ROORKEE INSTITUTE OF TECHNOLOGY

Managed by : Himalayan Charitable Trust | Approved by : AICTE, Ministry of HRD (Govt. of India)
Affiliated to : Uttarakhand Technical University, Dehradun & Uttarakhand Board of Technical Education, Roorkee
8th Km, Dehradun Road, Puhana, Roorkee - 247667 (Uttarakhand) Fax : 01332-234035
Email : ritroorkee@gmail.com Website : www.ritroorkee.com Mob.: 9927099210, 9927099219

Des. No: -

Date-20/08/2019

Notice

The meeting of all Teaching and Non-teachingstaff is hardy informed that NAAC meeting and agenda scheduled on 20/08/2019, at 03:00 PM in Director Cabin is as follows: -

Agenda:

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing of Vision, Mission and Core Values of Institute.
6. Defining PEOs, POs and PSOs of the program.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

DIRECTOR

Director
Roorkee Institute of Technology
Roorkee

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Minutes of Meeting

Agenda:1 About initiating NAAC work.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all Teaching and Non-teaching staff was provided with revised NAAC Manual released in March-2019 for basic understanding and study.

Agenda:2 Discussion about NAAC Accreditation and Assessment process.

Resolution:

It was unanimously decided that NAAC application is to be submitted in academic year 2019-20 i.e. in month of Jan/Feb 2020.

New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650 Marks)
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

Agenda:3 Formation of NAAC Steering/Core Committee.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC Core/ Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee is constituted by approval of all and Dr. Deepak Arya is selected as NAAC Coordinator.

Agenda:4 Formation of IQAC.

Resolution:

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on 24/08/2019 at 03:00 PM in Director Cabin.

Further, It was resolved that Dr. Bhasker P. Choudhary shall act as IQAC Coordinator.

Agenda:5 Framing of Vision, Mission and Core Values of Institute.

Resolution:

Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing Vision, Mission and Core Values of Institute for setting quality benchmark.

So, it was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

Agenda:6Defining of PEOs, POs and PSOs of the program.

Resolution:

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOs, POs and PSOs of the program.

So, it was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOs, POs and PSOs of the program. This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of the program and submitting report to Director. Once PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.

Agenda:7 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

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Attendance

S.N.	Name of Employee	Designation	Signature
1.	Dr. Parag Jain	Director	
2.	Mr. Munendra	Asstt. Professor	
3.	Mr. Devendra Saxena	CAO	
4.	Mr. Ajay Singh	Professor	
5.	Dr. Amit Tanwar	Professor	
6.	Dr. Nupur Goyal	Professor	
7.	Dr. Sushil Choudhary	Asstt. Professor	
8.	Dr. Deepak Arya	Professor	
9.	Mr. Vishal Sharma	Professor	
10.	Dr. Sachin Srivastava	Professor	
11.	Dr. S.R. Khankariyal	Professor	
12.	Dr. Dinesh	Asstt. Professor	
13.	Dr. Aruna Bhatt	Asstt. Professor	
14.	Dr. Bhasker P. Choudhary	Asstt. Professor	
15.	Dr. Prachi Rana	Asstt. Professor	
16.	Dr. Pooja Joshi	Asstt. Professor	
17.	Dr. Nirmesh Sharma	Asstt. Professor	
18.	Dr. Raushan Thakur	Asstt. Professor	
19.	Mr. Amod Krishna	TPO	
20.	Mr. Ajay Soin	PA to Management	
21.	Mr. Srikant Tyagi	AAO	
22.	Mr. Pradeep Kumar	Warden (Boys)	
23.	Ms. Deepakshi Sharma	Warden (Girls)	
24.	Mr. Mudassar	Accountant	
25.	Mr. Manoranjan Dhyani	Librarian	
26.	Mr. Rajveer	Library Asst.	
27.	Mr. Vikas Sharma	Lab Technician	
28.	Mr. Mohit Dhiman	Lab Technician	
29.	Mr. Kapil Tyagi	Clerk	
30.	Mr. Vikrant Kashyap	Clerk	
31.	Mr. Gopi Dhiman	IT Cell	
32.	Mr. Rajveer	Driver	
33.	Mr. Pravesh Kumar	Off. Peon	
34.	Mr. Mangey Ram	Watchman	
35.	Mr. Kaka	Sweeper	

DIRECTOR

Director
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Action Taken Report of Meeting held on 20/08/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All Teaching and concerned Non-teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 20/08/2019.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 20/08/2019 and First Meeting of IQAC is planned on 24/08/2019.
4.	Framing of Vision, Mission and Core Values of Institute and Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) is formed at institute dated 20/08/2019.

DIRECTOR

Director
Roorkee Institute of Technology
Roorkee