MIT GROUP OF INSTITUTIONS (MITGI)

No. : MIT/IQAC-Min/011   Date : 25.08.2020

MINUTES OF MEETING OF IQAC COMMITTEE MEETING HELD ON 19th AUGUST, 2020 AT 03:00 P.M. IN THE AS&H MEETING & SEMINAR ROOM (Room No. A-206)

The following members were present in the meeting:-

1.	Prof. (Dr.) Rohit Garg	-	Director, MIT
2.	Sri Sudhir Gupta	-	Trustee
3.	Prof. (Dr) V. Singh	-	DOSW
4.	Dr. Manish Saxena	-	HOD AS&H
5.	Dr. Somesh Kumar	-	HOD CS & Engg.
6.	Dr. Rajul Misra	-	HOD, Electrical Engg
7.	Dr. Kshitij Singhal	-	HOD, EC&Engg
8.	Dr. Munish Chhabra	-	HOD Mechanical Engg
9.	Dr Deepti Gupta	-	Associate Professor
10.	Mr Ankur Kumar Bansal	-	Assistant Professor & Head CE
11.	Mr. S.N. Shukla	-	Registrar
12.	Mr Subhash Babu	-	Parent
13.	Dr. Animesh Agarwal	-	Coordinator, IQAC

Item No.1   Minutes of the last meeting held on 19th June 2020 were confirmed.

Item No.2   Action taken on the minutes of IQAC meeting held on 19th June, 2020 were reported and noted with the following observation:-

(i)   **Analysis of Feedback from faculty and students**

Feedback received from students through online mode will be sent to all HODs through email by 26th August, 2020. Head of the departments will analyze the feedback of their faculty members and thereafter action will be taken as per the norms.

(ii)   **Status of research papers from each faculty during COVID 19**

As suggested, office memo have been issued to those faculty members who have not done anything in research and publication during lockdown period and their explanations have also been received by the office. Some of the faculty members have given research papers thereafter.

Item No.3:   **Online classes and Digital Infrastructure**

Online classes have started from 04th August, 2020 and Microsoft Team application is being used by teachers for lecture, tutorial and practical classes. For proper interaction with the students, faculty members are using pen digitizers during their classes. Smart class room & few digital equipment are

required to enhance teaching learning process. The same is to be put up to the management for approval.

Item No. 4: **Discussion on central responsibilities for year 2020-21**

It is discussed and suggested that the list of central responsibilities of Academic Session 2019-20 will continue in the current Academic Session also. In case of any change if needed, that will be looked into later on.

Item No.5: **Formation of Program Assessment & Quality Improvement Committee (PAQIC) in Computer Science and Mechanical Engineering.**

The departments of Computer Science & Engg and Mechanical Engg. have successfully submitted the NBA pre Program Assessment & Quality Improvement Committee (PAQIC) as per requirement of NBA before uploading their SAR reports to NBA website. The HODs of these two departments are requested to take necessary action.

Item No.6: **TP & CA activities for 2020-21**

Placement activities for Academic Session 2020-21 will start from the month of October 2020. Training and Placement Cell has already approached around 100 companies **(Annexure-01)** so far. Soft skill training of students will start in second week of September through online mode.

Item No. 7: **Other matters**

1. All HODs are advised to plan for class room study if it is allowed by the University in the month of September 2020.

The meeting ended with thanks to the chair.

Coordinator, IQAC

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Copy to :-
1) All Concerned
2) All Trustees
3) PA To Director for file