



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

Date: 10-08-2021

Minutes of the Meeting

10th meeting of IQAC was held on 09-08-2021, 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.	Senior Academicians	Dr. Vikesh Kumar Singh Director-Academics
6.		Dr.Puneet Chand SrivastavDean -EII
7.		Dr.Ravindra Kumar YadavHOD-ECE
8.		Dr. Umakant ChoudharyHOD-EEE
9.		Dr. Lalit Saraswat For HOD-CS
10.		Mr. V.K.Tripathi HOD-IT
11.		Dr. Poonam C. Kumar HOD-AS&H
12.		Dr. Manjusha Goel For HOD MBA
13.		Dr.Saurabh Kumar Gupta HOD-ME
14.		Dr.Ashok Kumar Yadav HOD-Civil



1. Welcome Note

The meeting started with the warm welcome to all the members by the Coordinator-IQAC Dr. Sanjeev Goyal. He then requested Director to preside the meeting.

Director Dr. D.R. Somashekar accepted the request and asked 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 (17-02-2021)

Dr. Sanjeev Goyal (IQAC-Coordinator) told that, in the last meeting of IQAC which was held on February 17, 2021:

- The dates for audit of all the departments were finalized in the second & third week of April, 2021. However the audit could not be done due to covid-19 second wave.
(Action: Audit of all the departments for odd semester 2020-21 done from 23rd to 28th July, 2021)
- The revised R & D policy of the institute was discussed.
(Action: R & D policy has been implemented)
- Service book was introduced. HODs were requested to get it filled up by the faculty & staff.
(Action: Service books were filled up by the faculty & staff of ECE department.)
- Self Appraisal Book was introduced. HODs were requested to get it filled up each semester by the faculty.
(Action: to be filled up once in a year in the month October-November)
- Forms 1, 2 & 3 related to the quality improvement programme were introduced.
(Action: Forms have been implemented w.e.f. even semester 2020-21)
- The concept of mentors & mentees was discussed.
(Action: Implemented w.e.f. even semester 2020-21)
- Discussion to bring all social activities under the banner of 'NSS (National Social Services)' and 'UBA(Unnat Bharat Abhiyan)' was held.
(Action: SAC chairperson Dr. Pavan Shukla has been requested for necessary action)
- Director requested HODs to conduct the FDPs, conferences, seminars in offline mode.
(Action: Due to pandemic all such programs are being conducted in online mode only)

3. Audit Reports

The coordinator told that the 'academic audit' of all the departments for the odd semester 2020-21 was done from 23rd July to 28th July, 2021 and the 'audit reports' have been sent to the all HODs.

Dr. Vikesh Kumar Singh (Director-Academics) has been requested to have a discussion with all the HODs about the deficiencies and measures to be taken to overcome.



4. Moderation Committee

As suggested by the NBA team, there has to be a 'moderation committee' in each department who will monitor/scrutinize the question papers, internal theory & practical marks, evaluation of the Sessional answer scripts, assignments, tutorials etc. to ensure the adoption of standard practices.

The following composition of the committee suggested by Dr. Sanjeev Goyal was accepted by all.

Chairperson – HOD

Coordinator- Senior Faculty

Members- Subject Expert

Director requested all the HODs to form the 'moderation committee' before the start of the upcoming session.

5. Academic Policy of the Institute

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.

The coordinator-IQAC put forward the contents for framing the 'academic policy' for the session 2021-22.

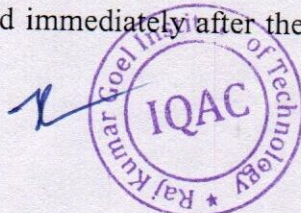
The members suggested adding to the content list a few more topics e.g. teaching beyond the syllabus (augmentation of learning), feedback policy of the institute, attainment sheet (COs/Pos), QIP Presentation by the faculty, which were accepted.

