

## INTERNAL QUALITY ASSURANCE CELL

### (IQAC)

#### About IQAC:

Internal Quality Assurance Cell (IQAC) was established at RPS College of Engineering & Technology on 15<sup>th</sup> January, 2022. The IQAC is the part of the College's system and work towards realizing the goals of quality enhancement and sustenance.

The IQAC has to make a significant and meaningful contribution in the pre and post-accreditation phases through channelizing the efforts and measures of our college towards academic excellence.

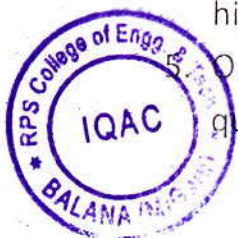
#### Objective:


1. To improve a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the college.
2. To promote measures for college functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### Functions:

1. Development and Application of quality benchmarks/parameters for the various academics and administrative activities of the college.
2. Facilitating the creation of a learner- centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes.
4. Dissemination of information on the various quality parameters of higher & technical education.

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.



  
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6. Documentation of the various programmes/ activities of the college leading to quality improvement.
7. Acting as a nodal agency of the college for coordinating quality related activities including adoption and dissemination of good practices.
8. Development and maintenance of College database through MIS for the purpose of maintaining/ enhancing the institutional quality.
9. Development of Quality Culture in the college.
10. Preparation of the Annual Quality Assurance Report (AQAR) of the college based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC) in the prescribed format.

**The IQAC has evolved mechanisms and procedures for ensuring the following:**

1. Timely, efficient and progressive performance of academic and research programs.
2. The relevance and quality of academic and research programs.
3. Equitable access to and affordability of academic programmes for students.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation process.
6. The adequacy, maintenance and proper allocation of support structure and services.
7. Research sharing and networking with other institutions in India and abroad.

**Benefits of IQAC:**

1. Ensures heightened level of clarity and focus on institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture.
3. Ensures enhancement and integration among the various activities of college and institutionalize good practices.



  
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4. Provides a sound basis for decision- making to improve institutional functioning.
5. Acts as a dynamic system for quality changes in the college.
6. Builds an organized methodology of documentation and internal communication.

#### 1.1.1. Composition of IQAC:

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College, the management constitutes IQAC comprising of following:

Sr. No.	Name of the Staff	Designation	Position
1.	Dr. Mahesh K. Yadav	Principal	Chair Person
2.	Dr. Devender Singh	Registrar	Management Representative
3.	Dr. Gundeep Tanwar	Asso. Professor, CSE	Coordinator-IQAC
4.	Dr. Ravinder Kumar	Asso. Professor, Mgmt	Member
5.	Mr. Anil	HoD, Management	--do--
6.	Mr. Sumit Kumar	HoD, Applied Sciences	--do--
7.	Mr. Karambir	HoD, ECE & EE	--do--
8.	Dr. Ritu Mohan	Asst. Professor, English	--do--
9.	Mr. Manish Kaushik	Asst. Professor, ME	--do--
10.	Mr. Shashank Kaushik	Sr. Manager, P&S Bank & Alumni	--do--
11.	Ms. Neeru	student	--do--



#### Plan of Action:

1. To conduct meetings at the beginning & every month during each semester.
2. Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the college.
3. To develop a monitoring system for quality assurance of the policies.
4. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body.

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### Academic Activities:

1. To organize an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and other Advisory Committee to strengthen the Teaching- Learning process.
2. Preparation and release of guidelines regarding all Academic activities before the commencement of semester.
3. Distribution of Academic Calendar to the all HoDs before commencement of the semester.
4. Uploading of academic plans prepared by respective faculty members on the website & in students' whatsapp groups for easy access to the students.
5. Continuous monitoring of maintenance of Academic Calendar.
6. Preparation of attendance registers by the respective faculty members.
7. Preparation of list of faculty members at departmental level for various academic activities and compilation of the same.
8. To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities.
9. Assignment of Mentors and Mentees along with guidelines to follow.
10. To conduct interactive session with all faculty mentors regarding mentoring of students based on parameters like- Attendance, Performance & Attitude.
11. Preparation of slots for Seminars, sports and value added programs (VAP) and communicate the same to respective Departments for inclusion in their timetable.
12. To help the department in monitoring the mentoring process.
13. Collection and compilation of attendance at the end of every month to send the list of students having less than 75% and informing the parents through mail.

