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

Date: 19-04-2022

Minutes of the Meeting

14th meeting of IQAC was held on 19-04-022, 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.		Dr.Ravindra Kumar Yadav Dean Academic & HOD-ECE
6.		Dr.Puneet Chandra Srivastav Dean -EII
7.		Dr. Umakant Choudhary HOD-EEE
8.		Dr. Lalit Saraswat HOD-CSE
9.		Dr. Hariom Tyagi For HOD-IT
10.		Dr. Poonam C. Kumar HOD-AS&H
11.		Dr. Vibhuti HOD MBA
12.		Dr.Ashok Kumar Yadav HOD-ME
13.		Dr. Rekha Singh HOD-Civil
14.		Dr. Amit Singhal HOD-CSE (IOT, AIML, DS)

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 welcomed all the members and asked Dr. Sanjeev Goyal to proceed.

Dr. Sanjeev Goyal thanked the chair and started to elaborate the remaining agenda point wise.

2. **Review of the Previous Meeting (12-04-2022)**

Dr. Sanjeev Goyal (IQAC-Coordinator) told that, in the last meeting of IQAC which was held on 12-04-2022:

- The agenda of the 12th meeting of IQAC held on 01-04-2022 was taken up again for comprehensive discussion.

- Deficiencies observed during the audit of the departments for even semester 2020-21 were discussed with the individual HOD by Prof. Laxman Prasad (group advisor). Director Dr. D.R. Somashekar requested the HODs to submit the compliance reports on or before April 18, 2022.

  (Action: Compliance reports were submitted by the HODs to the Coordinator-IQAC)

- Academic Policy for the session 2022-23 was proposed by Dr. Sanjeev Goyal. Director invited suggestions from the IQAC members. Suggestions were given and discussed in detail. Director requested the coordinator to prepare the draft of the academic policy 2022-23 after incorporating all the suggestions.

  (Action: Draft of academic policy 2022-23 is being prepared and will be circulated to the members well before the 14th meeting of IQAC.)

3. **Academic Policy 2022-23**

- Following suggestion were given by the members and were accepted for the inclusion in the academic policy 2022-23.

- Record of first year students is to be maintained by the Registrar, whereas 2nd year onward the record of the students is to be maintained by the respective HODs. The lists signed by the Registrar or HODs as the case may be, will be made available to all the offices.

- Faculty for counseling the students will be known as counselor in first year and as mentor for the students 2nd year onward.

- Identity card is compulsory in the campus for the faculty, staff and the students.

- Colour of strips of the identity cards has to be different for the students pursuing different programs.

- Central library of the institute has to go for the stock verification after the completion of each academic session.

- Mention of ERP system should also be there in the academic policy.
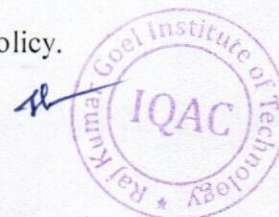
- PTM can also be held online.
- Budget of the departments should also be included in the academic policy.

4. **<u>Review of the Existing R & D Policy</u>**

Existing Research & Development policy of the institute was discussed in detail. Director invited the suggestions from the members present.

Suggestions given are as follows:

(i)   In the R & D policy the incentive amount for the research publication must also be for the co-authors too instead of only to first author.

(ii)   The incentive amount for the research publication be increased from Rs. 3000/- to Rs. 5000/- for the publications in Scopus and from Rs. 5000/- to Rs. 10000/- for the publications in the SCI journal.

(iii)   The requirement of impact factor-2 to claim the incentive for the research publication must be waived off.

Director Dr. D. R. Somashekar told that in case of sole author who belongs to RKGIT, the total incentive amount will be given only to the sole author. However, if there are more than one author then the incentive amount will be distributed equally and given only to the author (s) belonging to RKGIT. Same was endorsed by Prof. Laxman Prasad.

In respect of the Patent filing, publication and grant Prof. Laxman Prasad suggested the following incentive policy:

(i)   In case of provisional patent application filed in the name of RKGIT, the initial processing fees will be paid by the institute.

