

MEERUT INSTITUTE OF TECHNOLOGY, MEERUT

Minutes of 01st Meeting of Internal Quality Assurance Cell (IQAC)

held on

May 18, 2019 at 03:00 P.M.

Venue

Committee Room, Ramanujan Block

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meerut Institute of Technology, Meerut

**Minutes of 1st meeting of IQAC, MIT, Meerut held on 18th day of May 2019, (Saturday) in
Committee Room, Ramanujan Block**

Following members were present in the meeting:

S. No.	Name	Position Held
1.	Dr. Sanjeev Maheshwari	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

Mr. Shubham Sehgal could not attend the meeting due to personal reasons.

Following agenda items were discussed in the meeting:

- 1.1.** The Coordinator-IQAC welcomed honorable Chairperson (Director-MIT), Vice Chairman, and all the members present in the meeting. He apprised the purpose of the meeting.

The meeting started with the introductory remarks given by the honorable Chairperson and Coordinator of IQAC. All the IQAC members introduced themselves.

- 1.2.** To discuss the roles, responsibilities and objectives of IQAC.

The Chairperson has described that the objective, strategies and function of the IQAC has already been described comprehensively in the IQAC manual, therefore, resolved that IQAC cell shall adopt objective, strategies and function as per manual of the IQAC.

The objective, strategies and function of IQAC is as follows:-

Objectives:

The primary aim of IQAC is:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for:

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

- 1.3. All the Heads of departments are required to ensure formation of different academic committees for the forthcoming session at department level. The corresponding lists must be mailed to the IQAC latest by 25/05/2019.
- 1.4. The formats for various academic activities were placed before the members of the cell for discussion. The formats were reviewed by the honorable members and few suggestions were given by the members. The responsibility to modify some formats as suggested was given to Coordinator of IQAC.
- 1.5. The IQAC Coordinator apprised that several faculty members pursued NPTEL courses and completed certification exams successfully. The Chairman advised to concerned head of the departments that the faculty must be motivated and their participation must also be increased. It has also been advised to all the HoDs to publicize the NPTEL courses among the faculty and students of their respective departments to increase the participation in large numbers.
- 1.6. The IQAC Coordinator apprised the members that online Software for Grievance Redressal System has been procured from "Orell Software Solutions Pvt. Ltd.". It is emphasized that department give wider publicity to this software among students and faculty members.
- 1.7. The matter related to preparing academic calendar discussed in length and IQAC Coordinator suggested to all the head of the departments to incorporate various co-curricular and extra-curricular activities in their respective departmental academic calendars for the upcoming academic session.
- 1.8. Responsibility for preparation of time table embedded with Skill Enhancement, Human Values and Computer Skills classes was given to respective Head of Departments. They were requested to ensure completion of the same by 10/06/2019. A copy of completed Time table need to be submitted to IQAC latest by 12/06/2019.
- 1.9. INSPIRE Science Camps is a scheme initiated by Department of Science and Technology (DST), Govt. of India under its INSPIRE (Innovation in Science Pursuit for Inspired Research) programme. It was decided unanimously to apply for the same in Meerut Institute of Technology and Dr. Himanshu Sharma shall hold the responsibility of the same.



(Prateek Vashisth)
Coordinator-IQAC, MIT Meerut