

IQAC Meeting

Date: 25/02/2023

Minutes of Meeting

Time: 12:45 PM

Venue: Board Room

Attendees:

Dr. N. S. Rathore – Director	Dr. Paras Kothari, Head –MCA
Dr. P.K Jain – Director, MBA	Dr. Vishal Jain, Head - H&S
Mr. B.L Jangir, Finance Controller	Dr. Radha Choudhary, Head – Chemistry
Mr. Arvind Singh Pemawat – Head CDC	Mr. Mohit Mathur – PRO & Admissions
Dr. Manish Varma, Head - CE	Dr. Chintal Patel – System Admin
Dr. Mayank Patel, Head - CSE	Mr. Latif Khan, Assistant Registrar
Dr. Amrut Anilrao Purohit, Head – ECE	Dr. Vijendra Maurya, Assoc. Prof ECE
Mr. Prakash Sundaram, Head – EE	Mr. Ravi Teli, Assistant Prof ECE
Dr. Deepak Paliwal, Head –ME	Mr. Neeraj Pandya
Dr. Harshita Shrimali, Head –MBA	

The main discussion was as follows:

A. Review of 01/3/2023 meeting

Each department to prepare an "Action Taken Report on Feedback". Dr. Mayank Patel will share the template of 'action taken report' with all HoDs for reference.

B. A Total of 11 documents were requested from each department.

1. All heads to share the details of any Grants received from Government and Non-Government Agencies for Research Projects / Endowments In the institution during the year (INR in Lakhs).
 - i. If received then communication/report as single pdf must be sent as document 1 & financial details must be submitted as individual pdf as document 2.
2. Letter from RTU specifying details of research guide must be submitted by each department as document 3.
3. Report of student's participation in innovative projects and winning of prizes/ Report of Activities to conducted inside and outside GITS for innovation/patent filed details ne submitted as document 4 (as a single pdf).
4. Mr. Ravi Teli to contact Mr. Latif Khan to collect reports of student's participation in innovative activities. Further, all heads will also send the reports if not covered by Mr. Latif.
5. Report of total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship to be submitted as single pdf (document 5).
6. Mr. Ravi Teli to contact Dr. Vishal Jain and Dr. Vijendra Mourya to collect reports of IPR/Entrepreneurship activities. Further, all heads will also send the reports, if not covered by Dr. Vishal and Dr. Vijendra.


DIRECTOR

-2-

7. Front page of research papers (till March) in the Journals notified on UGC website during the year as single pdf (document 6).
 8. Front page of books and chapters (till March) in edited volumes/books published and papers in national/ international conference proceedings during the year as single pdf (Document 7).
 9. Report on Extension activities carried out in the neighbourhood community, sensitizing students to social issues etc. for their holistic development to be submitted as single pdf (Document 8).
 10. Mr. Ravi Teli to contact Dr. Harshita Shrimali, Dr. Vijendra Maurya and Dr. Vishal Jain to collect reports of extension activities. Further, all heads must also send the reports if not covered by Dr. Harshita Shrimali, Dr. Vijendra Maurya and Dr. Vishal Jain.
 11. Details of awards and recognition received by students/faculty members/Appreciation letter to GITS as single pdf (Document 9).
 12. Mr. Ravi Teli to contact Mr. Neeraj Pandya to collect letters of appreciation received in the name of GITS.
 13. Functional MoUs to be submitted as single pdf (Document 10). Mr. Arvind Singh Pemawat to provide the relevant documents to Dr. Deepak Paliwal.
 14. Reports of MoU signing ceremony /notices of activity and outcomes to be submitted as single pdf (Document 11). Mr. Arvind Singh Pemawat to provide the relevant document to Dr. Deepak Paliwal.
- C. Data Template NAAC Criteria 3 (2022-23) has been shared. All are requested to fill the data template.

Documents preparation key responsibility as below:

Document 1	Document 2	Document 3	Document 4	Document 5	Document 6	Document 7
By Department	By Department	By Dr. Deepak Paliwal	By Mr. Latif Khan	By Dr. Vishal	By Department	By Department

Document 8	Document 9	Document 10	Document 11
By Dr. Harshita Shrimali and Dr. Vishal Jain	By Department and Mr. Neeraj Pandya	By Mr. Arvind Singh Pemawat	By Mr. Arvind Singh Pemawat

All documents must be sent in a folder (containing all required documents) on or before 10th April 2023 to hodmech@gits.ac.in

Regards,


 Dr. Deepak Paliwal


 DIRECTOR
 Geetanjali Institute of Technical Studies
 Dabok, UDAIPUR-313022 (Raj.)