

**MODERN INSTITUTE OF TECHNOLOGY  
DHALWALA, RISHIKESH**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF 1st MEETING (2020-21)**

A meeting of the IQAC was called upon by the IQAC Co-Ordinator, MIT in the IQAC office at A-Block on 06/11/2020 at 11:30 a.m. The meeting was presided over by IQAC Co-Ordinator Dr. Jyoti Juyal. The following members were present in the meeting

Dr. Jyoti Juyal

Dr. Koushalya Dangwal

Mr. Anshu Yadav

Mrs. Gita Chandola

Dr. L.M.Joshi

Mr. Pradeep Pokhriyal

Mr. Ajay Tomar

Dr. V.K.Sharma

The meeting was held after the Institute reopened after the Covid Pandemic to discuss the Plan of Action to be followed in the upcoming academic year. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the previous meeting of IQAC.
2. To discuss and formulate the Plan of Action for the upcoming academic year.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the Dr. Jyoti Juyal. She addressed all the faculties and members of the IQAC and said that since the Institute has re-opened after a long break due to Covid -19 pandemic, therefore there is a need to work with more perseverance and consistency to bring back the normal routine of the Institute. She also directed the HOD's to look after the arrangement of on-line classes in regular manner so that the students can get maximum benefit out of it.

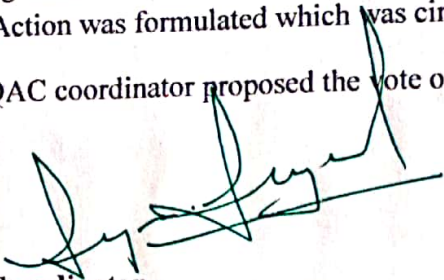
**1. To confirm on the minutes of the previous meeting of IQAC.**

The Coordinator briefed the minutes of the last meeting of the session 2019-20 held on-line on 16-04-2020. The minutes were circulated among the members and confirmed.

2. **To propose the Plan of Action for the upcoming academic year.**

All the members present discussed on the activities to be undertaken in the Plan of Action for the upcoming academic session. The suggestions given by the members were approved by all and a Plan of Action was formulated which was circulated among all.

The IQAC coordinator proposed the vote of thanks and the meeting ended with a positive note.



**IQAC Coordinator**


**Director, MIT**


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INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF 2nd MEETING (2020-21)

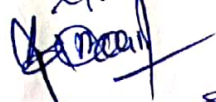
A meeting of the IQAC was called upon by the IQAC Co-Ordinator, MIT in A-Block on 20/02/2021 at 11:30 a.m. The meeting was presided over by IQAC Co-Ordinator Dr. Jyoti Juyal. The following members were present in the meeting


Dr. Jyoti Juyal

Dr. Koushalya Dangwal 

Mr. Anshu Yadav 

Mrs. Gita Chandola 

Dr. L.M.Joshi 

Mr. Pradeep Pokhriyal 

The meeting was held to discuss the action taken on the agendas discussed in the Plan of Action discussed in the meeting of November 2020. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the previous meeting of IQAC
2. To review the work done under the start up programme as discussed in the Plan of Action.
3. To plan for workshops/ seminars/ conferences/ guest lecture for upcoming session.
4. To review the promotional activities of the Institute through various social apps.
5. To review the different extension activities to be conducted as discussed in the POA.
6. To undertake whitewash work in the campus building.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the IQAC Co-Ordinator mentioning about the importance of IQAC and its functions for the up gradation of the Institute.

**1. To confirm on the minutes of the previous meeting of IQAC:**

The Coordinator briefed the minutes of the first meeting of the session 2020-21 held on 06-11-2021. The minutes were circulated among the members and confirmed.



**2. To review the work done under the start up programme as discussed in the Plan of Action.**

The department heads were asked about the progress and contribution of their departments in the start up programme. Dr. K.Dangwal, HOD, Dept. of Science, said that her department has started the formulation of making of Aloe-Vera gel based face wash. The Computer Science department will look after the labelling and advertisement of the product. The Department of Commerce will market the product. The raw material for the face wash i.e the Aloe Vera thus required will be grown in the campus.

**3. To plan for workshops/ seminars/ conferences/ guest lecture for upcoming session.**

All the HODs were asked to plan for a Institute Level Conference to be held in the month of March 2021. The topics for the same were discussed in the meeting. Guest Lecture Series were also planned in the meeting.

**4. To review the promotional activities of the Institute through various social apps.**

The Department of Computer Science was asked to promote the Institutional Activities through various social media platforms like Instagram, Facebook etc.

**5. To review the different extension activities to be conducted as discussed in the POA.**

All the Department heads were advised to carry on the extension activities in different fields. The suggestions to organise self defence classes for girls, scout and guide programmes, career counselling for students of 12th class in nearby schools etc. were also discussed.

**6. To undertake whitewash work in the campus building.**

It was also proposed to undertake whitewash and maintenance work in the campus building. For this one of the faculty member from each department will look after the maintenance work of their department.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.



**IQAC Coordinator**

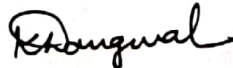
**Director, MIT**


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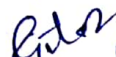
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF 3<sup>rd</sup> MEETING (2020-21)

A meeting of the IQAC was called upon by the IQAC Co-Ordinator, MIT in A-Block on 06/04/2021 at 11:30 a.m. The meeting was presided over by IQAC Co-Ordinator Dr. Jyoti Juyal. The following members were present in the meeting


Dr. Jyoti Juyal

Dr. Koushalya Dangwal 

Mr. Anshu Yadav 

Mrs. Gita Chandola 

Dr. L.M.Joshi 

Mr. Pradeep Pokhriyal 

The meeting was held to discuss the action taken on the agendas discussed in the 2<sup>nd</sup> meeting of IQAC held on 20/02/2021 and discuss on the current activities undertaken in the Institution. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the 2<sup>nd</sup> meeting of IQAC held on 20/02/2021.
2. To plan for conduction of semester examination as per university guidelines following Covid Protocol.
3. To review the different extension activities to be conducted as discussed in the POA.
4. To review whitewash work in the campus building.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the IQAC Co-Ordinator.