### To help the departments in monitoring following activities:

1. Tutorials.
2. Assignments.
3. Seminars.
4. Add on content- Theory & labs.



  
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# RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE / Govt. of India & Affiliated to GGS Indraprastha

Balana, Mohindergarh, Haryana - 123029

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5. Remedial/ extra classes.

6. Unit Tests/ class tests.

To help the departments/ professional bodies in collection and analysis of feedback from:

1. Parents.

2. Industry Experts/ Academicians visiting the college.

3. Executives of professional bodies.

4. Alumni.

5. To suggest various value added programs to T & P Cell and to coordinate the execution of the same.

6. To consolidate the information about finding agencies, their norms and passing same to R & D centre and respective departments.

## Administrative Activities:

To help the Principal office in the preparation of following meetings:

1. Governing Body (once in a semester).

2. College Academic Council (once in a week/ two weeks).

To help the principal office (PO) in the constitution of following central committees for decentralization of work and effective functioning of the college:

1. Discipline and Anti- Ragging.

2. Central facilities.

3. Student Activity Centre.

4. Training & Placement, career guidance and entrepreneurship development.

5. Purchase committee.

6. Student Grievance Redressal Committee.

7. Internal Complaint Committee.

8. Sc/ ST Committee.

9. Institution- Industry Interaction Cell (IIIC).

10. To help the P.O. in the preparation of guidelines and schedule of periodic meetings of these committees.




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11. To help the P.O. in the process of record maintenance and documentation.
12. To coordinate the budget allocation based on the requirement of the departments.
13. To coordinate the activity of printing of various stationary items based on the requirements of departments and laboratories.
14. To prepare the activity calendar of the college based on the individual plans submitted by the departments.
15. To coordinate the flow of information to the website administrator from departments before and after activities/ achievements.
16. To coordinate the process of preparation and submission of activity record files by various departments after activity.
17. To collect all the files/ documents from all departments/ P.O. at the end of the academic year.
18. To give periodic inputs to website in charge/ administrator regarding updating of information.
19. To help the P.O. in the preparation of schedule of stock verification of various laboratories/ library at the end of the semester/ year.



  
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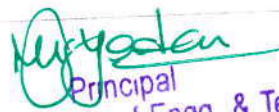
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Internal Quality Assurance Cell (IQAC) has contributed significantly for Institutionalizing the quality assurance strategies and processes.

Plan of Action	Achievements/Outcomes
To conduct Internal Academic Audits	Internal Academic Audit of Teaching and Non-Teaching staff was conducted by Internal Assessment Committee during AY 2022-23. Audit Report was submitted by the concerned committee.
To conduct regular IQAC meetings	Total 7 IQAC Meetings were conducted on following date during AY-2021-22 & 2022-23 as detailed below- <b>1. AY 2021-22:</b> IQAC MEETING-1-dtd. 17.01.2022 IQAC MEETING-2-dtd. - 26.02.2022 IQAC MEETING-3-dtd.- 11.06.2022 IQAC MEETING-4-dtd.- 27.08.2022 <b>2. AY 2022-23</b> IQAC MEETING-5-dtd.- 10.12.2022 IQAC MEETING-6-dtd.- 02.02.2023 IQAC MEETING-7-dtd.- 09.06.2023
To organise Academic Events	All the Departments of the College regularly organize various student centric and academic activities such as Expert Lectures, Educational /Study Visits, Cultural Activities and interactive sessions. (enclosed as <b>ANNEXURE-I</b> )
To participate in Training Programs for students	Department of Electrical Engineering organised a 30 days training program for the students during the AY 2021-22 summer vacations.
Merit based scholarships for meritorious students	Students were given freeships/ scholarships based on their merits in the eligibility qualification during AY 2022-23 admissions.
Measures to enrich the faculty in qualification	Many of the faculty members of our college has enrolled in Ph.D program and qualified NET/ GATE etc.
Focus on Water Recharge System	Water recharge system exists in the campus and steps were taken to promote the same in parts of campus wherever it is needed further.

