

01.06.2018

Notice


A training session of the following members of the audit teams for Audit of Academic Departments will be held on June 4, 2018 at 11:00 AM in the Vice-Chancellors' Conference Room, Sector-62, Noida.

All HODs are requested to nominate one faculty member from their respective departments, who will be involved in the audit of Academic Departments.

The meeting will be chaired by the undersigned.

All members are requested to attend the meeting.

Agenda: Detailed discussion of the procedure for the Audit


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

MINUTES OF THE MEETING OF AUDIT COMMITTEE MEMBERS OF
ACADEMIC DEPARTMENTS OF JAYPEE INSTITUTE OF INFORMATION
TECHNOLOGY, NOIDA HELD ON JUNE 4, 2018 AT 11:00 AM AT JIIT, SECTOR-
62, NOIDA:

A training session of the Audit Committee members constituted for Audit of Academic Departments-2017-18 was held on June 4, 2018 at 11:00 AM in the Vice-Chancellor's Conference Room, Sector-62, Noida. The meeting was chaired by Professor Hari Om Gupta, Convener – CIQAC. Dr Monali Bhattacharya, Secretary CIQAC also attended the meeting.

The following members were granted leave of absence by the Convener, CIQAC:

1. Dr. Vivek Sajal, Physics
2. Dr. Amerjeet Prajapati, CSE

3. Dr. Bhagwati Prasad Chamola, Math
4. Dr. Vivek Kr. Dwivedi, ECE
5. Dr. Satish Chandra, CSE
6. Dr. Kaushal Kumar Nigam, ECE
7. Dr. Lokendra Kumar, Math
8. Dr. Monica Chaudhary, HSS
9. Dr. Bhartendu Chaturvedi, ECE

Dr Shamim Akhtar also attended the session as the representative of ECE department.

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 training session for Audit of Academic Departments.

ITEM -2: Detailed discussion of the procedure for the Audit:

The Convener gave a detailed overview of the procedure required to be carried out to all members while auditing the academic departments. Detailed discussion was held regarding the method to be adopted for the audit. The Evaluative Report to be prepared by the respective departments was taken up point by point and the marking scheme for each item was discussed in detail.

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

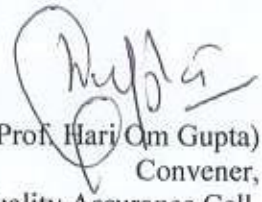
06-11-2017

Notice

A meeting of Deans, HODs, Convener of Sub-committees of CIQAC, Secretary CIAQC and Prof. S.C. Katyal will be held on 07.11.2017 i.e. Tuesday at 03:30 PM in Vice Chancellors' Conference Room, Sector-62, Noida. The meeting will be chaired by The Vice-Chancellor.

All Deans, HODs, Convener of Sub-committees of CIQAC, Secretary CIAQC and Prof. S.C. Katyal are requested to attend the meeting.

Agenda: Discussion of IQAC Report on Observations & Recommendations 16-17.


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

**MINUTES OF THE MEETING OF DEANS, HODS, CONVENER CIQAC,
CONVENER OF SUB-COMMITTEES OF CIQAC, SECRETARY CIQAC AND
PROF. S.C. KATYAL HELD ON NOVEMBER 7, 2017 AT 03:30 PM IN VICE
CHANCELLORS' CONFERENCE ROOM, SECTOR-62, NOIDA.**

A meeting of Deans, HODs, Convener CIQAC, Convener of Sub-committees of CIQAC, Secretary CIQAC and Prof. S.C. Katyal was held on November 7, 2017, Tuesday at 03:30 PM in Vice Chancellors' Conference Room, Sector-62, Noida. The meeting was chaired by The Vice-Chancellor.

All Deans, HODs, Convener of Sub-committees of CIQAC, Secretary CIQAC and Prof. S.C. Katyal attended the meeting.

Prof R. C. Jain, Head Department of ECE was granted Leave of Absence by the honourable Vice Chancellor.

ITEM -1: Welcome and Opening Remarks by the Vice Chancellor:

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

ITEM -2: Discussion of IQAC Report on Observations & Recommendations 16-17

Action Taken Report for July 2016 Recommendations was discussed and approved by all.

