

16.05.2019

Notice

A meeting of the faculty members of Sector 128 campus will be held tomorrow, 17.05.2019 at 01:20 PM in LT 3, Sector-128 Campus, Noida.

Dr Monali Bhattacharya, Secretary CIQAC is requested to make it convenient to attend the meeting.

The meeting will be chaired by the undersigned.

Agenda: Discussion of Course Mapping with CO-PO

Review of forthcoming UGC Visit


(Prof. Hari Om Gupta)

Convener,

Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF FACULTY MEMBERS OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, SECTOR 128 - CAMPUS, NOIDA HELD ON 17.05.2019 AT JIIT, SECTOR-128, NOIDA

The Convener of CIQAC, Prof. Hari Om Gupta held a meeting with the faculty members of Sector 128 Campus of Jaypee Institute of Information Technology on May 17, 2019 at 01:20 PM in room LT3 in sector 128 campus. 62 faculty members attended the meeting from various departments.

Dr Monali Bhattacharya, Secretary - IQAC also attended the meeting.

ITEM-1: Welcome and Opening Remarks by the Convener:
The Convener welcomed all the students for attending the meeting.

- ITEM-2: Issues encountered while mapping courses with CO-PO:**
The faculty discussed different problems they were encountering while mapping the courses with CO-PO attainment and in compilation branch wise. But it was affirmed by all that CO-PO mapping had been a learning exercise to make electives richer in content and aligned with social, moral and industry needs of today.
The faculty members thanked the Director for replacing of PCs and requested for expediting the purchase of some software.
- ITEM-3: Review of preparations for the forthcoming UGC visit:**
Director of Campus 128 informed the faculty that UGC team is expected to visit Sector 128 campus on May 21, 2019. The faculty members apprised him of their preparations having been completed as per the delegated and assigned roles and responsibilities given to them for the visit.
- ITEM-4: Any other item, decided by the Convener:**
Since, there was no other point raised apart from the given issues, the meeting ended with the students thanking the Chair and the Convener wishing them success.

Monali

Dr Monali Bhattacharya
Secretary CIQAC

09.04.2019

Notice

A meeting of IQAC members has been scheduled today, April 9, 2019 at 4.00p.m.. All sub-committee members are requested to kindly make it convenient to be present in the VC conference room today at 4.00p.m. The meeting will be chaired by Coordinator of IQAC Prof. Hariom Gupta.

Agenda: Discussion of IQAR Report 17-18


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell.

**MINUTES OF THE MEETING OF SUB-COMMITTEE MEMBERS OF IQAC HELD
ON APRIL 9, 2019 AT 04:00 PM IN VICE CHANCELLORS' CONFERENCE ROOM,
SECTOR-62, NOIDA.**

A meeting of Sub-committee members of CIQAC, with the Convener, CIQAC was held on April 9, 2019, Tuesday at 04:00 PM in Vice Chancellors' Conference Room, Sector-62, Noida. The meeting was chaired by the Convener, CIQAC Prof. Hari OM Gupta.

Following Members could not attend the meeting and were granted Leave of Absence by the Chair:

- Prof. Vikas Saxena
- Prof. R.C. Mittal
- Dr. Vikram Karwal
- Dr. Sujata Mohanty
- Dr. S.Suresh
- Dr Manish Thakur
- Dr Pankaj Yadav

ITEM -1: Welcome and Opening Remarks by the Chair:

The Convener, CIQAC accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2: Discussion of IQAR Report 17-18

The problems faced while uploading the IQAR report 2017-18 on NAAC website, owing to the changes of uploading system were discussed. Different tasks were assigned to the members to expedite the process of uploading and look into the matter of the problems being faced. It was decided that all the subcommittee members would come together and do whatever task is assigned for filling of IQAR Report.

ITEM -3: Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Monali

Monali Bhattacharya

Secretary, CIQAC

15.02.2019

Notice

A meeting of Institute Administrative Committee has been scheduled to be held on Monday, February 18, 2019 at 3:30 PM in the VC'S Conference Room, to discuss the Recommendations Report of IQAC Committee for 2018, and the Audit Committees' Reports, 2018 for all the Academic and Non Teaching Departments.

The meeting will be chaired by Hon'ble Vice Chancellor.

All the Deans and Heads of the Departments (Teaching and Non Teaching) are requested to attend the meeting.

