CIRCULAR

26th April, 2024

All the members of the IQAC are hereby informed that a general meeting will be held on 27th April, 2024 at 11:00 am 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. Status Update on IQA Preparation.
2. Compliance with NAAC Criteria.
3. Data Collection and Verification.
4. Role Assignment and Deadlines.
5. Any Other Business.
6. Conclusion and Next Steps.

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

Thanks & Regards,

For RPS CET,

Principal

Copy to:

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

Rao Pahlad Singh College of Engineering & Technology (RPSCET)

NAAC Accreditation Committee

Date: 27th April, 2024
Time: 11:00AM
Venue: Seminar Hall

Attendees:
1. Dr. Mahesh Kumar Yadav- Principal
2. Prof. Rajender Singh- Dean (Academics)
3. Dr. Ravinder Kumar- IQAC Coordinator
4. Dr. Gundeep Tanwar, Head of Department (CSE)
5. Mr. Sandeep Kumar, Head of Department (ECE)
6. Mr. Prashant Kumar, Head of Department (CIVIL)
7. Mr. Manish Kaushik, Head of Department (ME)
8. Mr. Vishal Kumar Mittal, Head of Department (EE)
9. Mr. Sumit Saini, Head of Department (App. Sci.)
10. Mr. Vikash Sharma, Head of Training & Placement Cell
11. Mr. Sajjan Sharma, Administrative Staff.

Agenda:

1. Introduction and Welcome
2. Review of Previous Meeting Minutes
3. Status Update on IIQA Preparation
4. Compliance with NAAC Criteria
5. Data Collection and Verification
6. Role Assignment and Deadlines
7. Any Other Business
8. Conclusion and Next Steps

1. Introduction and Welcome

- Dr. Mahesh Kumar Yadav, Principal, welcomed all members and highlighted the importance of NAAC accreditation for the institution.

2. Review of Previous Meeting Minutes

- The minutes of the previous meeting held in this regard were reviewed and approved by the committee members.
3. Status Update on IIQA Preparation

- Dr. Ravinder Kumar, IQAC Coordinator, presented the current status of the Institutional Information for Quality Assessment (IIQA) preparation.
- It was noted that the data compilation is in its final stages, and the draft will be ready by 4th May, 2024.

4. Compliance with NAAC Criteria

- The committee reviewed the compliance status with respect to the seven NAAC criteria:
  1. Curricular Aspects
  2. Teaching-Learning and Evaluation
  3. Research, Innovations and Extension
  4. Infrastructure and Learning Resources
  5. Student Support and Progression
  6. Governance, Leadership and Management
  7. Institutional Values and Best Practices
- Each criterion was discussed in detail, and areas requiring additional focus were identified.

5. Data Collection and Verification

- Dr. Ravinder Kumar IQAC Coordinator, emphasized the importance of accurate data collection and verification.
- The data collection teams provided updates on their progress, and it was agreed that verification of all collected data will be completed by First Week of May, 2024.

6. Role Assignment and Deadlines

- Specific roles and responsibilities were assigned to committee members and relevant staff:
  - Dr. Mahesh Kumar Yadav, Principal: Overall supervision.
  - Dr. Ravinder Kumar, IQAC Coordinator: Coordination and final review.
  - Dr. Ravinder Kumar, IQAC Coordinator: Data collection for Criteria 1 & 4.
  - Prof. Manish Kaushik, HOD (ME): Data collection for Criteria 3.
  - Dr. Gundeep Tanwar, HOD (CSE): Data collection for Criteria 5.
  - Mr. Sandeep Kumar, HOD (ECE): Data collection for Criteria 6.
  - Mr. Prashanth Kumar, HOD (CE): Data collection for Criteria 7.
  - Administrative Staff: Compilation and formatting of documents.
- Deadlines for each task were set, with a final submission deadline of 15th June, 2024.
7. Any Other Business

- The committee discussed the organization of a workshop for faculty and staff on NAAC accreditation processes and best practices.
- It was agreed that the workshop will be held on 17th May, 2024 and will be facilitated by an external NAAC expert.

8. Conclusion and Next Steps

- Dr. Mahesh Kumar Yadav, Principal, summarized the key points and action items from the meeting.
- The meeting was adjourned with a vote of thanks to the chair and all attendees.

Action Items:

1. **Final Draft of IQA**: IQAC Coordinator to complete by 4th May, 2024.
2. **Data Verification**: All teams to finish by 15th June, 2024.
3. **Workshop Organization**: IQAC Coordinator to arrange by 17th May, 2024.
4. 

Prepared by:

[Signature]

Dr. Ravinder Kumar
IQAC Coordinator
27th April, 2024

Approved by:

[Signature]

Dr. Mahesh Kumar Yadav, Principal
RPS CET
27th April, 2024