Recommendations given in the IQAC Report 16-17 were discussed point-wise. It was decided that responsibilities would be assigned to various people and offices for implementation of the recommendations given in this year's report. A summary of the recommendations as well as responsibilities assigned for implementation of the same are attached as annexure.

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

01.11.2017

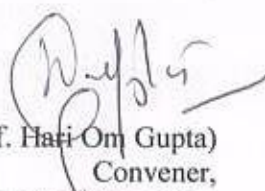
Notice

A meeting of the following of IQAC members will be held on 02.11.2017 i.e. Thursday at 02:30 PM in Vice Chancellors' Conference Room, Sector-62, Noida. The meeting will be chaired by undersigned.

All members are requested to attend the meeting.

1. Prof. Amrish Agarwal, Maths
2. Prof. Krishna Sundari, Biotech
3. Prof. Mukta Mani, HSS
4. Prof. R.K. Dwivedi, PMSE
5. Prof. Vikram Karwal, ECE
6. Prof. Monali Bhattacharya, Secretary IQAC

Agenda: Discussion of Subcommittees' reports


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

MINUTES OF THE MEETING OF IQAC CONVENERS OF SUB-COMMITTEES
HELD ON 02.11.2017 AT 02:30 PM IN VC CONFERENCE ROOM, SECTOR-62
CAMPUS, NOIDA.

A meeting of IQAC conveners of sub-committees was held on 02.11.2017 at 02:30 PM in VC Conference Room, Sector-62 Campus, 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.
- ITEM -2: Discussion on Committee Reports:**
The Academic (Research) committee: It had submitted its Report. The major recommendation regarding increasing of research projects was assessed in detail by all the members.
Academic (Teaching and Learning) committee: This committee reported that many things had improved in teaching learning as per the feedback, but reported that more text books for library had been put forward by faculty members.
Professional Activities Committee: This committee felt that number of workshops for traing innovative teaching methods could be undertaken more.
Stakeholder Relationship Committee: This committee had faced certain issues

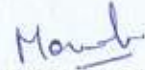
through web kiosk for filling of forms. The Convener assured that with new erp system replacing old ones, this problem would be sorted out.

Student Activities and Placement Report: This committee presented a form for compiling mentors' report, which was ratified by IQAC Committee.

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



Monali Bhattacharya

Secretary, IQAC

24.10.2017

Notice

A meeting of the following Audit Committee members of Non-Teaching Departments with Dr. Monali Bhattacharya, Secretary, IQAC will be held on 26.10.2017 i.e. Thursday in three slots i.e. Sl. No. 1 at 03:30 PM, Sl. No. 2 at 03:50 PM and Sl. No. 3 at 04:10 PM in Vice Chancellors' Conference Room, Sector-62 Campus, Noida. The meeting will be chaired by undersigned.

All members are requested to attend the meeting.

Sl. No.	Department to be Audited	Audit Team		Meeting Time
	Account	Dr. Shweta Dang, Biotech Dr. Dharmveer Rajpoot, CSE Dr. Yogesh Gupta, Maths. Sh. Ranjan Sardar, Account	Convener Member Member Special Invitee	03:30 PM
	IT	Dr. Vikas Saxena, CSE Dr. Abhinav Gupta, ECE Dr. Smriti Gaur, Biotech	Convener Member Member	03:50 PM
	Training and Placement	Dr. Sandeep Kr. Singh, CSE Dr. Gagandeep Kaur, ECE Sr. Vijay Jaiswal, IT	Convener Member Member	04:10 PM

Agenda: Discussion of Audit Report Submission


(Prof. Hari Om Gupta)

Convener,

Institute Quality Assurance Cell

**MINUTES OF THE MEETING OF THE AUDITORS OF ACCOUNTS, T & P AND
IT DEPARTMENTS HELD ON 26.10.2017 AT VC CONFERENCE ROOM, SECTOR
62, NOIDA**

A meeting of the Audit Committee members of Non-Teaching Departments of IT, Accounts & T & P with Dr. Monali Bhattacharya, Secretary, IQAC was held on 26.10.2017 i.e. Thursday in three slots i.e. Sl. No. 1 at 03:30 PM, Sl. No. 2 at 03:50 PM and Sl. No. 3 at 04:10 PM in Vice Chancellors' Conference Room, Sector-62 Campus, Noida. The meeting was chaired by Convener, CIQAC, Prof. Hari Om Gupta.