Director, Sector 128 and Convener, CIQAC, Prof. Hari Om Gupta is requested to kindly make it convenient to attend the meeting, along with Secretary IQAC, Dr Monali Bhattacharya.

Relevant documents are attached for ready reference.


Raju Sangal
Registrar

Jaypee Institute of Information Technology
A-10, Sector-62, Noida,
Phone - 0120 2400973 to 976. (Ext-600)

19.02.2019

Notice

The above meeting was partially held yesterday at 2.30 pm in the VC's Conference Room, and the same was adjourned at 4.00 pm due to certain unavoidable reasons.

The meeting will continue today, February 19, 2019 at 3.00 pm in the VC's Conference Room. All are requested to please attend.


Raju Sangal
Registrar

Jaypee Institute of Information Technology
A-10, Sector-62, Noida,
Phone - 0120 2400973 to 976. (Ext-600)

**MINUTES OF THE MEETING OF INSTITUTE ADMINISTRATIVE COMMITTEE
OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON
FEBRUARY 18, 2019 AT JIIT, SECTOR 62, NOIDA**

A meeting of Institute Administrative Committee was held on Monday, February 18, 2019 at 02:30 PM in VC Conference Room, Sector-62 Campus, Noida.

The meeting was chaired by the Honorable Vice Chancellor, JIIT, Prof. S.C. Saxena.

The following members were present:

- Prof. Hari Om Gupta, Director, Sector 128 and Convener, CIQAC
- Prof. D. K. Rai, Dean, A & R
- Prof. Shweta Srivastava (Head, ECE),
- Prof. Alka Tripathi (Head, Mathematics),
- Prof. Rajnish Mishra (Head, JBS),
- Prof. Vikas Saxena (Coordinator, CS & IT, Sector 62),
- Prof. Krishna Asawa (Coordinator, CS & IT, Sector 128),
- Dr Pammi Gauba (Coordinator, Biotechnology)
- Col. P.C. Malhotra (Head, Administration),
- Mr Ashish Banerjee (Chief Finance Officer),
- Mr. Raju Sangal (Registrar),
- Mr S C Moondra (Facility Management),
- Prof Krishna Sundari (Environment),
- Dr. Pankaj Yadav (Head, JYC)
- Prof. R. K. Dwivedi
- Dr Monali Bhattacharya, Secretary, CIQAC

Following members were granted leave of absence by the Honorable Vice Chancellor:

- Mr Kapil Sud, Dean, Students Welfare & Head, Training & Placement
- Prof. Alka Sharma, Dean & Head, HSS
- Prof. S. C. Katyal (Head, PMSE)
- Mr Akhilesh Sachan (Head, IT)

Further, Ms. Anita Marwah was requested to attend the meeting to represent the Training & Placement cell.

ITEM-1: Welcome and Opening Remarks by the Chair:

Honorable Vice Chancellor Prof. S.C. Saxena accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM-2: Discussion on Action Taken Report of 2016-17 Recommendations:

Honorable Vice Chancellor read out point wise various actions taken for all the recommendations as given in the report.

The Action taken details for all the recommendations were ratified by the committee except for recommendation 2 that stated 'longer duration of internship for at least 6 months in Electronics to be undertaken'. It was discussed and decided that internship for 8 weeks would also suffice as per the industry needs.

ITEM-3: Discussion on Audit Reports of Academic Departments:
Honorable Vice Chancellor discussed the performance of all the seven academic departments as assessed by the respective Audit Committees. Department of Mathematics was asked to review its performance on account of its scoring less as compared to the other departments.

ITEM-4: Discussion on Audit Reports of Non-Teaching Departments:
Honorable Vice Chancellor took up the audit reports of all the eight non teaching departments and discussed the observations and the recommendations given by the auditors in detail. The comments by the Audit committees pertaining to the various non-teaching departments are as given below:

Audit of Finance: The various recommendations of the Auditors of Finance department were discussed and CFO will look into the matter of efficient processing and clearing of bills received from sector 128.

Registry and Finance departments were suggested to coordinate and find out the point of delay for release of scholarships.

Registry was also directed to make a provision of feedback collection for finance related issues in its new ERP system.

Audit of Registry: The recommendations of Auditors for Registry were considered and it was concluded that all the recommendations will automatically be taken care of with the introduction of new ERP software being undertaken by the Registry.

