Kumar Yadav HOD-ECE
9.		Dr. Umakant Choudhary HOD-EEE
10.		Dr. Sachi Gupta HOD-CS
11.		Mr. V.K. Tripathi HOD-IT
12.		Dr. Vibhuti (HOD MBA)
13.		Mr. Manish Gaur HOD-ME
14.		Dr. Ashok Kumar Yadav HOD-Civil



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 (13-07-2020)

Dr. Sanjeev Goyal (IQAC-Coordinator) told that, in the last online meeting of IQAC which was held on July 13th, 2020 during the lockdown period, discussions about the conduction and feedback of the online classes, FDPs, webinars & e-certificate courses, preparation of the soft notes and maintenance of the attendance record was held among the members. All the members expressed their satisfaction on all the above activities during the lockdown period.

3. Audit Dates (Academic Audit Odd Semeste:2020-21)

All the HODs requested the chairman-IQAC to conduct the audit of their departments for the odd semester 2020-21 after the university's end semester examination, which was agreed upon by the chairman Dr. D.R. Somashekar. He then requested coordinator to have the audit in the second week of April, 2021.

4. Revised R & D Policy

In order to create the research ambience in the institute and motivate the research activities in the campus, the existing 'Research & Development' policy was revised and placed before the members by the coordinator, which was consented by all.

All the heads were then requested to circulate the same among the faculty members of their respective departments and ensure its implementation.

5. Service Book

In order to bring transparency in the appointment process of the employees and to maintain their service records, institute introduced the 'Service Book'. With the consent of all present, HODs were requested to get this book filled by their faculty and staff members and submit to the H.R. head of the institute.



6. Self Appraisal

In order to have the track record of individual teacher's achievements during the one calendar year, 'Self-Appraisal Record Book' was introduced. HODs were requested to get the same filled up semester wise by the faculty of their departments and submit it at the end of each semester to the Director-academics.

7. OIP-1,2,3 Forms

For giving the boost to the academic activities in the institute and to enhance the teacher's involvement, forms 1, 2 &3 related to 'Quality Improvement Programme were introduced in the beginning of the odd semester 2020-21. In the meeting HODs were requested to monitor its implementation on regular basis.

8. Mentors & Mentees

In addition to the existing system of students' grievance redressal where counselors and adopters used to take care of the group of students, the concept of 'Mentors and Mentees' was brought in among the members. A mentor/mentee will be assigned a group of students from 2nd year onward till the completion of the course, so that the track record of the student is available with the concerned student till the final year, which would certainly help to address the grievances in a better way. All the members agreed to it.

9. NSS in the Campus

The RKGIT institute has always been in the lead role, when the services on social front are talked about, whether it be free education to the children of the deprived section of the society or food to the needy or adoption of the village for the all round growth. However now it has been decided to bring all such services under the banner of 'National Social Services (NSS)' & 'Unnat Bharat Abhiyan (UBA)' to augment the activities on the larger scale. HODs were requested to identify the volunteers from among the students and the faculty members who wish to get involved whole heartedly in such activities.

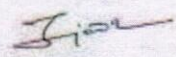


10. FDPs & Conferences in the Offline Mode

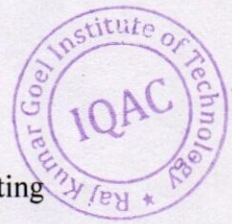
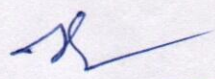
As the lockdown is almost over and the institute is back to its normalcy, the chairman-IQAC Dr. D.R. Somashekar requested all the HODs to conduct the 'Quality Improvement Programs' in the offline mode too in addition to the ongoing online mode.

Group Advisor Prof. Laxman Prasad Sir emphasized that in the IQAC meetings the quality aspect of the issues should be focused upon.

Meeting ended with vote of thanks by the Coordinator –IQAC.