6. Review of the Form for 'Faculty Feedback by the Students'

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. It was felt that the contents must be relevant to the quality aspects of the teaching and easily understandable by the students (suggestions are required further from the HODs).

The following related to the conduction process and action to be taken was decided unanimously.

- Feedback process has to be conducted twice in each semester. First feedback is to be taken between 2nd & 3rd week of the start of the classes and second feedback between 7th & 8th week (to be mentioned in academic calendar).
- Feedback process will be conducted centrally in online mode using the 'google form'.
- Only the students having attendance above 60% on the date of feedback will be allowed to fill the feedback form.
- Minimum expected feedback of the faculty is to be 70% (effective from the session 2021-22 and applicable to the engineering & management faculty of all years).
- Feedback analysis needs to be completed immediately after the feedback taken & communicated to the concerned faculty.



- The faculty members whose feedback is below the 'minimum expected feedback' will be called individually by the Director for the counseling.
- For the legal action on a faculty merely feedback can't be the base. It is to be seen along with the result and involvement at the department & institutional level.

7. Periodic Self-Appraisal Form

It was told by the Director that from the session 2021-22, the self appraisal form is to be submitted once in a year in October-November.

8. Standardization of the Appointment Letter

In order to standardize the 'appointment letter' a draft was prepared & presented by the coordinator Dr.Snjeev Goyal.

Director requested Dr.Goyal to send the same to him for further discussion in the meeting of 'Executive Council'.

Other issues with the permission of the chair:

1. Contents of the Course File

The two more items 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, which were accepted by the IQAC.

Director requested all the HODs to get the course files prepared as per the modified contents w.e.f. Odd semester 2021-22.

2. Numbering of the IQAC Meetings

Group advisor Prof. Laxman Prasad Sir suggested that all the IQAC meetings should be numbered. On his advice it was decided to have at least two meetings of IQAC in each semester. He also suggested that action taken must be elaborated while discussing the MOM of the last meeting.

All his suggestions & advice were unanimously accepted for the implementation from the next meeting.

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



(Dr. Sanjeev Goyal)
Coordinator-IQAC

Soft Copy to All Concerned
Attachment: Contents of Course File (modified)





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

List of Members

- Meeting -
09 August, 2021

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 Representative	Dr. Laxman Prasad Group Advisor	 9.8.2021
4.	Senior Administrative Officers	Mr. H.G. Garg Dean Students Welfare	
5.		Mr. Vipul Goel Accounts Officer	
6.	Training & Placement Representative	Dr. Dilip Moza Director-CRC	
7.	Senior Academicians	Dr. Vikesh Kumar Singh Director -Academics	
8.		Dr. Puneet Chand Srivastava Dean- EII	 9.8.21
9.		Dr. R. K. Yadav HOD- ECE	 9/8/21
		Dr. Umakant Chaudhary HOD-EE	 09/08/21
11.		Dr. Ashok Kr Yadav HOD-Civil	 9/8/21
12.		Dr. Saurabh Kumar Gupta HOD-ME	 09/08/21
13.		Dr. Sachi Gupta HOD-CSE	 9/8/21
14.		Mr. V.K. Tripathi HOD-IT	 9/8/21
15.		Dr. Vibhuti HOD- MBA	 9/8/21
16.		Dr. Poonam C. Kumar HOD-AS&H	 9/8/21



17.	Member (Industrialists)	Mr. Nirmal Singh Industrialist-Assomach Group Gzb	
18.	Nominee (Stakeholders)	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 3nd Year)	
19.	Nominee (Local Society)	Prof. S. C. Gupta Retd. Professor IIT Roorkee	
20.		Mr. Rajeev Garg Retd. Executive Engineer (PWD)	
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	





Sanjeev Goyal <goyalfsh@rkgit.edu.in>

IQAC Meeting (09-08-2021)