It was recommended that one point of contact for procedure related issues could be initiated by Registry to handle all the complaints.

Audit of Facility Management: The recommendations of the Audit Committee for Facility Management were discussed point wise and the Head of Facility Management will take care of the recommendations.

He was asked especially to make a provision to arrange for right kind of shoes for the personnel entering the plant room to ensure safety.

Audit of Environment: The recommendations of the Audit Committee constituted to oversee the environment related issues were considered and the committee felt that the auditors' recommendation for keeping color coded disposal bins at appropriate places could to be taken into account while purchasing the bins.

The In charge for environment related issues will make the emergency evacuation plans display, more specific in the campus areas.

Audit of IT: It was decided by the committee that Convener IQAC would discuss with the IT department to see the feasibility of working on the recommendations of the auditors.

Audit of JYC: In charge, JYC will look into the recommendation put forth by the auditors for taking care of complete details of budget and external sponsorship for hub activities.

Audit of Training & Placement: Department of T&P cell will coordinate with Dr. Prakash Kumar, Associate Dean of Students and Coordinator, Alumni Cell to take care of recommendations pertaining to enhancing job opportunities.

T&P was also directed to collect an informal feedback along with formal feedback from the recruiters coming for on campus placement to get their subjective opinion for further improvisation of placement drives.

Audit of Administration: The recommendations of the Auditors for Administration were summarized by the Convener, CIQAC.

The Convener of CIQAC briefed the committee about his previous meeting with the auditors of facility management and administration along with their respective heads.

He apprised everyone with the follow-up having been taken care of through synchronization of the two departments for handling of complaints by the Head, Facility Management.

The Head of Facility Management handed over the Performa created by him for the same to the Honorable Vice Chancellor and Convener, CIQAC.

ITEM-5:

Any other item, decided by the Convener:

The meeting was adjourned with a decision to take up the Recommendations of IQAC committee next day on February 19, 2019.

The Honorable Vice Chancellor and the committee appreciated and praised the auditors for having done their work in a stupendous manner.

The meeting ended with the Vote of Thanks to the Chair.



(Prof. Hari Om Gupta)

Convener,

Institute Quality Assurance Cell.

**MINUTES OF THE MEETING OF INSTITUTE ADMINISTRATIVE COMMITTEE
OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON
FEBRUARY 19, 2019 AT JIIT, SECTOR 62, NOIDA**

A meeting of Institute Administrative Committee was held on Tuesday, February 19, 2019 at 03:00 PM in VC Conference Room, Sector-62 Campus, Noida.

The meeting was chaired by the Honorable Vice Chancellor, JIIT, Prof. S.C. Saxena.

The following members were present:

- Prof. Hari Om Gupta, Director, Sector 128 and Convener, CIQAC
- Prof. D. K. Rai, Dean, A & R
- Prof. Alka Sharma (Dean & Head, HSS)
- Prof. Shweta Srivastava (Head, ECE),
- Prof. Alka Tripathi (Head, Mathematics),
- Prof. Rajnish Mishra (Head, JBS),
- Prof. Vikas Saxena (Coordinator, CS & IT, Sector 62),
- Prof. Krishna Asawa (Coordinator, CS & IT, Sector 128),
- Dr Pammi Gauba (Coordinator, Biotechnology)
- Col. P.C. Malhotra (Head, Administration),
- Mr Ashish Banerjee (Chief Finance Officer),
- Mr. Raju Sangal (Registrar),
- Mr S C Moondra (Facility Management),
- Prof Krishna Sundari (Environment),
- Dr. Pankaj Yadav (Head, JYC)
- Mr Akhilesh Sachan (Head, IT)
- Prof. R.K.Dwivedi
- Dr Monali Bhattacharya, Secretary, CIQAC

Following members were granted leave of absence by the Honorable Vice Chancellor:

- Mr Kapil Sud, Dean, Students Welfare & Head, Training & Placement
- Prof. S. C. Katyal (Head, PMSE)

Further, Ms. Anita Marwah was requested to attend the meeting to represent the Training & Placement cell.

ITEM-1: Welcome and Opening Remarks by the Chair:
Honorable Vice Chancellor Prof. S.C. Saxena accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM-2: Discussion on Recommendations of IQAC Observations & Recommendations Report, 2018:
Honorable Vice Chancellor read out point wise various recommendations as

given in the report.

