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, RPSCET. 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 IIQA 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, RPSCET timely.

Thanks & Regards,

For RPSCET,

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. 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. 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:

[Signature]
Dr. Ravinder Kumar
IQAC Coordinator
27th April, 2024

Approved by:

[Signature]
Dr. Mahesh Kumar Yadav, Principal
RPS CET
27th April, 2024
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 RPSCET,

[Signature]
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. Prashanth 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. Prashant 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 IIQA**: 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
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 RPS CET,

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. Prashant 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. Rojaleena 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
CIRCULAR

8th June, 2023

All the members of the IQAC are hereby informed that a general meeting will be held on 9th June, 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 6th IQAC meeting held on 02-02-2023.
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 RPSCEET,

Principal

Copy to:

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

12th June, 2023

IQAC Meeting held on 09/06/2023 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. Sandeep Yadav
10. Dr. Ritu Mohan
11. Mr. Manish Kaushik
12. Mr. Shashank Kaushik
13. Ms. Geetanjali Gandhi
14. Ms. Priyanka

Agenda of Meeting:

1. Action taken regarding last IQAC meeting.
3. Any other point that required to be discussed.

Action Taken:

1. Documentation for latest completed semester has been successfully submitted to IQA Cell.
2. Workshops/Webinars/FDPs and Seminars had been conducted for faculties and students.
3. Documentation for IIQA application has been discussed with the members for preparation.
4. A detailed analytical report of students’ results 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. Minutes of last IQAC meeting sent to all the members are confirmed.

3. **Preparation for New Academic Session:** After the successful completion of the Academic Session 2022-23, all HoDs were instructed to work for the preparation of Academic Session 2023-24. Work load may please be carried out without delay keeping in view the total students enrolled in the college. After it, faculty requirement as per the letter received from Dean (Academics) office will also be reviewed and will be processed accordingly.

4. **Preparation and Submission of IIQA in Academic Session 2023-24:** Co-ordinator IQAC and all HoDs and members were instructed to work on preparation of documentation and submission of IIQA for the Academic Session 2023-24.

5. **Research and Collaborative Work:** To promote quality research work in the campus, it has been decided that faculty members should apply for Research Projects in various funding agencies- Govt./ Non-Govt. Many Faculty members from various departments published research papers in National and International Journals attended many FDPs. Workshops and Seminars & Refresher courses etc.

6. **Feedback System:** The feedback system is to be improved from the new academic session. It should be taken two times from the students this time. And it should be analyzed properly and proper action taken must be taken in due course of time.

7. **Functional Cells:** All the constituted cells and committees must be functional. Keeping in view the strength of the girl students in the campus, it was also suggested that Women Cell must organize 5-6 activities in the upcoming semester. Similarly, Career Guidance Cell plays a vital role in student’s life. So, it is duty of the CRC and Placement Cell to organize such events by which students can be benefited w.r.t. their career.

8. **Waste Management:** As per the Govt. notification and NAAC point of view, we must hire some more external agencies to work on it.

9. **ICT Facility:** College is regularly improving its ICT facility. Interactive panels have been installed in many rooms for it. And also it has been decided that at least 25% of the total lectures must be covered through presentations and using other ICT tools. The responsibility was handed over to HoDs and Dean (Academics) to work on it.

The meeting was ended with vote of thanks to Chair.

Dr. Ravinder Kumar
Coordinator, IQAC,
RPS College of Engineering & Technology,
Balana, Mahender Garh
Ce to:

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

Agenda of Meeting:
1. Action taken regarding last IQAC meeting.
3. Discussion about applying for IIQA & 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 IIQA 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 IIQA 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.
The meeting was ended with vote of thanks to Chair.

Dr. Ravinder Kumar
Coordinator, IQAC,
RPS College of Engineering & Technology,
Balana, Mahender Garh

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

9th December, 2022

All the members of the IQAC are hereby informed that there will be a meeting today regarding discussion of action taken on last meeting agenda points for various activities that has been implemented to enhance over all development of the college.

The details of the meeting are as below:

1. Date and Time: 10-12-2022 @ 2:00PM.
2. Venue: IQAC Office.
3. Agenda: Action Taken regarding last IQAC meeting & completion of the NAAC documentation work for current Odd semester.

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

Thanks & Regards,
For RPS CET,
Principal

Copy to:
1. Registrar.
2. Dean (Academics).
3. All HoDs.
4. IQAC In charge.
5. All members of the IQAC.
MINUTES OF MEETING
12th Dec, 2022

IQAC Meeting held on 10/12/2022 at 2:00 PM at RPS College of Engineering & Technology,
Balana, Mahender Garh.