Sh. Ranjan Sardar 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 training session for Audit of Academic Departments.

ITEM -2: Discussion of Audit Report Submission

The auditors gave a detailed overview of the procedure that had been carried out by the auditors. Detailed discussion was held regarding the method adopted for the audit.

Since this was a maiden effort to audit the Non-teaching departments, all the three teams of auditors had done a lot of brainstorming with the respective heads of non-teaching departments to finalise their respective evaluative reports. It was concluded that though, initially some problems were faced by the teams in giving scores quantitatively or qualitatively but all was tabulated as per the departmental needs.

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


28.09.2017

Notice

A meeting of Convener, Committee for Institute Quality Assurance Cell with students will be held on 29.09.2017 at 03:00 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.


(Prof. Hari Om Gupta)

Convener

CIQAC

**MINUTES OF THE MEETING OF STUDENTS OF JAYPEE INSTITUTE OF
INFORMATION TECHNOLOGY, SECTOR 128 - CAMPUS, NOIDA HELD ON
29.09.2017 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 September 29, 2017 at 04:00 PM in room LT1 in sector 128 campus. 72 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 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 the Cultural Hubs' budget to be increased. They demanded for the Fest budget to be as equal as that of Sector 62, which is one-third of Sector 62 now.

Competition Participation: The students requested for being given certain benefits for participating in extra-curricular events outside JIIT as they bring recognition and laurels for the institute. The benefits appealed for were attendance consideration and waive off of minimum attendance, cost sharing of the Institute in students' expenses and teacher-mentors to be allotted for participating in the events.


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. They demanded transportation facilities at 3:20 PM when most of the classes get over.

Facilities for Sports: The students requested for the swimming pool use be made non-chargeable for PG students as they stay outside owing to limited seat availability in Sector 128. They complained for the unavailability of sports items like shuttle cocks and quality of Sports items.

Infrastructure Issues: Students complained for the unavailability of sufficient Students' parking space and requested to arrange for different parking areas for Students and Staff. They also appealed for allotting of individual rooms for each cultural hub for practice sessions.

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.



Dr Monali Bhattacharya

Secretary, IQAC

Date: 18.09.2017

Notice

A meeting of the following Heads and Audit Committee members of Non-Teaching Departments will be held on 18.09.2017 i.e. Monday in two slots i.e. at 11:45 AM & 12:15 PM in Vice Chancellors' Conference Room, Sector-62 Campus, Noida. The meeting will be chaired by undersigned.

All members are requested to attend the meeting.

Prof. Krishna Gopal, Dean AR and Dr. Monali Bhattacharya, Secretary, IQAC are also requested to attend.

1st Slot Meeting at 11:45 AM

Sl. No.	Department to be Audited	HODs of Departments	Audit Team	
1	Account	Sh. SJS Soni,	Dr. Shweta Dang, Biotech	Convener
			Dr. Dharmveer Rajpoot, CSE	Member
			Dr. Yogesh Gupta, Maths.	Member
2	Administration	Col. (Retd) P.C. Malhotra	Dr. Papia Chowdhury, PMSE	Convener
			Dr. Richa Gupta, ECE	Member
			Mr. Mihir Jha, Registry	Member
3	Environment	Prof. Krishna Sundari	Dr. Sujata Mohanty, Biotech	Convener
			Dr. Monali Bhattacharya, HSS	Member
			Dr. Shikha Jain, CSE	Member
4	JYC	Dr. Pankaj Kumar Yadav	Dr. Sanjeev Sharma, Math	Convener
			Dr. Navneet K Sharma, PMSE	Member
			Dr. Ashish Goel, ESR	Member

2nd Slot Meeting at 12:15 PM

Sl. No.	Department to be Audited	HODs of Departments	Audit Team	
1	IT	Mr. Akhilesh Sachan	Dr. Vikas Saxena, CSE	Convener

