

MODERN INSTITUTE OF TECHNOLOGY
DHALWALA, RISHIKESH

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF 1st MEETING (2019-20)

A meeting of the IQAC was called upon by the Director, MIT in the IQAC office at A-Block on 06/06/2019 at 10:00 a.m. The meeting was presided over by Secretary, Sh. H.G.Juyal. The following members were present in the meeting

1. Sh. H.G.Juyal
2. Dr. Jyoti Juyal
3. Dr. Koushalya Dangwal
4. Mr. Anshu Yadav
5. Mrs. Gita Chandola
6. Dr. L.M.Joshi
7. Mr. Pradeep Pokhriyal
8. Mr. Ajay Tomar
9. Dr.V.K.Sharma

The meeting was held to discuss the Plan of Action to be followed in the upcoming academic year. All the members were present in the meeting. The following agendas were discussed in the meeting.

1. To change the IQAC Coordinator.
2. To confirm on the minutes of the previous meeting of IQAC.
3. To propose 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 Secretary Sh. H.G.Juyal and remarks about the importance of IQAC and its functions for the up gradation of the Institute.

1. To change the IQAC Coordinator.

As the tenure of the current NAAC coordinator has come to an end, therefore the name for the new coordinator was discussed and Dr. Jyoti Juyal, Head, Dept. of Education was chosen as New IQAC Coordinator.

2. 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 18-01-2019. The minutes were circulated among the members and confirmed.

3. 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 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 2nd MEETING (2019-20)

A meeting of the IQAC was called upon by the Director, MIT in the conference hall at B-Block on 06/11/2019 at 10:00 a.m. The meeting was presided over by Secretary, Sh. H.G.Juyal. The following members were present in the meeting

1. Sh. H.G.Juyal
2. Dr. Jyoti Juyal
3. Dr. Koushalya Dangwal
4. Mr. Anshu Yadav
5. Mrs. Gita Chandola
6. Dr. L.M.Joshi
7. Mr. Pradeep Pokhriyal
8. Mr. Ajay Tomar
9. Dr.V.K.Sharma

The meeting was held to discuss the action taken on the agendas discussed in the Plan of Action discussed in the meeting of June 2019. All the members were present in the meeting. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the previous meeting of IQAC
2. To enhance the value added / diploma programmes in the Institute and to enhance the number of students in each department.
3. To include Remedial classes/ Personality Development programme as part of the time table in every department.
4. To form different clubs like viz. Literacy Club, Cultural Club, Sports Club, Environmental Club and MIT for Society Club.
5. To plan for Strengthening of Research environment in the Institute and industry-academia linkages.
6. To promote "Fit India Movement" as per the instructions of MHRD and UGC.
7. To plan workshops/ seminars/ conferences/ guest lecture for upcoming session.
8. To strengthen the website of the Institute and create a separate window for providing e-study material to the students.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the Secretary Sh. H.G.Juyal and remarks 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 2019-20 held on 10-06-2019. The minutes were circulated among the members and confirmed.

2. To enhance the value added / diploma programmes in the Institute and to enhance the number of students in each department.

The department heads were encouraged to seek more value added/diploma programmes for the benefit of the students and thereof make strategies to increase number of students taking admission for these programmes running in each department.

3. To include Remedial classes/ Personality Development programme as part of the time table in every department.

The strategies to for remedial classes and personality development programmes were discussed in the meeting. It was decided that the remedial classes/personality development programmes will be included in the time table of each department and the subject expert from one department will visit or provide guidance to the students of other department and vice-versa. It was also found out that the most needed field for personality development is English communication and IT.

4. To form different clubs like viz. Literacy Club, Cultural Club, Sports Club, Environmental Club and MIT for Society Club.

Different clubs like viz. Literacy Club, Cultural Club, Sports Club, Environmental Club and MIT for Society Club were formed in the meeting. The Coordinator, the members and the objectives and events to be organized by each club were decided in the meeting.

