CIRCULAR

14th December, 2023

All the members of the IQAC are hereby informed that a general meeting will be held on 15th December, 2023 at 10:00 pm in Seminar Hall. 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. Review of Previous Meeting Minutes.
3. Identification of Pending Documents and Tasks.
4. Assigning Responsibilities to respective Criteria wise coordinators.
5. Planning for the IIQA application.
6. Any Other Business.

All the members are requested to please bring the action taken reports on the last meeting points & reach to office of the Seminar Hall timely.

Thanks & Regards,

For RPSCEFT,

[Signature]

Principal

Copy to:

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

Internal Quality Assurance Cell (IQAC) Meeting

Date: December 15, 2023

Time: 10:00 AM

Venue: Seminar Hall, Rao Pahlad Singh College of Engineering and Technology, Balana.

Attendees:

1. Dr. Mahesh Kumar Yadav - Principal and Chairperson, IQAC.
2. Dr. Devender Singh - Registrar
3. Prof. Rajender Singh- Dean (Academics).
4. Dr. Ravinder Kumar - IQAC Coordinator
5. Mr. Vikash Sharma - Head, Training & Placement Cell.
6. Dr. Gundeep Tanwar - Head of Department, CSE.
7. Mr. Manish Kaushik - Head of Department, ME.
8. Mr. Sandeep Kumar- Head of Department, ECE.
9. Mr. Prashanita Kumar- Head of Department, CE.
10. Mr. Vishal Kumar- Head of Department, EE.
11. Mr. Sumit Saini- Head of Department. App. Sci.
12. Mr. Anil Kumar- Head of Department, Management.
13. Dr. Ritu Mohan- Faculty Representative.
14. Ms. Geetanjali Gandhi- Sr. Faculty member.
15. Mr. Rajesh Yadav - Librarian
16. Ms. Priyanka - Student Representative

Agenda:

1. Review of Previous Meeting Minutes.
3. Identification of Pending Documents and Tasks.
4. Assigning Responsibilities to respective Criteria wise coordinators.
5. Planning for the IIQA application.
6. Any Other Business

1. Review of Previous Meeting Minutes

   - The minutes of the previous IQAC meeting held on 09-06-2023, were reviewed and approved without any amendments.
2. Status Update on Documentation for NAAC Accreditation

- Dr. Ravinder Kumar provided an update on the progress of the documentation.
- 70% of the required documents have been collected and organized.
- Key areas where documentation is complete include faculty credentials, student performance records, and infrastructure details.

3. Identification of Pending Documents and Tasks

- Dr. Ravinder Kumar highlighted that some research publications and faculty development program records are still pending.
- Prof. Rajender Singh, Dean (Academics) noted the need for updated lab equipment lists and utilization records.
- Dr. Mahesh Kumar Yadav identified a gap in the collection of feedback forms from stakeholders (students, parents, and employers & employees).

4. Assigning Responsibilities:

- **Research Publications and Faculty Development Programs:**
  - Responsible: Dr. Rojaceena Das
- **Lab Equipment Lists and Utilization Records:**
  - Responsible: All Heads of Departments.
- **Feedback Forms Collection:**
  - Responsible: All Heads of Departments.
- **Consolidation of All Documents:**
  - Responsible: Dr. Ravinder Kumar, IQAC Coordinator.

5. Planning for IIQA Submission

- Discussion on the tentative dates for the IIQA submission, likely to be in April or May 2024.
- Formation of a department wise-committee to prepare for the requisite documents, including setting up displays and presentations.

6. Any Other Business

- Dr. Devender Singh, Registrar suggested conducting a mock audit to ensure readiness, to be scheduled for the first week of January 2024.
- The next IQAC meeting is scheduled in the month of January, 2024, to review final preparations for the NAAC accreditation process.

Conclusion:

- The meeting concluded with a note of appreciation from the Chairperson, Dr. Mahesh K. Yadav, for the efforts put in by all members towards the NAAC accreditation process.
- The meeting adjourned at 12:00 PM.
Action Items:

- Complete pending documentation as per the assigned responsibilities and deadlines.
- Prepare for the IIQA submission and conduct a mock audit.

Minutes Prepared by:

[Signature]

Dr. Ravinder Kumar
IQAC Coordinator

Minutes Approved by:

[Signature]

Dr. Mahesh Kumar Yadav
Principal and Chairperson, IQAC