

CIRCULAR

1st February, 2023

All the members of the IQAC are hereby informed that a general meeting will be held on 2nd February, 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.

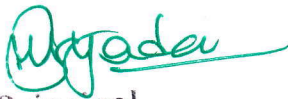
The details of the meeting are as below:

1. Action taken regarding 5th IQAC meeting held on 10-12-2022.
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,

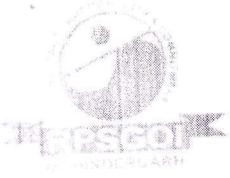


Principal

Copy to:

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





MINUTES OF MEETING

2nd Feb, 2023

IQAC Meeting held on 02/02/2023 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. Pankaj Soni

10. Dr. Ritu Mohan

11. Mr. Manish Kaushik

12. Mr. Shashank Kaushik

13. Mr. S.K.Gupta

14. Ms. Priyanka.



Agenda of Meeting:

1. Action taken regarding last IQAC meeting.
2. Preparation of the documentation process for NAAC for AY 2022-23.
3. Discussion about applying for IQA & further process of NAAC Accreditation.

Action Taken:

1. Documentation for SSR for last five years has been completed.
2. Workshops/Webinars/FDPs and Seminars had been conducted for faculties and students.
3. Documentation for IQA application has been discussed with the members for preparation.

4. A detailed analytical report of students' feedback 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. **Academic & other Departmental Activities:** The Academic Calendar prepared by Dean (Academics) for Even Semester was discussed & it has been mutually decided that all the HoDs have to submit a copy of Report has to be submitted in IQAC office positively.
3. **Sports Activities:** As per the academic calendar of the University & institution, in this Academic Year 2022-23, a sports event shall be organized in the first week of March, 2023. In this regard, it has been decided that DPEs will take a trail of the students for participation.
4. **Research Activities:** Prof. Rajendra Singh, Dean (Academics) requested to all HoDs to encourage their faculty members to participate in Research activities/conferences/FDPs/Workshops & seminars & also encourage their students to involve in some Project works. Faculty members, who are eligible to guide / supervise research scholars, should try to register him/her in either affiliating or any other university.
5. **Educational Tour:** Dr. Mahesh Kumar Yadav, Principal, RPSGOI asked all the HoDs to plan for Industrial visits/ educational tours for the students in the upcoming even semester to give them practical exposure & participative teaching learning experience.
6. **Results:** End semester results of all the UG & PG classes was discussed and will be put forward in next meeting with detailed summary.
7. Dr. Ravinder Kumar, In-charge IQAC requested to complete & submit the documentation for the NAAC Accreditation process for IQA for current AY 2022-23 for the latest completed odd semester.
8. A checklist has been provided to all the coordinators./ HoDs for the required documents by the In Charge, IQAC.
9. Dr. Ravinder Kumar, In charge, IQAC presented the sample questionnaire for Students' Satisfaction Survey to all members for review and finalization.
10. IQAC will frame & finalize the questionnaire for Student Satisfaction Survey and will present before the committee members very soon as well or finalize the same with consent of Principal.
11. Detailed discussion was made about the successful completion of all the academic activities viz. Odd semester classes & internal exams of the students of Engineering & Management.
12. All HoDs informed that many student & faculty centric activities have been organized by the respective departments including soft skills enhancement trainings, industrial visits, webinars, FDPs and workshops to enhance the skill sets of both students and faculties.
13. Planning for the next upcoming even semester was discussed among the members and HoDs.



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE / Govt. of India & Affiliated to U.P.T.U. Meerut

Balana, Mohindergarh, Haryana - 123029

Telephone: 01285-241431 Fax: 241434

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

The meeting was ended with vote of thanks to Chair.


Dr. Ravinder Kumar

Coordinator, IQAC,

RPS College of Engineering & Technology,

Balana, Mahender Garh

Cc to:

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

