



**CIRCULAR**

8<sup>th</sup> June, 2023

All the members of the IQAC are hereby informed that a general meeting will be held on 9<sup>th</sup> June, 2023 at 1:00 pm in the office of Dean (Academics). So, all the distinguished coordinators & members of IQAC are hereby requested to make it convenient to attend the meeting.

The details of the meeting are as below:

1. Action taken regarding 6<sup>th</sup> IQAC meeting held on 02-02-2023.
2. Discussion on the academic & other activities organized at departmental level.
3. Discussion on the quality initiatives of the institution for the upcoming semester.

All the members are requested to please bring the action taken reports on the last meeting points & reach to office of the Dean (Academics) timely.

Thanks & Regards,

For RPSCET,

Principal

Copy to:

1. Registrar.
2. Dean (Academics).
3. All HoDs.
4. IQAC In charge.
5. All members of the IQAC.



# RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE / Govt. of India & Affiliated to J.G.U. Meerut

Balana, Mohindergarh, Haryana - 123029

Telephone: 01285-241431 Fax: 241434

E-mail: rpsbalana@gmail.com. Website: www.rpsinstitutions.org

## MINUTES OF MEETING

12<sup>th</sup> June, 2023

IQAC Meeting held on 09/06/2023 at 1:00 PM at RPS College of Engineering & Technology,  
Balana, Mahender Grah.

### Members Present:

1. Dr. Mahesh Kumar Yadav



2. Dr. Devender Singh



3. Prof. Rajender Singh



4. Dr. Ravinder Kumar



5. Dr. Gundeep Tanwar



6. Mr. Anil Kumar

7. Mr. Sumit Kumar



8. Mr. Karambir



9. Mr. Sandeep Yadav



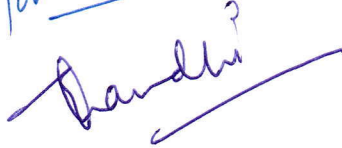
10. Dr. Ritu Mohan



11. Mr. Manish Kaushik



12. Mr. Shashank Kaushik



13. Ms. Geetanjali Gandhi.

14. Ms. Priyanka.



### Agenda of Meeting:

1. Action taken regarding last IQAC meeting.
2. Preparation of the documentation process for NAAC for AY 2023-24.
3. Any other point that required to be discussed.

### Action Taken:

1. Documentation for latest completed semester has been successfully submitted to IQA Cell.
2. Workshops/Webinars/FDPs and Seminars had been conducted for faculties and students.
3. Documentation for IIQA application has been discussed with the members for preparation.
4. A detailed analytical report of students' results was submitted to the office of the Dean (Academics).



## Minutes of the Meeting:

1. Dr. Mahesh Kumar Yadav (Principal) welcomed all the members of the IQAC.
2. Minutes of last IQAC meeting sent to all the members are confirmed.
3. **Preparation for New Academic Session:** After the successful completion of the Academic Session 2022-23, all HoDs were instructed to work for the preparation of Academic Session 2023-24. Work load may please be carried out without delay keeping in view the total students enrolled in the college. After it, faculty requirement as per the letter received from Dean (Academics) office will also be reviewed and will be processed accordingly.
4. **Preparation and Submission of IQA in Academic Session 2023-24:** Co-ordinator IQAC and all HoDs and members were instructed to work on preparation of documentation and submission of IQA for the Academic Session 2023-24.
5. **Research and Collaborative Work:** To promote quality research work in the campus, it has been decided that faculty members should apply for Research Projects in various funding agencies- Govt./ Non- Govt. Many Faculty members from various departments published research papers in National and International Journals attended many FDPs, Workshops and Seminars & Refresher courses etc.
6. **Feedback System:** The feedback system is to be improved from the new academic session. It should be taken two times from the students this time. And it should be analyzed properly and proper action taken must be taken in due course of time.
7. **Functional Cells:** All the constituted cells and committees must be functional. Keeping in view the strength of the girl students in the campus, it was also suggested that Women Cell must organize 5-6 activities in the upcoming semester. Similarly, Career Guidance Cell plays a vital role in student's life. So, it is duty of the CRC and Placement Cell to organize such events by which students can be benefited w.r.t. their career.
8. **Waste Management:** As per the Govt. notification and NAAC point of view, we must hire some more external agencies to work on it.
9. **ICT Facility:** College is regularly improving its ICT facility. Interactive panels have been installed in many rooms for it. And also it has been decided that at least 25% of the total lectures must be covered through presentations and using other ICT Tools. The responsibility was handed over to HoDs and Dean (Academics) to work on it.

The meeting was ended with vote of thanks to Chair.

  
Dr. Ravinder Kumar

Coordinator, IQAC,

RPS College of Engineering & Technology,

Balana, Mahender Garh



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Cc to:

1. Director/ Principal for kind information.
2. Dean (Academics) for kind information.
3. IQAC for filing.
4. All the HoDs

