

IQAC Meeting

Date : 20/02/2023

Minutes of Meeting

Points of Discussion

A. Distribution of criteria for session 2022-23

NAAC Criteria 1: ECE dept. (HOD)

NAAC Criteria 2: MBA and MCA (HOD)

NAAC Criteria 3: CSE Dept (HOD)

NAAC Criteria 4: EE Dept (HOD)

NAAC Criteria 5: CE Dept (HOD)

NAAC Criteria 6: ME Dept. (HOD)

NAAC Criteria 7: HSS Dept. (HOD)

- B. Document of Academic Calendar (session 2022-23, even, odd) along with mid-term exam notices conducted in odd sem (III sem, V sem and VII sem), Practical exam panel notices, registration forms (even , odd) will be supplied by Dr. Manish Varma in a single pdf to IQAC cell by next Monday (27 February 2023).
- C. Under the notification issued by SBI, Local Head Office, Jaipur, reference no. Deptt. DTBU/GBSSU, S. No. 16/2022-23 dated 16.01.2023, regarding opening of Zero-balance Subsidiary Accounts (ZBSA) under CAN Scheme of National Service Scheme (NSS), the Coordinator, Dr. Harshita Shrimali is requested to do the needful and complete all formalities for the compliance of the notification.
- D. Participation of faculty members in RTU Paper setting and RTU examiner will be filled by each department in the spread sheet (NAAC Criteria 1 2022-23, 1.1.3) by each department. Proof of filled details will also be prepared and shared on next Monday (27 December 2023).
- E. One or two MOM of each department will be shared indicating the discussion on (i) training program of more than 30 hrs. conducted in odd sem (2022-23), (ii) elective subject discussion, (iii) final year project work distribution and its execution.
- F. Each department will prepare below mentioned documents in pdf
Document 1: Notice by HOD on Trainings (more than 30 hrs.), flex indicating training information, report including photographs.
Document 2: 10 sample Certificates of training/ News if any

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DIRECTOR

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Document 3: List of students participated in training

Document 4: attendance sheets with signature of students.

Every Department will fill the details of training in the spread sheet (NAAC Criteria 1 2022-23, 1.2.2). In the same sheet NPTEL course details will be filled by Dr. Vishal Jain and all NPTEL certificates will be shared in a single pdf by him.

Document 5: All Summer training internship certificates of all 2nd and 3rd yr. students will be will submitted in a single pdf by all department.

Document 6: Final year project progress status (Notices/list of project with the name of students and guide) in single pdf by all departments.

Document 7: Consolidated reports of all field visits carried out in the department from July 2022-January 2023 in a single pdf.

Softcopy of all above 7 documents need to be submitted in the next meeting by all departments

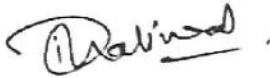
- G. Department wise -feedback on the each subject for students, teachers, parents, and alumni will be shared by Dr. Deepak Paliwal on 22nd Feb which should be completed by the end of February 2023.

Further, feedback of employer will be shared to Mr. Arvind Pemawat.

"All feedback form will be online in nature"

- H. Action taken report will be prepared after receiving of responses from feedbacks
I. Six month report from July to December consolidates to be shared by all to Director IQAC mail.
J. A procedure of cross check of reports will be done by the department NAAC representatives as per meeting discussion.

Regards,



Dr. Deepak Paliwal

****The next meeting is scheduled on 27th February, 2023 (Monday at 2.30 PM)**


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