Members Present:
1. Dr. Mahesh Kumar Yadav
2. Dr. Devender Singh
3. Prof. Rajender Singh
4. Dr. Ravinder Kumar
5. Dr. Gunday Tanwar
6. Mr. Anil Kumar
7. Mr. Sumit Kumar
8. Mr. Karanbir
9. Dr. Ritu Mohan
10. Mr. Manish Kaushik
11. Mr. Shashank Kaushik
12. Mr. S.K. Gupta
13. Ms. Neeru

Agenda of Meeting:
1. Action taken regarding last IQAC meeting.
2. Completion of the documentation process for NAAC for AY 2022-23.
3. Discussion about applying for IIQA & further process of NAAC Accreditation.

Action Taken:
1. Documentation for SSR for last five years has been completed.
2. Workshops and Seminars had been conducted for faculties and students.
3. 21 Days Student Induction Programme has been successfully completed as per AICTE requirements.
4. Students' Feedback Forms were collected and analyzed as well. A detailed analytical report 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. Dr. Mahesh Kumar Yadav, Principal informed all the members of the IQAC & Heads of all departments along with the coordinators about the completion of the Documentation process of the NAAC for last 5 years.

3. Dr. Ravinder Kumar, In-charge IQAC informed that the documentation for the NAAC Accreditation process for IIQA for current AY 2022-23 has already been started. Only a few things are still pending that will be completed within a week.

4. Dr. Ravinder Kumar informed all Heads that the questions for Students' Satisfaction Survey are still under construction and will be finalized soon.

5. IQAC will frame the questions for Student Satisfaction Survey and will be placed before the committee members very soon or finalize the same with consent of Principal.

6. 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.

7. Planning for the University Practical Examinations for AY 2022-23 was briefed by Dean (Academics) with all the Heads of the various departments once the University Portal is opened.

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
CIRCULAR

26th August, 2022

All the members of the IQAC are hereby informed that there will be a meeting today regarding discussion of action taken on last meeting agenda points for various activities that have been implemented to enhance overall development of the college.

The details of the meeting are as below:

1. Date and Time: 27-08-2022 @ 2:00PM.
2. Venue: IQAC Office.
3. Agenda: Action Taken regarding last IQAC meeting & completion of the NAAC work.

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

Thanks & Regards,

For RPSCEET,

[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

29th August, 2022

IQAC Meeting held on 27/08/2022 at 2:00 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. Gundeep Tanwar
5. Dr. Ravinder Kumar
6. Mr. Anil Kumar
7. Mr. Sumit Kumar
8. Mr. Karambir
9. Dr. Ritu Mohan
10. Mr. Manish Kaushik
11. Mr. Shashank Kaushik
12. Mr. Sachin

Agenda of Meeting:
1. Action taken regarding last IQAC meeting.
2. Completion of the documentation process for NAAC.
3. Discussion about applying for IIQA & further process of NAAC Accreditation.
4. To conduct more workshops and webinars to develop the teaching skills of the faculty members.
5. Planning for the upcoming semester and discussion about the Induction Programme for the AY 2022-23.
Action Taken:

1. Feedback Forms from students of even semester were collected.
2. Dr. Ravinder Kumar had taken the charge of IQAC and assured the higher authorities to do the work with honesty.
3. Alumni Association was constituted.

Minutes of the Meeting:

1. Dr. Mahesh Kumar Yadav (Principal) welcomed all the members of the IQAC.
2. Dr. Mahesh Kumar Yadav, Principal informed all the members of the IQAC & Heads of all departments along with the coordinators about the completion of the Documentation process of the NAAC.
3. Dr. Ravinder Kumar, In-charge IQAC informed that the documentation for the NAAC Accreditation process has almost been done. Only a few things are still pending that will be completed within a week.
4. Dr. Ravinder Kumar informed all Heads that the questions for Students' Satisfaction Survey are still under construction and will be finalized soon.
5. All the HoDs were requested to analyze the feedback forms collected from the students and requested to submit the Analytical Report to Dean (Academics) for further evaluation.
6. IQAC will frame the questions for Student Satisfaction Survey and will be placed before the committee members in the next IQAC meeting or finalize the same with consent of Principal.
7. Detailed discussion was made about the successful completion of all the academic activities viz. University exams, Internal & External Practical exams of the students of Engineering & Management.
8. Planning for new upcoming odd semester for AY 2022-23 was briefed by Dean (Academics) with all the Heads of the various departments.
9. Discussion about planning for the Student Induction Programme for the Fresher students was done.

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.
CIRCULAR

11th June, 2022

All the members of the IQAC are hereby informed that there will be a meeting today regarding discussion of action taken on last meeting agenda points for various activities that has been implemented to enhance over all development of the college.

The details of the meeting are as below:

1. Date and Time: 11-06-2022 @ 2:00PM.
2. Venue: IQAC Office.
3. Agenda: Action Taken regarding last IQAC meeting.

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

Thanks & Regards,

For RPSCET,

[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

13th June, 2022

IQAC Meeting held on 11/06/2022 at 2:00 PM at RPS College of Engineering & Technology, Balana, Mahender Garh.