3 messages

Sanjeev Goyal <goyalfsh@rkgit.edu.in>

Thu, Aug 5, 2021 at 4:12 PM

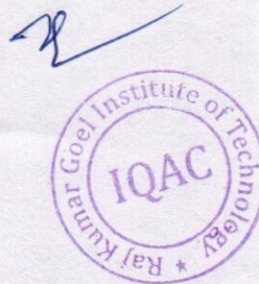
To: Laxman Prasad <laxmanpd@rkgit.edu.in>, DIRECTOR RKGIT <rkgitdir@rkgit.edu.in>, DR Vikesh Kumar <vksdracd@rkgit.edu.in>, Dilip Moza <dilipmoza@rkgit.edu.in>, "H. G Garg" <deansw@rkgit.edu.in>, Vipul Goel <vipulgoel@rkgit.edu.in>, Puneet Chandra Srivastava <drpcsfec@rkgit.edu.in>, Sachi Gupta <sachifcs@rkgit.edu.in>, Vijay Kumar Tripathi <vijayfit@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 <goyalfsh@rkgit.edu.in>, rajivgarg5052@yahoo.com, Saurabh Kumar Gupta <skgmefme@rkgit.edu.in>, Satish Chandra <satishiitdir@gmail.com>
Cc: Akshat Goel <akshatgoel97@rkgit.edu.in>

The meeting of IQAC members is scheduled on **9th August 2021 at 3:00 PM** in the Conference Room (2nd Floor, A-block).

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

Agenda:

- * MOM Last Meeting
- * Audit Reports
- *Moderation Committee
- *Academic Policy
- *Review of the Form 'Faculty Feedback by the Students'.
- *Periodic Self Appraisal Form
- *Standardization of the Appointment Order
- *Any Other Issue with the Permission of the Chair



Regards

Dr.Sanjeev Goyal
Coordinator-IQAC

Attachment: list of Members (IQAC)

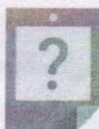
IQAC - LIST OF MEMEBERS (Updated August, 2021).doc
170K

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: goyalfsh@rkgit.edu.in

Thu, Aug 5, 2021 at 4:12 PM

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

Final-Recipient: rfc822; rajivgarg5052@yahoo.com

Action: failed

Status: 5.0.0

Remote-MTA: dns; mta6.am0.yahoodns.net. (67.195.204.79, the server for the domain yahoo.com.)

Diagnostic-Code: smtp; 552 1 Requested mail action aborted, mailbox not found

Last-Attempt-Date: Thu, 05 Aug 2021 03:42:19 -0700 (PDT)

----- Forwarded message -----

From: Sanjeev Goyal <goyalfsh@rkgit.edu.in>

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>, Vijay Kumar Tripathi <vijayfit@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 <goyalfsh@rkgit.edu.in>, rajivgarg5052@yahoo.com, Saurabh Kumar Gupta <skgmefme@rkgit.edu.in>, Satish Chandra <satishiitrdir@gmail.com>

Cc: Akshat Goel <akshatgoel97@rkgit.edu.in>

Bcc:

Date: Thu, 5 Aug 2021 16:12:09 +0530


Subject: IQAC Meeting (09-08-2021)

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Sanjeev Goyal <goyalfsh@rkgit.edu.in>
rajivgarg5052@yahoo.in

Thu, Aug 5, 2021 at 4:13 PM

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Raj Kumar Goel Institute of Technology, Ghaziabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

10th Meeting Held on 09-08-2021

Action Taken

Sl.No.	Agenda	Action Taken	Remarks
1.	Academic Audit of all departments for odd semester 2020-21.	Audit completed and audit reports sent to all the HODs.	
2.	Moderation committee at department level	All the departments constituted the moderation committee	
3.	Academic policy for the session 2020-21	Discussed and suggestions incorporated.	
4.	Review of the faculty feedback form	Discussed and suggestions included.	
5.	Self-appraisal form	It was decided for the faculty to submit the self-appraisal form once in an academic year (in the month of October/November).	


Dr. Sanjeev Goyal
(Coordinator-IQAC)