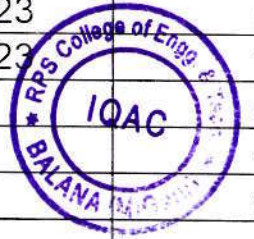


  
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**ANNEXURE-1**

## INDUSTRIAL VISIT

Sl. No.	Name of Company	Branch	Year	Date of Visit	Strength
1	HVPSNL, 220 KV Sub station, Dadhi Bana Ch.Dadri	ECE/EE	All Students	16-Dec-21	57
2	Ducat India	CSE	2nd Year	08-Apr-22	66
3	Yakult Dannone (Virtual)	All Branches	First Year	30-May-22	67
4	Birla Science Centre, Pilani	All Branches	1st & Pre Final	26-27-May-2022	215
5	Birla Science Centre, Pilani	All Branches	2nd Year	15 & 16th June-2022	135
6	Rishikesh	MBA	1st & 2nd Year	9-12 June, 2022	
7	PARLE, Neemrana	Applied Science	All Engineering	18th October, 2022	118
8	PARLE, Neemrana	Management	BBA All & MBA 2nd Year	19th October, 2022	72
9	PARLE, Neemrana	Commerce	All	21st October, 2022	116
10	Network Bulls	Applied Science	CSE & ECE	16th Feb, 2023	45
11	Trade Fair	Applied Science	All First Year	17th Feb, 2023	87
12	Trade Fair	Applied Science		18th Feb, 2023	93
13	Ducat	CSE & BCA	B Tech & BCA 2nd Year	23-Feb-23	47
14	Pahadi Mata Mandir	BCA	3rd Year	23-Feb-23	44
15	Network Bulls	CSE & BCA	B Tech 3rd Year & BCA 2nd	23-Feb-23	45
16	Dhousi Pahadi	BCA	3rd Year	23-Feb-23	43
17	Bhakra Nangal Dam	Civil/ Mech/ EE & E	B Tech 2nd & 3rd Year	19-21st March, 2023	97
18	IST Limited	6th Sem	B Tech Mech	3rd March, 2023	35
19	SEBI	BBA/ MBA	2nd & 4th Sem MBA 6th Sem BBA	12th April, 2023	43
20	Amul Dharuhera	All Branches	B Tech 1st Year	10th May, 2023	93
21	Civil				
22	132 Grid Power Station, Pali	B Tech EE/ECE	EE ALL/ ECE 5th Sem	13th Oct, 2023	
23	National Zoological Park	Medical 5th Sem		14th Oct, 2023	