5. To plan for Strengthening of Research environment in the Institute and industry-academia linkages.

All the department heads were encouraged to work on different research projects possible in their field. The HOD's were also encouraged to link up with various Institutes of national and international repute for faculty/ student exchange or research collaboration.

6. To promote "Fit India Movement" as per the instructions of MHRD and UGC.

It was decided to promote "Fit India Movement" as per the instructions of MHRD and UGC. For this a period of games and sports will be included in the time table of each department.


7. **To plan workshops/ seminars/ conferences/ guest lecture for faculty in the upcoming session.**

It was decided to organize a conference on Social Ethics for the faculty. Dr. Jyoti Juyal, Dr. L.M.Joshi and Dr. K.Dangwal will look after the organization of the conference.

8. **To strengthen the website of the Institute and create a separate window for providing e-study material to the students.**

The website of the Institute needs to be improved for creating a separate window for providing easy access of e-study materials to the students. Mr. Pradeep Pokhriyal, Head, Dept. of CS/IT will look after this matter.

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



IQAC Coordinator

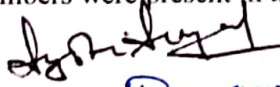
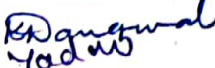
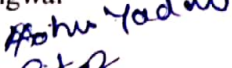
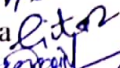
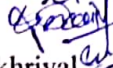





Director, MIT

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF 3rd MEETING (2019-20)**

A meeting of the IQAC was called upon by the Director, MIT in the conference hall at B-Block on 06/02/2020 at 10:00 a.m. The meeting was presided over by IQAC Coordinator, Dr. Jyoti Juyal. The following members were present in the meeting

1. Dr. Jyoti Juyal 
2. Dr. Koushalya Dangwal 
3. Mr. Anshu Yadav 
4. Mrs. Gita Chandola 
5. Dr. L.M.Joshi 
6. Mr. Pradeep Pokhriyal 
7. Mr. Ajay Tomar 
8. Dr.V.K.Sharma 

The meeting was held to discuss the action taken on the agendas discussed in the previous meeting of November 2019. All the members were present in the meeting. The following agendas were discussed in the meeting.

1. To confirm on the minutes of the previous meeting of IQAC
2. To track the progress of different departments as per the plan of action.
3. To plan workshops/ seminars/ conferences/ guest lecture for upcoming session.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the Dr. Jyoti Juyal and remarks about the importance of different activities discussed in the Plan of Action.

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

The Coordinator briefed the minutes of the second meeting of the session 2019-20 held on 06-11-2019. The minutes were circulated among the members and confirmed.

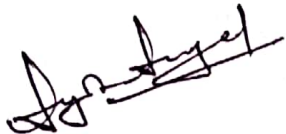
2. To track the progress of different departments as per the plan of action.

The Coordinator discussed the measures being taken by all the departments to improve students' performance. The discussion included strategies on remedial classes and personality development programmes, organization of different events under the Clubs formed and participation of maximum number of students.

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

It was decided to organize a Financial Education Workshop for the betterment of the students so as to empower them with financial education. Dr. Jyoti Juyal will look after the organization of the conference. The respective Department Heads were assigned their duties and asked to give names of the students from their Departments to attend the workshop.

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 4th MEETING (2019-20)**

An online meeting of the IQAC was called upon by the IQAC Co-ordinator on 16/04/2020 at 10:00 a.m. The meeting was presided over by Secretary, Sh. H.G.Juyal. The following members were present online in the meeting

1. Sh. H.G.Juyal
2. Dr. Jyoti Juyal
3. Dr. Koushalya Dangwal
4. Mr. Anshu Yadav
5. Mrs. Gita Chandola
6. Dr. L.M.Joshi
7. Mr. Pradeep Pokhriyal
8. Mr. Ajay Tomar
9. Dr.V.K.Sharma

The meeting was held to discuss the action to be taken during the pandemic in terms of completion of the syllabi of different courses and conduction of classes. The following agendas were discussed in the meeting.