**1. To confirm on the minutes of the 2<sup>nd</sup> meeting of IQAC held on 20/02/2021.**

The Coordinator briefed the minutes of the second meeting of the session 2020-21 held on 20/02/2021. The minutes were circulated among the members and confirmed.

**2. To plan for conduction of semester examination as per university guidelines following Covid Protocol.**

The affiliating university has scheduled the semester examinations of different courses. The department heads and other responsible faculty members were asked to look into the arrangements made for the conduction of examination and conduct it safely as per the Covid SOP guidelines.

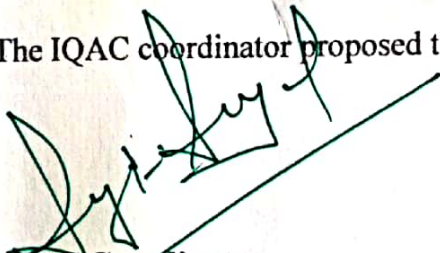
**3. To review the different extension activities to be conducted as discussed in the POA.**

All the HODs were asked to plan for different extension activities as discussed in the POA.

**4. To review whitewash work in the campus building.**

The whitewash work has been completed in the classrooms and laboratories. The HODs were asked to look into the arrangements of the classrooms and laboratories.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.



**IQAC Coordinator**

**Director, MIT**





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INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF 4<sup>th</sup> MEETING (2020-21)

A meeting of the IQAC was called upon by the IQAC Co-Ordinator, MIT in A-Block on 25/06/2021 at 11:30 a.m. The meeting was presided over by IQAC Co-Ordinator Dr. Jyoti Juyal. The following members were present in the meeting


Dr. Jyoti Juyal

Dr. Koushalya Dangwal 

Mr. Anshu Yadav 

Mrs. Gita Chandola 

Dr. L.M.Joshi 

Mr. Pradeep Pokhriyal 

The meeting was held to discuss the action taken on the agendas discussed in the 3<sup>rd</sup> meeting of IQAC held on 06/04/2021 and discuss on the current activities undertaken in the Institution. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the 3<sup>rd</sup> meeting of IQAC held on 06/04/2021.
2. To prepare the AQAR report of the Institute.
3. To initiate the process to apply for Cycle-II of the NAAC Accreditation.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the IQAC Co-Ordinator.

- 1. To confirm on the minutes of the 3<sup>rd</sup> meeting of IQAC held on 06/04/2021.**

The Coordinator briefed the minutes of the third meeting of the session 2020-21 held on 06/04/2021. The minutes were circulated among the members and confirmed.

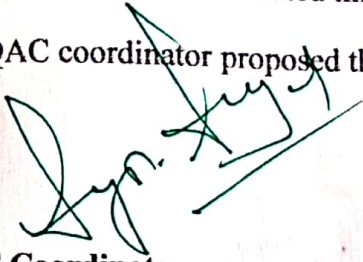
- 2. To prepare the AQAR report of the Institute.**

The HODs of all the departments were asked to prepare the AQAR report of their department till 31/07/2021 so that the AQAR report of the Institute could be prepared timely to submit it online.

**3. To initiate the process to apply for Cycle-II of the NAAC Accreditation.**

Since the Institute has to go for Cycle-II of NAAC Accreditation in the month of November 2021, all the departments were asked to prepare for the same and co-ordinate with each other so that the process can be initiated timely with all the formalities.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.



**IQAC Coordinator**

**Director, MIT**



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**ACTION TAKEN REPORT ON  
DECISION OF IQAC MEETING 2020-21**

<b>Meeting Date</b>	<b>Decision Taken</b>	<b>Action Taken</b>
06/11/20	Plan of Action Discussed for the Session 2020-21 The meeting was held after the Institute reopened after the Covid Pandemic.	Many activities as planned in the POA were achieved by the Institute, viz <ul style="list-style-type: none"> <li>● Introduction of new methods of online teaching through various apps. Trainings were conducted for the students and teachers to acquaint themselves with this new method of teaching.</li> <li>● Organised many extension activities</li> </ul>
20/02/21	Confirmation of 1 <sup>st</sup> meeting of IQAC for the session 2020-21 and discussion on activities planned under POA 2020-21	<ul style="list-style-type: none"> <li>● Confirmation of the minutes of 1<sup>st</sup> meeting by all the members.</li> <li>● Whitewash and Building maintenance work was carried on.</li> <li>● Different extension activities were carried on.</li> </ul>
06/04/21	Confirmation of 2 <sup>nd</sup> meeting of IQAC for the session 2020-21	<ul style="list-style-type: none"> <li>● Confirmation of the minutes of 2<sup>nd</sup> meeting by all the members.</li> <li>● Organised seminar and workshops for the benefit of the students and teachers.</li> <li>● The progress of the activities planned was tracked and further activities were chalked out.</li> </ul>
25/06/21	Confirmation of 3 <sup>rd</sup> meeting of IQAC for the session 2020-21	<ul style="list-style-type: none"> <li>● Confirmation of the minutes of 3<sup>rd</sup> meeting by all the members.</li> <li>● Different extension activities were carried on.</li> <li>● Organised online classes of different courses for completion of their syllabi.</li> <li>● Sharing of study material to students of different courses by the faculty through different online educational platforms and video conferencing apps like Zoom, Google Meet, Google Classroom, Whatsapp etc.</li> </ul>