**Dr. Sanjeev Goyal
Coordinator-IQAC**

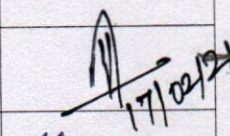
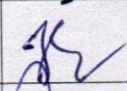

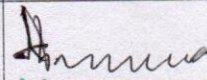
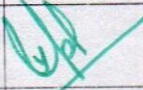
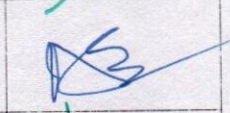
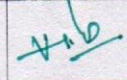
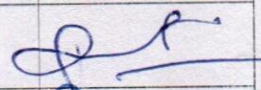

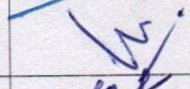
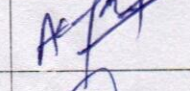
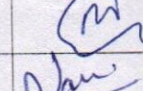
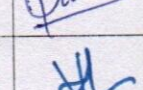
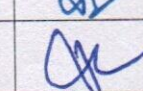
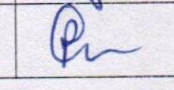
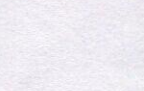


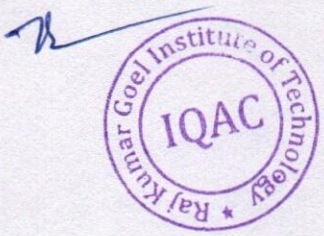
Copy to all concerned

Attached: All the Formats Discussed in the Meeting

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

Meeting (17-02-2021)

Sl.No.	Designation	Name & Other Details	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	 17/02/21
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	
3.	Management Representatives	Dr.Laxman Prasad Group Advisor-RKG Group	
5.	Senior Administrative Officers	Mr. H.G. Garg Dean Students Welfare	
6.		Mr. Vipul Goel Accounts Officer	
7.	Training & Placement Representative	Dr. Dilip Moza Director-CRC	
8.	Senior Academicians	Dr. Vikesh Kumar Singh Director -Academics	
9.		Dr.Puneet Chand Srivastav Dean- EII	
11.		Dr. R. K. Yadav HOD- ECE	
12.		Dr. Umakant Chaudhary HOD-EE	
13.		Dr.Ashok Kr Yadav HOD-Civil	
14.		Mr. Manish Gaur I/C HOD-ME	
15.		Dr. Sachi Gupta HOD-CSE	
16.		Mr. V.K. Tripathi HOD-IT	
17.		Dr. Vibhuti HOD- MBA	
18.		Dr. Poonam C. Kumar HOD-AS&H	



19.	Member (Industrialists)	Mr. Nirmal Singh Industrialist-Assomach Group Gzb	
20.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 3 rd Year)	
21.	Nominee (Local Society)	Prof. S. C. Gupta Retd. Professor IIT Roorkee	
22.		Mr. Rajeev Garg Retd. Executive Engineer (PWD)	
23.	Nominee (Students)	Tanya Kansal EC 2017-18 Batch	
24.	Nominee (Alumni)	Ashutosh Pandey EC 2017 Passed Out	
25.		Ankit Patel ME 2016 Passed Out	





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Good Evening to All

A meeting of IQAC members is scheduled tomorrow (17th February, 2021) at 2:30 PM sharp in the Conference Room (2nd Floor, A- block).

Agenda

- * Dates for Audit (Odd Semester 2020-21)
- *Revised R & D Policy
- *Service Book
- *Self Appraisal Book
- *Implementation of QIP-1,2,3..
- *Mentors & Mentees
- *NSS in the Campus
- *Organizing the FDPs & National/International Conferences (Offline)

All are requested to attend and reach the meeting venue 5 minutes earlier.

Regards

Dr.Sanjeev Goyal
Coordinator-IQAC



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Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

9th Meeting Held on 17-02-2021

Action Taken

Sl.No.	Agenda	Action Taken	Remarks
1.	Dates for the academic audit odd semester 20-21	Decided in the second week of April 2021	
2.	Service book for the employees	Service books were sent to the heads of all the departments by the HR of the institute for the compliance.	
3.	Mentors & Mentees	It was decided that in the first year the mentors will be called counselors whereas 2 nd year onward they will be known as mentors.	
4.	NSS & UBA in the campus	Discussed in the meeting and HODs were asked to give the names of the volunteers for NSS and Unnat Bharat Abhiyan (UBA).	
5.	FDP & Conferences in Offline mode	After the covid-19 period, it was decided that the FDPs & Conferences be gain conducted in the offline mode as well as in online mode.	Accepted


Dr. Sanjeev Goyal
(Coordinator-IQAC)