Detailed discussion was taken up for all the recommendations and it was found that the Institute had already started working on them. However few important points in some of the recommendations were taken up, with follow-up suggestions by the committee for better implementation of the same, which are as given under:

- It was felt that proper motivation and monitoring was required to be undertaken to get more research projects for the Institute. The Institute may appoint a Faculty-In Charge for this purpose.
- Inter-departmental collaboration and joint supervision could be taken up with the disciplines of ECE, CS, Physics and Mathematics. It was decided that Dean, Academic & Research would oversee this work.
- It was suggested that a Hub could be created in order to work on the suggestion of Alumni and Parents regarding personality development and inculcating of reading habit amongst students. A dire need to have a feasible and successful mechanism for it was felt by all the members. Dean Students' Welfare and Dr Pankaj Yadav, In-charge JYC, may submit the proposal.
- The recommendation of IQAC committee for creating a Brand name of Jaypee Business School was taken up very seriously by the committee members. It was decided that putting up of hoardings of JBS at proper places needs to be ensured apart from students putting in concentrated efforts of popularizing JBS through participation in national/International Competitions, just as IIIT does. Further suggestions were sought in this regard.
- It was decided that Non Teaching Staff training programmes should continue.
- The committee gave the responsibility of further strengthening Student Entrepreneurship and incubation cell to Dr Prashant Kaushik and Dr Dharmendra.
- It was decided that the attendance data should be made available to all instead of only the mentors as had been recommended by the IQAC Committee.

ITEM-3: Any other item, decided by the Convener:

Since no other matter was raised the meeting ended with the Vote of Thanks to the Chair.


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell.

01.02.2019

Notice

There shall be a meeting of the Auditors of Maintenance and Administration Departments and the Head, Maintenance, JIIT, with the Convener, CIQAC, on Saturday, February 2, 2019, at 12:00 Noon in the VC Conference Room, JIIT, Noida, Sector 62 campus. The meeting will be chaired by the undersigned.

Agenda: Resolving issue of synchronising the working of Administration and Maintenance


(Prof. Hari Om Gupta)

Convener,

Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF HEAD, MAINTENANCE AND AUDIT COMMITTEE MEMBERS OF NON-TEACHING DEPARTMENTS OF MAINTENANCE AND ADMINISTRATION OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON 02.02.2019 AT 12:00 NOON AT JIIT, SECTOR-62, NOIDA:

A meeting of Head, Maintenance and Audit committee members of non-teaching departments of Maintenance and Administration of Jaypee Institute of Information Technology, Noida was held on 02.02.2019 at 12:00 noon At JIIT, Sector-62, Noida.

ITEM -1: Welcome and Opening Remarks by the Convener:

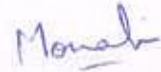
The Convener accorded a very warm welcome to all the members for having made it convenient to attend the meeting for Audit of Non-Academic Departments. He profusely thanked the respective Heads of Non Academic Departments and all audit committee members present, for attending the meeting.

ITEM -2: Synchronisation of two Non Teaching Departments:

The auditors gave a detailed account of the problems faced in the auditing process of Administration and Maintenance. The major issue was about certain departments being handled by Maintenance and Administration both leading to lack of synchronisation of processes. The Convener, IQAC after listening to all the sides directed the head of Maintenance to take over the charge as single point for whichever concern was required to be acted upon by them.

ITEM -3: Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.



Dr Monali Bhattacharya

Secretary, CIQAC

22.01.2019

Notice

There shall be a meeting of the Auditors of Administration Department and the Head, Administration and Admin Manager, JIIT, with the Convener, CIQAC today, on January 22, 2019, at 3:30 PM in the VC Conference Room. The meeting will be chaired by the undersigned.

Agenda: Issues faced while auditing Administration department.


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF THE AUDITORS OF ADMINISTRATION DEPARTMENT AND THE HEAD, ADMINISTRATION AND ADMIN MANAGER, OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON 22.01.2019 AT 03:30 PM AT JIIT, SECTOR-62, NOIDA.

A meeting of the Auditors of Administration Department and the Head, Administration and Admin Manager along with Secretary IQAC, Jaypee Institute of Information Technology, Noida was held on 22.01.2019 at 03:30 PM at JIIT, Sector-62, Noida.