			Dr. Abhinav Gupta, ECE	Member
			Dr. Smriti Gaur, Biotech	Member
2	Maintenance	Sh. S. Moondra	Dr. Rahul Sharma, JBS	Convener
			Dr. Manoj Chauhan, PMSE	Member
			Dr. Badri Bajaj, HSS	Member
3	Registry	Registrar	Dr. Indira P Sarethy, Biotech	Convener
			Dr. Parul Puri, ECE	Member
			Sh. Kapil Sud, SW	Member
4	Training and Placement	Cmde. (Retd.) K.K. Rohatgi	Dr. Sandeep Kr. Singh, CSE	Convener
			Dr. Gagandeep Kaur, ECE	Member
			Sr. Vijay Jaiswal, IT	Member


 (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 18.09.2017 AT 11:45 AM AT
JIIT, SECTOR-62, NOIDA:**

The Audit committee members of non teaching department along with the respective Heads of Non Teaching departments attended the meeting under the Chairmanship of Prof. Hari Om Gupta.

Further, the meeting was also attended by Prof. Krishna Gopal, Dean AR. And Dr Monali Bhattacharya, Secretary, IQAC. Following members were granted Leave of Absence by the Chairman

Dr. Yogesh Gupta
Dr. Sujata Mohanty
Dr. Shikha Jain
Dr. Indira P Sarethy
Sh. S. Moondra
Sh. SJS Soni
Cmde. (Retd.) K.K. Rohatgi

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 Prof. Krishna Gopal, Dean AR and the respective Heads of Non Academic Departments and all audit committee members present, for attending the meeting.

ITEM -2: Audit Committee reports discussed:

The Convener had divided the meeting with eight committees into two slots from 11:45 AM to 12:15 PM and then from 12:15 PM onwards.

In the first slot from 11:45 AM to 12:15 PM, Accounts, Administration, Environment and JYC met and discussed their respective audit process and problems encountered while auditing.

- The Accounts team gave their report and discussed about their experiences.
- The Administration Audit committee sought for more time to compile the final reports, which was granted by the Convener.

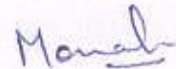
- The Environment team discussed the fire alarm and safety issues in detail. It was felt by all present there that mock drills for staff and students should be more frequently undertaken.
- JYC committee had to revise some parts in the report as some items were recently added by department head, hence they also sought for more time.

In the second slot, IT, Maintenance, Registry and Training & Placement committees met and discussed their evaluation process.

- After listening to the IT Committee members, the convener suggested the IT Audit Committee to stress on the Services provided by the IT department in its evaluation process.
- Registry - Audit committee requested for more time to complete the assigned task as they had started late. The convener gave them time till 30 September, 2017.
- Training & Placement Committee also discussed the issues they encountered and after much discussion, the placement drive dropouts' rate without intimation was felt to be the core problem area. Certain suggestions from various members were recorded by the Audit committee.
- Maintenance Committee discussed in detail their report and findings they came across auditing.

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, IQAC

Date: 18.09.2017

Notice

A meeting of IQAC conveners of sub-committees will be held on 18.09.2017 at 11:00 AM in VC Conference Room, Sector-62 Campus, Noida.

All members are requested to attend the meeting.

Prof. Krishna Gopal, Dean AR and Dr. Monali Bhattacharya, Secretary, IQAC are also requested to attend the meeting.

The meeting will be chaired by the undersigned.

Agenda: Discussion of IQAC Sub-Committees' Reports


(Prof. Hari Om Gupta)
Convener,

Institute Quality Assurance Cell,

MINUTES OF THE MEETING OF IQAC CONVENERNERS OF SUB-COMMITTEES OF JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA HELD ON 18.09.2017 AT JIIT, SECTOR 62, NOIDA:

A meeting of IQAC conveners of sub-committees was held on 18.09.2017 at 11:00 AM in VC Conference Room, Sector-62 Campus, Noida. The following members attended the meeting under the Chairmanship of Prof. Hari Om Gupta:-

The following Conveners were present:

- Prof. R.K. Dwivedi: Academic (Teaching and Learning)
- Dr Mukta Mani: Stakeholder Relationship
- Dr Vikram Karwal: Professional Activities
- Prof. Krishna Sundari: Student Activities and Placement

Prof. Amrish Aggarwal, Convener of Academic (Research) Committee was granted Leave of

Absence by the Chairman.

Further, the meeting was also attended by Prof. Krishna Gopal, Dean AR. And Dr Monali Bhattacharya, Secretary, 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: Discussion on Committee Reports:

The Academic (Research) committee: It had submitted its Report. New members had been added to this committee with many old members having retired.

