

# **MEERUT INSTITUTE OF TECHNOLOGY, MEERUT**

## **Minutes of 02<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**held on**

**October 5, 2019 at 11:00 A.M.**

**Venue**

**IQAC Room, Ramanujan Block**

**NH-58, Baral Partapur, Bypass Road, Meerut – 250 103, (Uttar Pradesh), INDIA**

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**Minutes of 2<sup>nd</sup> meeting of IQAC, MIT, Meerut held on 05<sup>th</sup> day of October 2019,  
Saturday in IQAC Room, Ramanujan Block**

Following members were present in the meeting:

S. No.	Name	Position Held
1.	Dr. Alok Chauhan	Chairperson
2.	Mr. Prateek Vashisth	IQAC Coordinator
3.	Mr. Puneet Agarwal	Member
4.	Mr. Sanjay Rastogi	Member
5.	Dr. Shishpal Singh	Member
6.	Mr. Suraj Malik	Member
7.	Mr. Kailash Nath Tripathi	Member
8.	Mr. Sunil Kumar Maurya	Member
9.	Ms. Himani Mishra	Member
10.	Mr. Amol Sharma	Member
11.	Mr. Akhilesh Kumar Gupta	Member
12.	Mr. Rahul Tonk	Member
13.	Dr. Himanshu Sharma	Principal MIT (PC), Special Invitee
14.	Dr. Neeraj Kant Sharma	Principal (DPMIT), Special Invitee

Dr. Alok Chauhan (Chairperson-IQAC) welcomed all the members of IQAC. Chairperson requested Mr. Prateek Vashisth (IQAC-Coordinator) to proceed as per the agenda items circulated to all the members for this 2<sup>nd</sup> IQAC meeting.

Following agenda items were discussed in the meeting:

**2.1 To approve the minutes of I IQAC meeting held on 18/05/2019.**

The minutes of First IQAC meeting held on 18/05/2019 were briefly summarized by the Coordinator-IQAC and the minutes of First IQAC meeting were approved unanimously. (Enclosure – 1)

**2.2 To note and approve the action taken on the resolution adopted by the committee in the 1<sup>st</sup> meeting held on May 18, 2019.**

The Coordinator-IQAC apprised the members about the resolution adopted in the previous meeting held on May 18, 2019. He placed the action taken report as per the resolutions adopted in the previous meeting for further discussion and approval.

**Action taken report**

- The head of the departments have informed that various committees have been formed for the smooth functioning of the department.

- The NPTEL certification courses have been publicized among all the faculty members of the various departments and motivated them to enroll in various self paced certificate courses to be certified from the NPTEL.
- A circular has been circulated among all the students and faculty members about the availability of grievances redressal software and the same is displayed on all the notice boards to publicize.
- The academic calendar has been developed after considering the inputs from the head of the departments of various departments.


**2.3 To consider and approve the feedback proforma for various stake holders.**

The Coordinator-IQAC apprised the member about the various feedback mechanisms that has to be carried out at institute level. Therefore, the feedback proforma to get the feedback from the various stake holders has been designed. The same proforma to get feedback from students, parents, alumni, employers and employees, is placed before the members of the cell to review and approval. All the proforma placed before the members of the cell have been approved. (Enclosure-2)

**2.4 To review and discuss the results of odd semester 2018-19 and an action plan to improve the overall performance of the students.**

The matter related to results of odd semester 2018-19 has been discussed in length and the Chairperson expressed his satisfaction over the performance of the students and appreciated the efforts of the faculty members and staff for their valuable contribution. However, he suggested that all the departments must deliver some special lectures beyond the curriculum to cover the syllabus of competitive examinations. In addition to that, Coordinator-IQAC suggested that some extra classes may also be arranged to improve the communication and overall personality of the students.

The meeting ended with vote of thanks to the chair.

  
(Prateek Vashisth)  
Coordinator-IQAC

  
(Dr. Alok Chauhan)  
Chairperson-IQAC