

Dr. S. Jindal
Director (IQAC)

GITS/IQAC/ 15

Date: 4/09/2021

Minutes of Meeting

A meeting of IQAC was held on 4-9-2021 at 2.30 pm in the Cell meeting room. Following were present:

1. Dr. S. Jindal, Director (IQAC)
2. Dr. Rajeev Mathur, HOD ECE *RJM*
3. Dr. Mayank Patel, HOD CSE *Mayank P.*
4. Dr. Manish Verma, HOD Civil
5. Dr. Deepak Paliwal, HOD Mech *Deepak P.*
6. Mr. Prakash Sundaram, HOD EE *PK*
7. Dr. Harshita Shrimali, HOD MBA
8. Dr. Vishal Jain, HOD Basic Sc

Director IQAC, Dr. S. Jindal welcomes all members present. The agenda for meeting was to:

- (a) Review the status of preparations for NAAC documents
- (b) Preparing activity calendar in each department for session 2021-22
- (c) Preparing monthly and annual report.
- (d) Modified Mentoring process

Dr. S. Jindal appreciated the efforts of the HODs and staff for successful presentations and showcasing the attainments in front of NBA Experts. He made a call on all to continue with the momentum and prepare/compile the documents needed for NAAC. Dr. Rajeev Mathur presented the status of preparations. He informed the house that the Qualitative criterion documents are 80% complete and the quantitative criterion templates has been compiled with information received from all HODs and Incharges. He shared the information about the exhibits already received from various departments. Subsequent to the discussions, it was resolved that:

- 1) Dr. Rajeev Mathur, HOD ECE will create folder 'GITS NAAC' with subfolders for all departments/units on a google drive and share corresponding links to all HODs/Incharges.
- 2) He will also share the Templates with compiled and filled information with all concerned.
- 3) All HODs/Incharges will upload the exhibits/documents in support of the information provided by them in the template with due numbering for easy identification latest by 8th afternoon.
- 4) All HODs will prepare a calendar of activities for their department during the session 2021-22 and submit to IQAC latest by 10th Sept.
- 5) Every department shall prepare a monthly report about the activities and important events and submit it to Dr. Rajeev Mathur latest by 2nd day of subsequent month along with exhibits. Dr Rajeev Mathur will compile all the reports to prepare quarterly report and Annual report of the institution from these.
- 6) From the session 2021-22, the modified mentoring process (as per mentoring policy and detailed in the circular) will be installed and the revised format is to be used uniformly.

The meeting ended with a vote of thanks by the chair.

S. Jindal
(Dr. S. Jindal)

Copy to:

1. PA to Director for information
2. All concerned
3. Finance Controller