Members Present:
1. Dr. Mahesh Kumar Yadav
2. Dr. Devender Singh
3. Dr. Gundeep Tanwar
4. Dr. Ravinder Kumar
5. Mr. Anil
6. Mr. Sumit Kumar
7. Mr. Karambir
8. Dr. Ritu Mohan
9. Mr. Manish Kaushik
10. Mr. Shashank Kaushik
11. Mr. Sachin
12. Ms. Neeru

Agenda of Meeting:
1. Action taken regarding last IQAC meeting.
2. Reconstitution of IQAC.
3. Follow up the progress of the IQAC Work.
4. To conduct workshops and webinars to develop the teaching skills of the faculty members.
5. Registration of the College Alumni Association.
6. Completion of the Documentation process for Accreditation as soon as possible.
Action Taken:

1. Remedial classes for the weak students were conducted by all departments.
2. Separate IQAC Office has been established separately to do documentation and necessary activities of the institute for accreditation.
3. Various Workshops/ Webinars have been conducted organized by the institute as detailed below:
   a. AICTE recognized short term course on “Machine Learning Using Python Through ICT” from 28.03.2022 to 01.04.2022 (one week).
4. Students of Management & Engineering were given opportunity to give PPTs on topics of their choice to enhance the presentation skills of the students.

Minutes of the Meeting:

1. Dr. Mahesh Kumar Yadav (Principal) welcomed all the members of the IQAC.
2. Dr. Mahesh Kumar Yadav, Principal informed all the existing members of the IQAC about the reconstitution of the IQAC.
3. Dr. Ravinder Kumar, Associate Professor, Management had been appointed as new IQAC Coordinator after reconstitution.
4. Mr. Sachin, Assistant Professor, CSE Department had also been appointed as a member of the newly constituted IQAC.
5. Dr. Ravinder Kumar thanked to the Principal for providing this opportunity and assured to put his best efforts for the quality enhancement of the institute.
6. Dr. Gundeep Tanwar has given the official charge of IQAC office to Dr. Ravinder Kumar and briefed the progress report of the accreditation work.
7. All the HoDs & respective NAAC chapter coordinators were asked to submit the relevant data as soon as possible so that we can apply for the IIQA and further process of NAAC Accreditation.
8. Dr. Mahesh Kumar Yadav informed all the members that confidential feedback of faculty members from students needs to be collected in Offline mode (even semester session 2021-22). Along with feedback important suggestions from students will also be asked.
9. IQAC will frame the questions for Student Satisfaction Survey and will be placed before the committee members in the next IQAC meeting or finalize the same with consent of Principal.
10. It has been decided that the college will strengthen its Alumni Association. The Alumni cell will work in association with IQAC to increase the frequency of meetings. More alumni will be added in the team.

The meeting was ended with vote of thanks to Chair.

Dr. Gundeep Tanwar
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.
CIRCULAR

25th Feb, 2022

All the members of the IQAC are hereby informed that there will be a meeting today regarding discussion of action taken on last meeting agenda points for various activities that has been implemented to enhance over all development of the college.

The details of the meeting are as below:

1. Date and Time: 26-02-2022 @ 2:30PM.
2. Venue: IQAC Office.
3. Agenda: Action Taken regarding last IQAC meeting.

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

Thanks & Regards,

For RPSCET,

Principal

Copy to:

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

28th Feb, 2022

IQAC Meeting held on 26/02/2022 at 2:30 PM at RPS College of Engineering & Technology, Balana, Mahender Grah

Members Present:
1. Dr. Mahesh Kumar Yadav
2. Dr. Devender Singh
3. Dr. Gundeep Tanwar
4. Dr. Ravinder Kumar
5. Mr. Anil
6. Mr. Sumit Kumar
7. Mr. Karambir
8. Dr. Ritu Mohan
9. Mr. Manish Kaushik
10. Mr. Shashank Kaushik

Agenda of Meeting:
1. Action taken regarding last IQAC meeting.
2. Quality initiatives for upcoming Academic Session 2022-23.
3. Future courses of action for Institute’s betterment.
4. To discuss quality measures and future initiatives.

Action Taken:
1. Things have been discussed with TPO- Mr. Vikash Sharma to develop a platform for virtually meeting with the Alumni.
2. Student council has been set up in the Institute for the session 2021-22. The student council objective, composition, representatives, executive committee, Course representative, duties and responsibilities, selection of candidates, eligibility criteria & code of conduct has been finalized.
3. Collection of written feedback from Parents/ guardians has been started/ implemented. This suggestion was appreciated as through it, the institute got many valuable suggestions from the students’ parents/ guardian who visited the campus during PTM.

