

MEERUT INSTITUTE OF TECHNOLOGY, MEERUT

Minutes of 03rd Meeting of Internal Quality Assurance Cell (IQAC)

held on

March 12, 2020 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 3rd meeting of IQAC, MIT, Meerut, held on 12th day of March 2020,
Thursday in IQAC Room, Ramanujan Block**

Following members were present in the meeting:

S. No.	Name	Position Held
1.	Dr. Alok Chauhan	Chairperson
2.	Dr. Neeraj Kant Sharma	IQAC Coordinator
3.	Mr. Puneet Agarwal	Member
4.	Dr. Himanshu Sharma	Member
5.	Mr. Santosh Prasad	Member
6.	Mr. Suraj Malik	Member
7.	Mr. Kailash Nath Tripathi	Member
8.	Mrs. Himani Mishra	Member
9.	Mr. Amol Sharma	Member
10.	Mr. Lalit Kumar	Member
11.	Mr. Shubham Sehgal	Member
12.	Shri Vibhor Agarwal	Member

Dr. Alok Chauhan (Chairperson-IQAC) welcomed all the members of IQAC. Chairperson requested Dr. Neeraj Kant Sharma (IQAC-Coordinator) to proceed as per the agenda items circulated to all the members for this 3rd IQAC meeting.

Following agenda items were discussed in the meeting:

3.1 To approve the minutes of 2nd IQAC meeting held on 05/10/2019.

The minutes of 2nd IQAC meeting held on 05/10/2019 were briefly summarized by the Coordinator-IQAC and the minutes of 2nd IQAC meeting were approved unanimously. **(Annexure – 1)**

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

The matter related to results of even 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.

3.3 To review and approve the proforma of academic and administrative audit.

The Coordinator-IQAC proposed the proforma for academic and administrative audits of the various departments of the institute. He apprised all the members that the proforma has been designed to compile the comprehensive information of all the departments by covering all the curricular, co-curricular and extra-curricular activities of the department. The proforma has been approved unanimously as it was placed. Further, he suggested to all the members present that the prescribed proforma must be filled very carefully because the information provided in the proforma will be reflected in accreditation of the institute.

3.4 Proposal to carry out energy and environment audit of the entire institute.

The Coordinator-IQAC proposed that the institute must go for energy and environment audits. The proposal has been accepted by the honorable Chairperson-IQAC and it has been decided that the said audits will be carried out annually.

3.5 To discuss about online teaching-learning.

The matter related to deliver lectures through online mode has been discussed and resolved that all the department's heads make necessary arrangements and make faculty aware to deliver online lectures to their respective students. The Coordinator-IQAC proposed a faculty training program for possible conduction of online teaching & learning.

The meeting ended with vote of thanks to the chair.

(Dr. Neeraj Kant Sharma)
Coordinator-IQAC

(Dr. Alok Chauhan)
Chairperson-IQAC