CIRCULAR

30th May, 2024

All the members of the IQAC are hereby informed that a general meeting will be held on 31st May, 2024 at 10:00 am in Office of the Director, RPS CET. 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. Welcome and Opening Remarks.
2. Review of IQA Submission.
5. Open Discussion.
6. Conclusion.

All the members are requested to please bring the action taken reports on the last meeting points & reach to the Office of the Director, RPS CET timely.

Thanks & Regards,

For RPS CET,

[Signature]
Principal

Copy to:

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

Date: 31st May, 2024

Time: 10:00 AM

Venue: Office of Director, RPSCET.

Attendees:

1. Dr. Mahesh Kumar Yadav- Principal
2. Prof. Rajender Singh- Dean (Academics)
3. Dr. Ravinder Kumar- IQAC Coordinator
4. Dr. Guuedeep Tanwar, Head of Department (CSE)
5. Mr. Sandeep Kumar, Head of Department (ECE)
6. Mr. Prashantha 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. Vikas Sharma, Head of Training & Placement Cell
11. Mr. Sajjan Sharma, Administrative Staff.

Agenda:

1. Welcome and Opening Remarks.
2. Review of IIQA Submission.
5. Open Discussion.
6. Conclusion.

1. Welcome and Opening Remarks:

The meeting was called to order by Dr. Mahesh K. Yadav, Principal, who welcomed all members and emphasized the importance of the NAAC accreditation process for RPSCET.

2. Review of IIQA Submission:

The IQAC Coordinator, Dr. Ravinder Kumar, provided a brief overview of the Institutional Information for Quality Assessment (IIQA) submission. It was confirmed that the IIQA for the academic year 2023-24 was successfully submitted on 09-05-2024 and approved by NAAC officials on 14-05-2024.
Key Points Discussed:
- Confirmation of approval of IIQA by NAAC.
- Positive feedback received from the initial review.
- Clarifications on any queries rose during the submission.
- Now, 45 days has been given to our institutions for submission of SSR.
- The last date to submit the SSR is 28th June, 2024.

3. Status Update on SSR Report Submission:

The IQAC Coordinator, Dr. Ravinder Kumar, presented the current status of the Self-Study Report (SSR) submission.

- Highlights:
  - SSR submission has been started and progress is going on and probably submitted before due date.
  - Overview of the sections covered in the SSR.
  - Summary of the data and evidence provided.

- Challenges and Solutions:
  - Discussed minor challenges faced during the data collection process.
  - Solutions implemented to overcome these challenges.

4. Action Plan for Next Steps:

A detailed action plan was outlined for the upcoming phases of the NAAC accreditation process after successful submission of the SSR.

- Actions Required:
  - Preparation for the NAAC peer team visit.
  - Organizing documents and evidence for on-site verification.
  - Assigning responsibilities to different departments for follow-up actions.

- Timelines:
  - Specific deadlines set for each task to ensure timely completion.

5. Open Discussion:

An open floor discussion was held to address any queries or concerns from the attendees.

- Points Raised:
  - Faculty and staff training sessions for the NAAC visit.
  - Infrastructure improvements to meet NAAC criteria.
  - Continuous monitoring and updating of data.

6. Conclusion:

The meeting was concluded with a vote of thanks by Dr. Ravinder Kumar, IQAC Coordinator. The importance of collective effort and meticulous preparation for the upcoming
NAAC visit was reiterated. All members were encouraged to maintain the momentum and work collaboratively towards achieving the accreditation.

Next Meeting:

The next meeting is scheduled for 3rd July, 2024 to review the progress of the action plan and prepare for the NAAC peer team visit.

Prepared by:

Dr. Ravinder Kumar
IQAC Coordinator
27th April, 2024

Approved by:

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