

Minutes of First Meeting of IQAC

The First Meeting of IQAC was held on 6th July, 2015 at 3.00 PM in the Conference Room GIT. The members (Listed in Annexure I) attended the meeting.

The Agenda wise report of the meeting is as follows:

1. Agenda Item: 01

Constitution of IQAC and distribution of Responsibilities

With the vision of overall betterment of the institution, the governing authority decided to form an IQAC which has to work in the direction of attainment of the vision of the institution. The First meeting of IQAC was held to formally welcome all the members and communicate the vision of the IQAC as well as the duties and responsibilities of all. The meeting Chair appreciated all the members for their selfless dedication towards to growth of the Institution.

2. Agenda Item: 02

Definition of purpose of formation of IQAC, Functions and responsibilities were briefed to all the members of same.

The Convener of IQAC, Dr. Renu Joshi summed up the responsibilities, significance, and functions of IQAC to the members. The highlights of her presentation are:

“IQAC is an integral part of any institute that aspires to approach the pinnacle of success. IQAC monitors and maintains quality in overall functioning of the institution. The primary responsibility of **IQAC is** to conceptualize, hypothesize, execute and evaluate various activities which are inevitable to enhance the quality of the Technical Education.

To promote a culture of excellence and ethics which is to inculcate values and ethics into generations, to bridge the gap between education standards and industry expectations and to be a leader in Technical education is the motto of the IQAC.

As IQAC is a monitoring body it emphasizes on. Documentation must be keenly observed as a habit.

Setting benchmarks and arranging in-service training for teaching faculty.

All The constituent members of IQAC are required to participate in brainstorming sessions to indoctrinate an action plan to improve academic standard, student progress and teaching learning processes as well as develop skill matrix for staff and students and bring that up for discussion in the next IQAC meeting. To manage time properly, identification of bottlenecks and seeing if that can be eliminated with technological intervention and free up time.

It is believed that the formation of IQAC in the college/institution plays a significant role in observation of quality standards in teaching, learning and evaluation. It is also taken into consideration that without

IQAC, it becomes extremely difficult to manage the quality system of teaching, learning and evaluation in a college/institution.”

3. Agenda Item: 03

Vision and Blueprint of IQAC for next semester

In continuance to IQAC action plan for performance evaluation, assessment; accreditation and quality assurance in Institute, the IQAC observes following resolutions:

- The IQAC is motivated to proceed for NAAC Accreditation process of the Institution in the month of **February**, in compliance to MHRD guidelines.
- The institution, under the guidance of IQAC members, had proposed to organize **HACKATHON 1.0**, in line with vision of Government of India to have technology solutions for the problems of Government & Industry and motivate participation of students at national level.
- As per the precedence of the Institution, it was resolved to organize Alumni Meet on 12th May 2016
And invite good number of Alumni. The event to be organized under GAA (GIT-Alumni Association)
- It was also settled that at least 10 projects/grants to be applied by the Institution under AQIS Scheme of AICTE, ----- to monitor the task
- As per the earlier practice of the Institution, 4 International Conferences to be organized under the banner of Convergence 2015, with Scopus publications of quality papers. The event to be coordinated by -----.
- The committee also decided to organize an International Conference on Artificial Intelligence, in association with Springer in June 2015, the conference to be coordinated by-----1, Professor, CSE
- The committee is firmly focused on organizing Elsevier SSRN Conference on 4-5 Oct 2016 under the flagship of Department of CSE.
- The committee is fixed to conduct all the activities of different MoU of institution like FACE, IBM, Reliance Jio, Youth India, Redhat Academy, MuN etc.
- In order to provide cutting edge knowledge to the students of the Institution, The IQAC authorized Dr. ----- to expedite the process of working on associating Technology partners like Oracle for students' knowledge enrichment.

4. Agenda Item: 04

To empower the Departmental Quality Assessment Committee (DQAC) and increasing the effectiveness of IQAC by Academic & Administrative Audit

The Committee has proposed to frame a DQAC Departmental Quality Assurance Committee to maintain sustainable quality infrastructure in academics and other dimensions of the department.

5. Agenda Item: 05

The committee decides to furnish a proposal to be sent to AICTE AQIS for acquiring R & D grants and generating revenue through consultancy, training and testing services in tune with different bodies.

In Toto, 15 projects have been submitted to IQAC by all departments, out of which 8 have been selected by IQAC for government funding.

6. Agenda Item: 06

Execution plan for Even Semester of 2015-16 as per semester plan

It was required from all the members of IQAC that they should send semester plan to the undersigned by 30th November 2015.

Following members attended the meeting:

1. Dr. A. K. Sharma
2. Ms. Ekata Sharma
3. Mr. Dinesh Sethi
4. Dr. Sanjay Bansal
5. Dr. Bhawna Mathur
6. Ms. Smita Agarwal
7. Mr. Sujeet Kumar
8. Ms. Bhavana Mathur
9. Ms. Ghanshyam Mishra
10. Mr. Amit Bohra

Minutes of Second IQAC Meeting

The 2nd meeting of IQAC was held on 12th October, 2015 at 3.00 pm at the Conference room of Administrative Block.