Academic (Teaching and Learning) committee: This committee had finished with all its compilation and it was decided that it would submit the report by next weekend.

Professional Activities Committee: This committee also was on the last stage of compilation and requested to be allowed to submit by 25 September, 2017.

Stakeholder Relationship Committee: This committee had submitted most of the report that contained the reports of Faculty feedback, Non-teaching staff feedback, Parents feedback and Alumni feedback. The students exit feedback report was not yet prepared as the data entry of students exit feedback was not done yet. The Convener distributed the exit feedback amongst other members for analysis and instructed it to be compiled by September 25, 2017.

Student Activities and Placement Report: This committee also sought time till September 25, 2017 for final submission.

The Convener gave September 25, 2017 as the date for next meeting of the conveners by when all would have submitted their reports and final compilation would start.

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



Monali Bhattacharya

Secretary, IQAC

Date: 26.08.2017

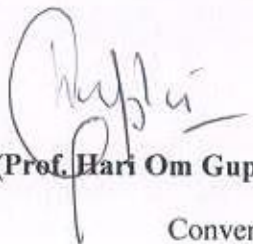
Notice

A meeting of the faculty members of Sector 128 campus will be held tomorrow, 27.08.2017 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 27.08.2017 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 September 29, 2017 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 pertaining to salary hike, the

implementation of Seventh Pay Commission and getting of research grants internally.

The Convener patiently listened to every concern raised by the faculty. He also asked the faculty to undertake Inter-disciplinary research and send the proposals for getting the grants internally.

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.



Dr Monali Bhattacharya
Secretary CIQAC

17-07-2017

Notice

A meeting of the Heads, Non Teaching departments and Audit Committee members of Non-Teaching Departments will be held on 18.07.2017 at 05:00 PM in Vice Chancellors' Conference Room, Sector-62 Campus, Noida. The meeting will be chaired by undersigned.

All members are requested to attend the meeting along with Prof. Krishna Gopal, Dean AR. & Dr. Monali Bhattacharya, Secretary, IQAC.

Agenda: To discuss Plan of Action for 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 18.07.2017 AT 05:00 PM AT JIIT, SECTOR-62, NOIDA:

A meeting of Heads and Audit Committee Members of Non Teaching departments was held on July 18, 2017 at VC Conference room, Secor 62 campus, Noida at 5:00 PM. All the Non-teaching Heads as well as the Auditors, attended the meeting.

Further, the meeting was also attended by Prof. Krishna Gopal, Dean AR.

Dr Monali Bhattacharya, Secretary IQAC was also present.

The meeting was held under the Chairmanship of Prof. Hari Om Gupta, Convener, CIQAC.

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 Prof. Krishna Gopal, Dean AR and the

respective Heads of Non Academic Departments and all audit committee members present, for attending the meeting.

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

The Convener gave a detailed overview of the procedure required to be carried out to all members while auditing the non-academic departments. Detailed discussion was held regarding the method to be adopted for the audit, which is as given below-

- It was decided that an Evaluative Report shall be sent by the concerned Heads to the respective Committees by 25 July, 2017 and thereafter Audit Committee would prepare course of action and do the audit.
- The respective teams will compile the audit report in a given format which shall be provided to them. The whole process is expected to be completed by the month of August.

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

04.07.2017


Notice

A meeting of Convener, Committee for Institute Quality Assurance Cell with non-teaching staff will be held on 05.07.2017 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 05.07.2017 AT IIIT, SECTOR-128, NOIDA:

A meeting of Convener, Committee for Institute Quality Assurance Cell with non-teaching staff of Sector 128 was held on 05.07.2017 at 04:00 PM in LT-1, Sector-128 Campus, Noida. 35 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 students 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:

- **Career Advancement:** The members complained for non availability of any advancement scheme for Higher education and requested for the inclusion of this provision.
- **Training Programmes:** The technicians requested for conducting Training Programmes for the lab technicians.
- The members demanded for a 5-day a week working schedule.
- The attendees requested for the provisions of lab experiments to be pre-planned before semester starts and co-ordination of the labs to be taken over by one faculty for smooth functioning of lab classes.
- Maternity rules may be relooked into and be revised.

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