(ii)   The incentive of Rs.10000/- will be paid to the inventor on the grant of the patent. The expenditures towards maintenance of the patent will be equally borne by the institute and the inventor.

(iii)   In case when the patent is commercialized the revenue accrued shall be shared among the inventors and RKGIT as per mutual agreement.

In addition to the above Prof. Laxman Prasad proposed a number of amendments in the existing R & D policy. Director requested coordinator to incorporate all the proposed changes in the R & D policy.
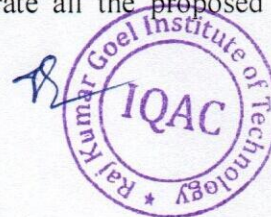
5. **Review of the Leave Rules**

The existing 'leave rules' of the institute which came in to force w.e.f. July 01, 2016 were reviewed. It was reaffirmed by Prof. Laxman Prasad that the casual leave can not be combined with any kind of leave except with holidays and Sundays.

6. **Academic Audit Odd Semester 2021-22**

As discussed the academic audit of all the departments has started from 18th April 2022 and will be completed by 21st April, 2022.
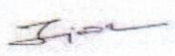Coordinator needs to convey to the internal auditors to do the audit focusing on the qualitative aspects.

7. **Examination Reforms**

It was decided that
(1) A scrutiny committee will be formed by the C.O.E. for the random scrutiny of the evaluated answer scripts of ST-1, ST-2 and PUT exams.
(2) All faculties including HODs will do the invigilation as well as evaluation work.

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

(Dr. Sanjeev Goyal)
Coordinator-IQAC

Soft Copy to: All Concerned

RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
List of Members
18th Meeting (Phase-2; 19th April 2022)
Conference Hall A- Block

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	19.4.2022
4.	Senior Administrative Officers	Mr. H.G. Garg Dean Students Welfare	
5.		Mr. Vipul Goel Accounts Officer	
6.	Training & Placement Representative	Mr. Ritesh Pahuja T & P Officer-CRC	
7.	Senior Academicians	Dr. R. K. Yadav Dean –Academics & HOD-ECE	
8.		Dr.Puneet Chand Srivastav Dean- EII	
9.		Dr. Lalit Saraswat HOD-CSE	
10.		Dr. Umakant Chaudhary HOD-EE	
11.		Dr.Ashok Kr Yadav HOD-ME	
12.		Dr. Rekha Singh HOD- Civil	
13.		Dr.Amit Singhal HOD-(IOT, DS, AI & ML)	
14.		Dr. Pushpendra Singh HOD-IT	
15.		Dr. Vibhuti HOD- MBA	

16.		Dr. Poonam C. Kumar HOD-AS&H	_Poonam_
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 (Alumni)	Ashutosh Pandey EC 2017 Passed Out	
22.		Ankit Patel ME 2016 Passed Out	

RKGIT MAIL SERVICE
@rkgit.edu.in

Sanjeev Goel <iqac@rkgit.edu.in>

13th Meeting of IQAC (second phase) on 19-04-2022

2 messages

Fri, Apr 15, 2022 at 11:46 AM

IQAC RKGIT <iqac@rkgit.edu.in>
To: Laxman Prasad <laxmanpd@rkgit.edu.in>, DIRECTOR RKGIT <rkgitdir@rkgit.edu.in>, "H. G Garg" <deansw@rkgit.edu.in>, Deaneii Rkgit <eii@rkgit.edu.in>, Amit Singhal <amitsfcs@rkgit.edu.in>, Umakanta Choudhury <ukchofee@rkgit.edu.in>, Ravindra Kumar Yadav <drrkyfec@rkgit.edu.in>, Dr Pushpendra Singh <pushpfit@rkgit.edu.in>, Dr Ashok Kumar Yadav <akymefme@rkgit.edu.in>, "Dr. Poonam Kumar" <hodash@rkgit.edu.in>, Vibhuti Tyagi <vibhufba@rkgit.edu.in>, Satish Chandra <satishiitrdir@gmail.com>, rajivgarg5052@yahoo.co.in, Vipul Goel <vipulgoel@rkgit.edu.in>, HOD Civil <hodce@rkgit.edu.in>, Lalit Kumar Saraswat <lalitfcs@rkgit.edu.in>, Sanjeev Goel <iqac@rkgit.edu.in>, Sanjeev Goyal <goyalfsh@rkgit.edu.in>, Ritesh Pahuja <ritesh.pahuja@rkgit.edu.in>, Dean Rkgit <dean@rkgit.edu.in>
Cc: dinesh goel <dineshgoel@rkgit.edu.in>, Akshat Goel <akshatgoel97@rkgit.edu.in>