Annexure I incorporates the list of members who attended the meeting.

The Agenda of the meeting is as follows:

1. Agenda Item No. – 01:

Approval of the minutes of previous meeting held on 6th July, 2015.

The MoM of the First IQAC meeting were circulated by the convener to all the members for their suggestion regarding any point, As no remarks were made by any member of the committee, it was declared approved by the Chairperson, IQAC.

2. Agenda Item No.-02:

During the second meeting, Progress of academic and non academic activities that were planned in the previous meeting, were reviewed and found satisfactory.

3. Agenda Item No.-03:

Formats of various reports:

Formats of various reports were submitted and reviewed adequately and changes were made as per the requirements. The meeting ended with vote of thanks by the Chair.

Following members attended the meeting:

1. Dr. A.K.Sharma
2. Ms. Ekata Sharma
3. Mr. Dinesh Sethi
4. Dr. Sanjay Bansal
5. Dr. Bhawna Mathur
6. Ms. Smita Agarwal
7. Mr. Sujeet Kumar
8. Ms. Bhavana Mathur
9. Ms. Ghanshyam Mishra
10. Mr. Amit Bohra

Minutes of Third Meeting of IQAC

3rd Meeting of IQAC was held on 15th January, 2016 at 3.00 PM in the Conference Room. The members (Listed in Annexure I) attended the meeting.

The Agenda wise report of the meeting is as follows:

1. Agenda Item: 01

Online assessment of Teachers:

Transparency is the guiding principle of Global Institute of Technology, and transparency comes through rigorous observance of these guiding principles. We have an all fair Feedback policy where our subjects provide their inputs about the teaching learning process and ratings to teachers as per their subjects.

2. Agenda Item No.-02:

Annual Quality Assurance Report (AQAR) for the year 2015-16.

Annual Quality Assurance Report (AQAR) for the year 2015-16 is prepared and placed before the committee. With a few suggestions and corrections the report was approved.

3. Agenda Item: 03

Academic performance of the students

Result Analysis of the Academic performance of the students in RTU Examinations for previous semester is found encouraging.

Top 5 students are identified and appreciated for their results.

4. Agenda Item: 04

Implementation of ERP for all teaching and non-teaching staff.

The overall responsibility of the smooth functioning of ERP has been assigned to Dr.-----.

- Use of the home assignment, online test tab at ERP was to be tested and implementation by each of the faculty member up to the next meeting.
- The use of on paper attendance has been barred 'The attendance through ERP is applicable'
- It has been decided that the leave application would also be entertained through ERP.
- The Marks of Internal and external evaluation to be filled in an online portal to ensure transparency.

The meeting ended with vote of thanks by the chair.

Following members attended the meeting:

1. Dr.A.K.Sharma
2. Ms.Ekata Sharma
3. Mr.Dinesh Sethi
4. Dr.Sanjay Bansal
5. Ms.Smita Agarwal
6. Mr.Sujeet Kumar
7. Ms.Bhavana Mathur
8. Ms.Ghanshyam Mishra
9. Mr.Amit Bohra

Minutes of Forth Meeting of IQAC

4th Meeting of IQAC was held on 25th May, 2016 at 3.00 pm in the Conference Room GIT. The members (Listed in Annexure I) attended the meeting.

The Agenda wise report of the meeting is as follows:

1. Agenda Item: 01

Academic and non-Academic activities planning.

All the Academic In-charges of various departments were instructed to chalk out the map of academic and non academic activities for the upcoming session. They were asked to plan the activities in such a way that they span the entire semester.

2. Agenda Item: 02

Consistent faculty Development programmes.

To enhance the efficiency and effectiveness of the Teaching Learning process it is essential for the stakeholders to keep upgrading their knowledge and expertise, hence, it was recommended that the Faculty members should be encouraged to attend workshops/Seminars/ and Conferences for the same.

3. Agenda Item: 03

Planning for the commencement of the session.

All the constituent departments were instructed to deliver a power-point presentation pertaining to their planning regarding the commencement of the session as well as their planning for the entire semester. All the Department Heads will present PPT and discussed about the semester planning as well as extra co-curricular activities, goal of department and campus placement.

4. Agenda Item: 04

New faculty recruitment for new semester.

The IQAC Chair asked the AICs of All the departments to inform the governing authority prior to beginning of the session, if they require some new faculty members to be recruited. Furthermore, the recruitment and selection committee has been instructed to take necessary action for institute recruitment.

The meeting ended with vote of thanks to the chair.

Following members attended the meeting:

1. Dr.A.K.Sharma
2. Ms.Ekata Sharma
3. Mr.Dinesh Sethi
4. Dr.Sanjay Bansal
5. Ms.Smita Agarwal
6. Mr.Sujeet Kumar
7. Ms.Bhavana Mathur
8. Ms.Ghanshyam Mishra
9. Mr.Amit Bohra