Members present:

Col. P.C. Malhotra, Head, Administration

Mr Ajit Tomar, Admin Manager

Dr Papia Choudhary

Dr Jasmine Saini

Mr Mihir Jha was granted leave of absence by the Convener IQAC.

ITEM -1: Welcome and Opening Remarks by the Convener:

The Convener accorded a very warm welcome to all the members for having made it convenient to attend the meeting.

ITEM -2: Issues faced while auditing Administration department:

The auditors gave a detailed account of the problems faced in the auditing process of Administration. Some of the important issues raised by the auditors are underlined below:

One of the important issues raised was regarding the access to many files being denied by Administration department. The Convener, IQAC directed the Admin Manager to facilitate the request as it was important for complete auditing.

Another important issue was auditors' complaint about many departments being handled by Maintenance department and Administration department together. The auditors shared their observation of having no single point of responsibility defined. The Secretary noted the observation as recommendation of auditors.

ITEM -3: Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.



Dr Monali Bhattacharya

Secretary, CIQAC

27.11.2018

Notice

A meeting of the faculty members of Sector 128 campus will be held tomorrow, 28.11.2018 at 04:30 PM in LT 3, Sector-128 Campus, Noida.

Dr Monali Bhattacharya, Secretary CIQAC is requested to make it convenient to attend the meeting.

The meeting will be chaired by the undersigned.

Agenda: Discussion of Faculty Concerns in Open Forum


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF FACULTY MEMBERS OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, SECTOR 128 - CAMPUS, NOIDA HELD ON 28.11.2018 AT JIIT, SECTOR-128, NOIDA

The Convener of CIQAC, Prof. Hari Om Gupta held a meeting with the faculty members of Sector 128 Campus of Jaypee Institute of Information Technology on November 27, 2018 at 04:30 PM in room LT3 in sector 128 campus. 58 faculty members attended the meeting from various departments.

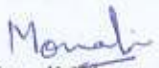
Dr Monali Bhattacharya, Secretary - IQAC also attended the meeting.

ITEM-1: Welcome and Opening Remarks by the Convener:
The Convener welcomed all the students for attending the meeting.

ITEM-2: Issues Discussed in an Open Forum:
The faculty discussed certain issues regarding enhancing infrastructural facilities and upgradation of hardware and software in PCs. The faculty members requested for changing of personal systems as well. The Convener, IQAC assured the faculty members that by year end, all the older versions of

PCs would be replaced by the newer ones.

- ITEM-3: Interim Relief in lieu of 7th Pay Commission:**
Faculty thanked the Convener, IQAC for providing an interim relief lieu of 7th Pay Commission and requested for implementation of 7th Pay Commission.
- ITEM-4: Any other item, decided by the Convener:**
Since, there was no other point raised apart from the given issues, the meeting ended with the students thanking the Chair and the Convener wishing them success.


Dr Monali Bhattacharya
Secretary CIQAC

09.10.2018


Notice

A meeting of Convener, Committee for Institute Quality Assurance Cell with students will be held on 10.10.2018 at 04:00 PM in LT-1, Sector-128 Campus, Noida. All students are requested to attend the meeting.

Dr. Monali Bhattacharya, Secretary, CIQAC is also requested to attend the meeting.

The meeting will be chaired by the undersigned.

Agenda: Interaction with Students



(Prof. Hari Om Gupta)

Convener

CIQAC

MINUTES OF THE MEETING OF STUDENTS OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, SECTOR 128 - CAMPUS, NOIDA HELD ON 10.10.2018 AT JIIT, SECTOR-128, NOIDA

The Convener of CIQAC, Prof. Hari Om Gupta held a meeting with the students of Sector 128 Campus of Jaypee Institute of Information Technology on October 10, 2018 at 04:00 PM in room LT1 in sector 128 campus. 62 students attended the meeting who had been selected from various departments by the respective Department Heads to table the common issues faced by all the students.

| Dr Monali Bhattacharya, Secretary - IQAC also attended the meeting.

ITEM-1: Welcome and Opening Remarks by the Convener:
The Convener welcomed all the students for attending the meeting.