Respected Sir/Ma'am,
A meeting of all the members of IQAC is scheduled at **3 PM on 19th April 2022** in the conference room 2nd floor A-block to discuss the left over issues of 13th meeting (first phase) held on 12-04-2022.
All are requested to be present.

Agenda:

1. Review of the Existing R & D policy
2. Review of the Leave Rules
3. Academic Audit Odd Semester 2021-22
4. Examination Reforms
5. Any other Issue with the permission of the Chair

Regards

Dr.Sanjeev Goyal
Coordinator-IQAC

Fri, Apr 15, 2022 at 11:44 AM

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

Address not found

Your message wasn't delivered to **hodce@rkgit.edu.in** because the address couldn't be found, or is unable to receive mail.

LEARN MORE

The response was:

550 5.2.1 The email account that you tried to reach is disabled. Learn more at https://support.google.com/mail/?p=DisabledUser z14-20020a170906240e00b006e7f06b6365sor215701eja.61 -

Final-Recipient: rfc822; hodce@rkgit.edu.in
Action: failed
Status: 5.2.1
Diagnostic-Code: smtp; 550-5.2.1 The email account that you tried to reach is disabled. Learn more at
 550 5.2.1 https://support.google.com/mail/?p=DisabledUser z14-20020a170906240e00b006e7f06b63
65sor215701eja.61 - gsmtp
Last-Attempt-Date: Thu, 14 Apr 2022 23:14:46 -0700 (PDT)

---------- Forwarded message ----------
From: IQAC RKGIT <iqac@rkgit.edu.in>
To: Laxman Prasad <laxmanpd@rkgit.edu.in>, DIRECTOR RKGIT <rkgitdir@rkgit.edu.in>, "H. G Garg"
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<ritesh.pahuja@rkgit.edu.in>, Dean Rkgit <dean@rkgit.edu.in>
Cc: dinesh goel <dineshgoel@rkgit.edu.in>, Akshat Goel <akshatgoel97@rkgit.edu.in>
Bcc:
Date: Fri, 15 Apr 2022 11:46:06 +0530
Subject: 13th Meeting of IQAC (second phase) on 19-04-2022
Respected Sir/Ma'am,
A meeting of all the members of IQAC is scheduled at **3 PM on 19th April 2022** in the conference room 2nd floor A-
block to discuss the left over issues of 13th meeting (first phase) held on 12-04-2022.
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Regards

Dr.Sanjeev Goyal
Coordinator-IQAC

Raj Kumar Goel Institute of Technology, Ghaziabad
INTERNAL QUALITY ASSURANCE CELL (IQAC)
14th Meeting Held on 19-04-2022
Action Taken

Sl.No.	Agenda	Action Taken	Remarks
1.	Suggestions from the HODs for the academic policy 2022-23	Received the suggestions	Suggestions incorporated
2.	Inclusion of the suggestions in the R & D policy of the institute.	Suggestions by the members IQAC were included in the revised R&D policy.	
3.	Revision of the leave rules of the institute	Done	
4.	Internal audit of the departments	Completed	Reports sent to HODs
5.	Examination reforms	Communicated and implemented	

Dr.Sanjeev Goyal
(Coordinator-IQAC)