Minutes of the Meeting:

1. Dr. Mahesh Kumar Yadav (Principal) welcomed all the members of the IQAC.

2. Dr. Gundeep Tanwar, coordinator, IQAC, informed that after first sessional examinations, weak students shall be identified from each department and provision for remedial classes should be taken so that such students can upgrade their knowledge in the core Engineering and Management subjects.

3. Dr. Gundeep Tanwar, coordinator IQAC, has informed all the attendees that the necessary work for NAAC accreditation is going in full swing mode.

4. Dr. Gundeep Tanwar has suggested establishing a separate office for IQAC documentation and records maintaining.

5. For smoothening of Fee submission by the students, online fee payment gateway system has been implemented and the students and parents has been motivated to take benefit of online transactions for submitting various fees.

6. Dr. Mahesh Kumar Yadav, Director of the Institute also requested all the members and Heads to conduct/ organize various workshops/ webinars/FDPs for enhancing the teaching skills.

7. The student council representative suggested to implement PPT’s mode for lecture delivery and to conduct more interactive classes.

The meeting was ended with vote of thanks to Chair.

Dr. Gundeep Tanwar
Coordinator, IQAC,
RPS College of Engineering & Technology,
Balana, Maharana Garh

Cc to:
1. Director for kind information.
2. Dean (Academics) for kind information.
3. IQAC for filing.
CIRCULAR

17th January, 2022

All the members of the IQAC are hereby informed that there will be a meeting today regarding discussion of further agenda and planning for various activities to be implemented to enhance over all development of the college.

The details of the meeting are as below:

1. Date and Time: 17-01-2022 @ 3:00PM.
2. Venue: Director’s Office.
3. Agenda: Planning for betterment of the current academics.

All the members are requested to please come up with valuable suggestions in this regard and reach to Director’s Office timely.

Thanks & Regards,

For RPSCET,

Principal

Copy to:

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

18 January, 2022

IQAC Meeting held on 17/01/2022 at 3:00 PM at RPS Group of Institutions, Balana, Mahender Garh

Members Present:
1. Dr. Mahesh Kumar Yadav
2. Dr. Devender Singh
3. Dr. Gundeep Tanwar
4. Dr. Ravinder Kumar
5. Mr. Anil
6. Mr. Sumit Kumar
7. Mr. Karambir
8. Dr. Ritu Mohan
9. Mr. Manish Kaushik
10. Mr. Shashank Kaushik
11. Ms. Neeru

Agenda of Meeting:
1. Introduction of all members of IQAC and the purpose of its constitution.
2. Future courses of action for Institute’s growth and development.
3. To discuss quality measures and future initiatives in this regard.

Minutes of the Meeting:
1. Dr. Mahesh Kumar Yadav (Principal) welcomed all the members and introduced them with each other.

2. Dr. Devender Singh (Management Representative) also welcomed all the members and discussed in detail the purpose of Internal Quality Assurance Cell (IQAC). He also requested to each and every member of the cell to convey their ideas and suggestions for the better growth and development of the Institute. He introduced Dr. Gundeep Tanwar as Coordinator of IQAC.
3. Dr. Gundeep Tanwar updated all the members about the initiatives which have already been implemented in the Institute for the benefit of the students like Remedial Classes, Lecture delivery by using ICT, Scholarship to students, competitive examination preparation special classes, teacher’s Feedback from students, internal sessional papers, Pre-University Tests, Notes and other study material for students.

4. Mr. Sumit Kumar suggested Alumni Meet. Dr. Gundeep Tanwar appreciated the suggestion and asked all members to plan out an Alumni Meet very soon.

5. Mr. Manish Kaushik suggested forming Student Council which can identify & present the problem of the students in the knowledge of the Dean (Academics). Dr. Devender Singh appreciated the suggestion and requested to Mr. Gundeep Tanwar to coordinate with Final year Students to formulate such student council to raise their grievances related to academics.

6. Dr. Ritu Mohan suggested taking feedbacks from Parents/ Guardians as well. Dr. Devender Singh told that for it, we can conduct Parents meet time to time to collect their feedback.

7. Dr. Devender Singh (Registrar) suggested to go for Accreditation and assured all to look after all the possibilities for it. All the members supported his suggestion. In this regard, Dr. Mahesh Kumar Yadav updated that for this Accreditation, we need to maintain and update all records for last five years.

8. At last, it was mutually decided by all members that such meetings should be conducted at least once in a month to see the progress report of the Accreditation.

The meeting was ended with vote of thanks to Chair.

Dr. Gundeep Tanwar
Coordinator, IQAC,
RPS College of Engineering & Technology,
Balana, Mahender Garh

Cc to:
1. Director for kind information.
2. Dean (Academics) for kind information.
3. IQAC for filing.