ITEM-2: Issues Discussed:
The students discussed issues related to their studies, extra-curricular activities and certain other matters pertaining to the facilities given in Sector 62. The convener patiently listened to all the matters and answered each of the queries to the satisfaction of the students and assured them about looking into the matters which needed to be taken care of. A brief outline of issues discussed is given below:

Cultural Activities: The students requested for allotting of individual rooms for each cultural hub for practice sessions.

Commutation Problem: The students felt that the number of busses plying in between Sector 62 and 128 is less and requested for their frequency to be increased.

Hostel Facilities: The students requested for arrangement of in-house hostel facilities being provided at sector 128 campus.

ITEM-3: Any other item, decided by the Convener:
Since, there was no other point raised apart from the given issues, the meeting ended with the students thanking the Chair and the Convener wishing them success.

Monali

Dr Monali Bhattacharya

Secretary, IQAC

06.09.2018

Notice

A meeting of the Non- Teaching Heads and Auditors of Non-Teaching Departments as given below will be held on 10.09.2018 i.e. Monday at 11:45 AM in Vice Chancellor's Conference Room, Sector-62 Campus, Noida.

The meeting will be chaired by the undersigned.


All are requested to attend the meeting.

Following is the Auditors' Committee as constituted and notified vide office order dated May 25, 2018.

Sl. No.	Department to be Audited	Audit Team	
	Account	Dr. Shweta Dang, Biotech Dr. Dharamveer Singh Rajpoot, CSE Dr. Anju Bhardwaj, Maths.	Convener Member Member
	Administration	Dr. Papia Chowdhury, PMSE Dr. Jasmine Saini, ECE Mr. Mihir Jha, Registry	Convener Member Member
	Environment	Dr. Sujata Mohanty, Biotech Dr. Santosh Dev, HSS Dr. Shikha Jain, CSE	Convener Member Member
	JYC	Dr. Sanjeev Sharma, Math Dr. Navneet K Sharma, PMSE Dr. Parul Puri, ECE	Convener Member Member
	IT	Dr. Prakash Kumar, CSE Dr. Vikram Karwal, ECE Dr. Smriti Gaur, Biotech	Convener Member Member
	Maintenance	Dr. Rahul Sharma, JBS Dr. Manoj Chauhan, PMSE Dr. Badri Bajaj, HSSbadri	Convener Member Member

	Registry	Dr. Indira P Sarethy, Biotech	Convener
		Dr. Rajesh Kumar Dubey, ECE	Member
		Mr Anurag Srivastava, T & P	Member
	Training Placement and	Dr. Neetu Sardana, CSE	Convener
		Dr. Gagandeep Kaur, ECE	Member
		Sr. Vijay Jaswal, IT	Member

Agenda: Reviewing of Auditing of Non-teaching departments


 (Prof. Hari Om Gupta)
 Convener,
 Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF HEADS AND AUDIT COMMITTEE MEMBERS OF NON-TEACHING DEPARTMENTS OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON 10.09.2018 AT 11:45 AM AT JIIT, SECTOR-62, NOIDA:

A meeting of Heads and Audit committee members of non-teaching departments Of Jaypee Institute of Information Technology, Noida was held on 10.09.2018 at 11:45 am at JIIT, SECTOR-62, NOIDA.

All the Heads of Non Teaching departments and most of the auditors along with Dr Monali Bhattacharya attended the meeting.

Following members were granted Leave of Absence by the Convener, CIQAC:

- Dr Anuj Bhardwaj
- Dr Jasmine Saini
- Dr Rahul Sharma
- Dr Badri Bajaj
- Dr Rajesh Kumar Dubey.

ITEM -1: Welcome and Opening Remarks by the Convener:

The Convener accorded a very warm welcome to all the members for having made it convenient to attend the meeting for Audit of Non-Academic Departments. He profusely thanked the respective Heads of Non Academic Departments and all audit committee members present, for attending the meeting.

ITEM -2: Course of Action Decided for completing the Audit:

The auditors gave a detailed account of their status of auditing process till date. They also discussed about certain difficulties having been encountered by them while auditing bigger departments, like Finance, Administration and Registry. These departments had numerous subheads to be audited and it was a tedious and time consuming task. The files to be checked were also numerous. Nevertheless, the auditors were on the verge of completion.

The auditors of Administration wanted to audit the 128 campus as well. The Convener, IQAC directed them to fix a date with the Admin Head of 128 Sector campus so that auditing could be done smoothly. Likewise, Convener Prof. Hari Om Gupta asked all the other teams also to undertake similar exercise for other departments which ran separately in the other campus.