1. To undertake online classes of different courses for completion of their syllabi.
2. To form whatsapp group of the students class wise to share necessary information regarding the classes, sharing study material, online demonstration of practicals and conduction of examination.
3. To provide the students with study material through social networking platforms like Zoom, Google meet, Google Classroom, etc.
4. To provide training to the faculty members to enable them to use the social media effectively.
5. To plan online workshops/ seminars/ conferences/ guest lecture during the pandemic.
6. To start new courses in Yoga, M.A.Education and Hotel Management.

The minutes of the meeting are as follows:

The meeting commenced with the welcome address by the Secretary Sh. H.G.Juyal.

1. To undertake online classes of different courses for completion of their syllabi.

It was decided to continue the classes of the students through online platform. Each Department Head was asked to track the progress of each course of their department and form a schedule to organise the online class.

- 2. To form whatsapp group of the students class wise to share necessary information regarding the classes, sharing study material, online demonstration of the classes and conduction of examination.**

The Department Heads were asked to form whatsapp group of the students class wise so as to share necessary information regarding the scheduling of the classes, sharing of the study material, submission of assignments, online demonstration of the practicals and conduction of examination. The faculty members were encouraged to guide the students in any problem they face during the pandemic related to their studies.

- 3. To provide the students with study material through online educational platforms and video conferencing apps like Zoom, Google meet, Google Classroom, etc.**

The faculty members were encouraged to get acquainted themselves with various online educational platforms and video conferencing apps like Zoom, Google meet, Google Classroom, etc. and share study material with the students.

- 4. To provide training to the faculty members to enable them to use the online educational platforms and video conferencing apps effectively.**

The IT Department was asked to provide training to the faculty members of the Institute in working with online educational platforms and video conferencing apps.

- 5. To plan online workshops/ seminars/ conferences/ guest lecture during the pandemic.**

The IQAC members also discussed as to how to conduct online workshops/ seminars/ conferences/ guest lecture during the pandemic. IQAC also proposed to conduct a webinar in the upcoming months.

- 6. To start new courses in Yoga, M.A.(Education) and Hotel Management.**

The IQAC members also discussed on starting new courses in the Institution. It was decided to initiate process to start courses in Yoga, M.A(Education) and Hotel Management.

With the above discussions, the meeting came to an end. The vote of thanks was proposed by the IQAC coordinator.

IQAC Coordinator

Director, MIT

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**ACTION TAKEN REPORT ON
DECISION OF IQAC MEETING 2019-20**

Meeting Date	Decision Taken	Action Taken
06/06/2019	Plan of Action Discussed for the Session 2019-20	<p>Many activities as planned in the POA were achieved by the Institute, viz</p> <ul style="list-style-type: none"> ● Introduction of new courses B.Sc.(PCM) and New Tally certificate ● Signed an MOU with PLMS Govt. PG College Rishikesh ● Organised International and National Webinar ● Organised many extension activities
06/11/2019	Confirmation of 1 st meeting of IQAC for the session 2019-20 and discussion on activities planned under POA 2019-20	<ul style="list-style-type: none"> ● Confirmation of the minutes of 1st meeting by all the members. ● Introduction of B.Sc. (PCM) as a new course. ● Formation of Different Clubs and Committees to organise the activities as discussed under the POA.
06/02/2020	Confirmation of 2 nd meeting of IQAC for the session 2019-20	<ul style="list-style-type: none"> ● Confirmation of the minutes of 2nd meeting by all the members. ● Organised seminar and workshops for the benefit of the students and teachers. ● The progress of the activities planned were tracked and further activities were chalked out.
16/04/2020	Online 4 th meeting of IQAC for the session 2019-20	<ul style="list-style-type: none"> ● Confirmation of the minutes of 3rd meeting by all the members. ● Organised online classes of different courses for completion of their syllabi. ● 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. ● Training of faculties to use different online educational platforms and video conferencing apps. ● Conducted national and international webinar during the pandemic.