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# EXPERT LECTURES

Sl. No	Speaker Name	Date	Topic	Course	Branch	Year
1	Mr. Umesh Singh, Palo Alto-USA	18-Nov-21	INTRODUCTION TO IT AND FUTURE SCOPE	B Tech	CSE/ECE/EE	ALL
2	Mr. Himanshu Kumar, Technical Consultant	06-Dec-21	Amazon Web Services (AWS)	B Tech	CSE/ECE/EE	ALL
3	Dr. Jai Singh, Professor, The English and Foreign Language University, Hyderabad.	12-Dec-21	Communication Skills	All	All	All
4	Dr Ajay Pal Sharma	15-Dec-21	Significance of Comm. Skills	All	All	All
5	Mr Shamsheer Singh, Financial Consultant	21-Dec-21	Financial Literacy	MBA, BBA, B Com, M Com	MBA, BBA, B Com/M com	ALL
6	Ms. Vishwa Shah, CEO OLOUS	04-Feb-22	OLOUS : The Future Of Construction	B Tech	CIVIL	ALL
7	Dr Ravinder Kumar Mgmt Dept. (Powered by GILLETTE)	08-Apr-22	KICKSTART YOUR CAREER WITH SAFALTA	MBA, BBA, B Tech, BCA	Pre Final Year	Pre Final
8	IBM CE	13-Apr-22	How Technology Has Changed Our Lives	B Tech CSE	Pre Final Year	Pre Final
9	Ms Megha & Ms Mehak, UNICHARM	18-Apr-22	Awareness Program on Mensural Hygiene	All Female	All Female	All Female
10	Mr. Sachin Chetani, Uncademy	20-Apr-22	Career in Core Engineering	B Tech Mech, EE & ECE	Pre Final Year	Pre Final
11	Dr. Vikas Garg	21-Apr-22	Career Opportunities in Civil Engineering			
12	Mr. Vivek Bindra, Bada Business	27-Apr-22	Enterpreunership	All Students from Eng. Degree All Branch		
13	Address By Ms Maneka Sanjay Gandhi	04-May-22	Awareness Program	Veterinary	All	All
14	Mathematics Day Dr. Ridhi Shah (Professor, JNU Delhi) and Dr. Anima Nagar (Associate Professor, IIT Delhi).	05-12-22	Work Shop	BSc MSc	Mathematics	All
15	Mr. Rrahul Sethi, Enterprenuer	06-06-22	Understanding The Metaverse	B Tech & BCA	CSE/ECE/EE	Final & Pre Final
16	Dr. Manoj Kumar, Professor, Deapartment of English, University of Allahabad	15-Jun-22	PUBLIC SPEAKING AND RHETORIC	ALL	ALL	1st & 3rd Year
17	Dr. B R Natarajan, Banasthali Vidyapeeth	09-Sep-22	Chase Your Dream	All	All	Final Year
18	Mr. Chetan & Mr. Jasbir Singh Virtual Lab- IIT Roorkee	31 Oct-1 Nov, 2022	Workshop on Virtual Lab		All	1st - Final Year
19	Mr. Vishal Mittal, Dept. of Electrical	17-Nov-22	Need of Energy Conversion		All	1st - Final Year
20	Mr. Om Sharma, Exe. Director- Career Will	30-Nov-22	ENTERPRENUERSHIP- A Key to Aatmanirbhar Bharat		All	1st - Final Year
21	Ms. Anjali Ojha, Human Resources. Dhister Pvt Ltd	25th Aug, 2023	Case Study on Misunderstanding between Colleagues	MBA/ BBA		All Year
22	Dr. Benay Kumar Ray Asst. Prof. Central University	21-Mar-23	Cloud Computing	B Tech CSE & BCA	ALL	2nd & 3rd Year
23	Dr. Murlidhar Nayak Bhukya, Ast. Prof. CU	24th March, 2023	Energy Strage System	B Tech	EE	All Year
24	Prof. Vikas Garg TPO & Head Civil Engg. CU	24th March, 2023	Industry Expectations From Freshers	B Tech	Civil & Mechanical	All Year
25	Dr. Abhishek Jindal, Civil Engg. CU	29th March, 2023	Pavement Maintanance & Rehabilitation	B Tech	Civil	All Year
26	Mr. Gagan & Mr. Gaurav - Solitaire Infosys, Mohali	01-May-23	Career in various Technologies	B Tech & Mgmt	Civil/ Mech/ ECE/EE/CSE & MBA/BBA	1st & 2nd Year