After the discussions, it was decided that all the audit teams would complete the auditing and send the compiled reports to the Secretary, IQAC before the month ends

ITEM -3: Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.



Dr Monali Bhattacharya

Secretary, CIQAC

05-09-2019

Notice

A meeting of IQAC Conveners of Sub-committees and the Auditors for Academic Departments will be held on 06.09.2018 at 11:00 AM in VC Conference Room, Sector-62 Campus, Noida.

The meeting will be chaired by the undersigned.

All are requested to attend the meeting.

Agenda: Discussion on the outcome of Auditing of Academic Departments


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell.

MINUTES OF THE MEETING OF IQAC CONVENER'S OF SUB-COMMITTEES AND THE AUDITORS FOR ACADEMIC DEPARTMENTS HELD ON 06.09.2018 AT 11:00 AM IN VC CONFERENCE ROOM, SECTOR-62 CAMPUS, NOIDA.

A meeting of IQAC Conveners of Sub-committees and the Auditors for Academic Departments was held on 06.09.2018 at 11:00 AM in VC Conference Room, Sector-62 Campus, Noida. All the Conveners of IQAC subcommittees, Secretary, IQAC as well as Auditors of Academic Departments attended the meeting.

ITEM -1: Welcome and Opening Remarks by the Convener:

The Convener accorded a very warm welcome to all the members for having made it convenient to attend the meeting for Audit of Non-Academic Departments. He profusely thanked the respective Heads of Non Academic Departments and all audit committee members present, for attending the meeting.

ITEM -2: Discussion on the outcome of Auditing of Academic Departments:

The auditors gave a detailed overview of auditing process. After the discussions, it was felt that the recommendations of the Auditors was crucial and should be incorporated as part of IQAC Report of OBSERVATIONS &

RECOMMENDATIONS, from this year onwards as a separate entity or could be merged with various Sub-Committees' reports.

ITEM -3: Any other item, decided by the Convener:

Since, no other point was raised, the meeting ended with the vote of thanks to the Chair.

Monali

Dr Monali Bhattacharya

Secretary, CIQAC

24.07.2018

Notice

A meeting of Convener, Committee for Institute Quality Assurance Cell with non-teaching staff will be held on 25.07.2018 at 04:00 PM in LT-1, Sector-128 Campus, Noida.

Dr. Monali Bhattacharya, Secretary, CIQAC is also requested to attend the meeting.

The meeting will be chaired by the undersigned.

Agenda: Discussing Issues pertaining to Working conditions of Non-Teaching Staff


(Prof. Hari Om Gupta)

Convener

CIQAC

**MINUTES OF THE MEETING OF NON TEACHING STAFF OF JAYPEE
INSTITUTE OF INFORMATION TECHNOLOGY, SECTOR 128 – CAMPUS,
NOIDA HELD ON 25.07.2018 AT JIIT, SECTOR-128, NOIDA:**

A meeting of Convener, Committee for Institute Quality Assurance Cell with non-teaching staff of Sector 128 was held on 25.07.2018 at 04:00 PM in LT-1, Sector-128 Campus, Noida. 32 Non- Teaching staff attended the meeting from administration, laboratory, library and secretarial segment.

Dr. Monali Bhattacharya, Secretary, CIQAC also attended the meeting.

ITEM -1: Welcome and Opening Remarks by the Convener:

The Convener accorded a very warm welcome to all the non teaching for attending the meeting.

ITEM -2: Issues Discussed:


The technical staff raised certain issues regarding promotion, career advancement and certain other matters pertaining to their work. A brief outline

of issues discussed is given below:

- **Salary Issues:** The non-teaching staff requested for implementation of 7th Pay Commission soon. They also conveyed that there was no issue of salary being low as they were getting at par with industry standards.
- **Training Programmes:** The technicians requested for conducting Training Programmes and workshops for the lab technicians.
- **Flexibility in Working Hours:** The non-teaching staff requested for flexibility in punch-in time as some had to stay back at times for lab experimentations.

ITEM -3: Any other item, decided by the Convener:

Since, there was no other point raised apart from the given issues, the meeting ended with the vote of thanks to the Chair



Dr Monali Bhattacharya

Secretary, CIQAC