



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

GEETANJALI INSTITUTE OF TECHNICAL STUDIES  
NH 76, Airport Road, Dabok, Udaipur, Rajasthan 313022

GITS/IQAC/2017-18/1

Date: 08.09.2017

### Minutes of Meeting

Meeting of IQAC was held on 08.09.2017 at 3.00 PM in the Cell meeting room. Following members were present:

1. Prof. Vikas Misra (Chair)
2. Prof. Rajeev Mathur
3. Prof. P C Bapna
4. Prof. Manish Varma
5. Prof. Mayank Patel
6. Prof. Hemant Sahu
7. Prof. Sabir Ali
8. Prof. Latif Khan
9. Prof. Vishal Jain
10. Mr. Arvind Pemawat (IPO)
11. Shi. B L Jangid (Finance Controller)
12. Prof. Ramendra Singh
13. Mr. Rajeev Pandya

Prof. Radha Choudhary did not attend the meeting.

The previously held IQAC minutes and action taken of meeting held on 20.01.2017, presented by Prof. Rajeev Mathur, were confirmed.

Prof. Rajeev Mathur welcome, Chairman Prof. Vikas Misra and Prof. Vishal Jain (as a new member of IQAC Cell).

He then requested the Chair to take up the Agenda for discussions and necessary action. Prof. Misra thanked and welcomed everyone.

#### **Agenda 1: Evaluation of Academic Programmes – UG and PG**

Periodic evaluation is necessary for all academic programmes offered by the University to ensure quality improvement in students of all departments. Members decided to review course outcome of old courses and framing of course outcome of newly offered courses by RTU at both UG and PG level. Chair suggested the mapping of Cos and Pos.



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### **Agenda 2:** Academic audit

The committee proposed to conduct an academic audit of the Institute in a feasible manner once in a year. Members agreed that all head of the departments of the Institute shall be the active members of academic audit which will be done at the end of every academic session.

### **Agenda 3.** Compiled quality policy handbook for Academic Departments

Members decided to print and publish all academic regulations in force as a handbook for the ease of administrative convenience and to equip faculty members and administrative staff for the smooth functioning of the system.

### **Agenda 4.** MOUs with industries for placement and career enhancement.

All members congratulates on MOUs signed with pacific industry and Thermax limited. Chair conveyed to prepare a well-structured plan of technical training for students. Further, it was informed to keep on identifying other industries for corporate tie-ups leading to placements.

### **Agenda 5.** SWAYAM-NPTEL active local chapter

Chair recommended on registering students and faculty members for NPTEL online courses and making SWAYAM-NPTEL an active local chapter for the Institute. All members agreed on giving this responsibility to Prof. Rajiv Mathur and Dr. Vishal Jain.

### **Agenda 6.** Participation in FDP/workshop/conference.

All members reviewed the faculty participation in faculty development programme, workshop and conferences. It was decided to organise workshop/conference within 2 months for faculty members. Further, a workshop should be organised on record management for non-teaching staff.

Chair appreciated the contribution of Proclaim construction Pvt. Ltd for contributing Rs. 1,25,000/- to the institute for the development work.

The meeting ended with a vote of thanks by the chair

  
Prof. Vikas Misra

Copy to: All concerned