  
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27	Mr. Lokesh Saini	12-May-23	Chat GBT	B Tech / Mgmt. BCA	All	2nd & 3rd Year
28	Mr. Kartick CS- Financial Educator, Knowise Learning Academy	18-May-23	Financial Wellness Programme	B Tech & Mgmt.	Civil/ Mech/ ECE/EE/CSE & MBA/BBA	Final Year
29	Dr. Benay Kumar Ray, Asst. Prof. Central University	21-Mar-23	Cloud Computing	B Tech CSE & BCA	ALL	2nd & 3rd Year
30	Dr. Murlidhar Nayak Bhukya, Ast, Prof. CU	24-Mar-23	Energy Strirage System	B Tech	EE	All Year
31	Prof. Vikas Garg TPO & Head Civil Engg. CU	24-Mar-23	Industry Expectations From Freshers	B Tech	Civil & Mechanical	All Year
32	Dr. Abhishek Jindal, Civil Engg. CU	29 March,2023	Pavement Maintanance & Rehabilitation	B Tech	Civil	All Year
33	Dr. Dilip Kumar Panda, Clemon University	1st Sep, 2024	Materials for various energyconversion and storage applications	BSc/ MSc	Physics	All Year
34	Dr. Anant R Bara. CU, Pali Haryana	09-Oct-23	Latest Trends In Artificial Intelligence	B Tech	CSE/ECE/EE	All Year
35	Dr. Naveen Piplani, Deputy Registrar- IGU	09-12-23	National Education Polict-20220	All Staff		
36	Mr. Trivikrama Kothinti , NXT Wave	19-Jan,2024	Students: Build Your Own Generative AI M	B Tech	CSE/ECE/EE	All Year
37	Dr. Chander Kant Verma, Kurukshetra University	24- Jan,2024	Advance Security in Biometric			
	Dr. Sanjay Kumar, SVSU, Palwal	29 Jan,2024	Advance Machining using Simulation	B Tech	Mechanical	All Year
37	Ms. Farheen Sayeed- Vanilakart	05-Feb-24	MSME (Transforming Idea IntoCaptivate)	B Tech	CSE/ BCA	2nd Sth Year
38	Ms. Deepanshu Raghav- IBM CSRBOX	6-7 Feb, 2024	Elevate your Expertise with IBM Skill Build	B Tech/ BSc/ MSc	2nd & 3rd Year	
39	Mr. Harish Sarma- Sodexo	09-Feb-24	Know hor to build career in Marketing	BBA/MBA	All Year	



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*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.*

## Contents

### Summary - Reforms facilitated by the IQAC

Examples of institutional reviews and implementation of reforms facilitated by the IQAC in teaching learning process, structures & methodologies of operations and learning outcomes.

#### **1. Review of course outcomes and program specific outcomes**

The course outcomes mentioned in the university curriculum are mostly content based. In the outcome based education it is important to align the course outcomes with the Bloom's levels so that the outcomes become measurable through the evaluation process. Through an IQAC initiative COs were refined for all the programs over a period of nearly two months after thorough discussions. After completion of the process the revised COs has been adopted. The program specific objectives were also reviewed in the same process to bring focus in the departmental plans on areas specific to student development. The mechanism of this review has been inclusive and with the participation of all the faculty members.

#### **2. The outcome attainment process design**

Attainment process is the foundation of academic activities in any program. There have been two routes, in the literature, to the attainments of graduate attributes, first through the course outcomes designed specific to a course and second by direct attainments of graduate attributes or program outcomes. The first method has been deployed in the institute wherever the learning contents are precisely defined and treatments of contents are in confirmation with the Bloom's levels. On the other hand there are many other curriculum components that are open ended. Examples are projects, seminars and internships. In such components, course outcome based attainments are impractical as the topics vary from student to student. Therefore it becomes important to decide objectives of such activities. These objectives are treated as course outcomes and then mapped over the program outcomes. Through the evaluation of such outcomes direct attainment can be obtained. Under the IQAC initiative, the complete attainment process for various curricular components has been reviewed and recommended.

#### **3. Operational Reviews**

Primary function of the *Internal Academic Audit Cell* formed along IQAC is to conduct the audits of all the programs, assuring the process to be faculty driven and on yearly basis to make assessment of the quality in following areas:

- Clear and measurable learning outcomes based on appropriate process
- Gap analysis and curricular enrichment activities
- Teaching tools and their effectiveness
- Student evaluation and learning assessment including POs attainment
- Academic Support System



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#### 4. Review of Teaching and Learning

Primary function of this unit is to conduct the online/offline student feedback for the courses under different programs and create a consolidated program report for review by the director.

#### 5. Other IQAC initiatives on teaching learning process

After inception the cell so far has been instrumental in placing activities on teaching learning such as-


Promotion of the use of NPTEL, SWYAM and other online resources

Addition of lecture capturing and learning system

Addition of smart assessment tools and AI based valuation system



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