



RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY

5th KM Stone Delhi, Meerut Road, Near Raj Nagar Extension Road, Ghaziabad, UP-201003

Approved by AICTE, N. Delhi & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow

NBA Accredited Program (B.Tech: ECE, IT, B.Pharma)

Ref. No. RKGIT/IQAC/22-23/058

January 09, 2023

Minutes of Meeting of the IQAC (Internal Quality Assurance Cell)

Date: 09.01.2023

Time: 11:00 AM

Venue: Board Room A block-RKGIT

Chairperson: Dr. D. R. Somashekhar, Director – RKGIT

Coordinator: Dr. Ramendra Singh Coordinator IQAC

Members who attended the meeting:

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|---|---------------------------------|
| 1. Dr. D. R. Somashekhar, Director–RKGIT | : Chairman – IQAC |
| 2. Dr. Laxman Prasad, Group Advisor–RKG Group | : Management Representative |
| 3. Mr. H. G. Garg, DSW–RKGIT | : Senior Administrative Officer |
| 4. Dr. R. K. Yadav, Dean Academics–RKGIT | : Member |
| 5. Dr. Puneet C Srivastav, Dean-EII | : Member |
| 6. Dr. Umakant Chaudhary, HOD-EEE | : Member |
| 7. Dr. Vibhuti, HOD-MBA | : Member |
| 8. Dr. Amit Singhal, HOD–CSE | : Member |
| 9. Dr. Poonam C Kumar, HOD-AS&H | : Member |
| 10. Dr. Rekha Singh, HOD-Civil | : Member |
| 11. Dr. Ashok Kumar Yadav, HOD-ME | : Member |
| 12. Dr. Ramendra Singh, Dean Accreditation | : Coordinator – IQAC |

The quarterly meeting of Internal Quality Assurance Cell of the institute was held in pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institution.

With warm welcome of the invitees, the coordinator IQAC Dr. Ramendra Singh presented Quality Initiatives and Agenda of IQAC meeting. He also briefed the committee on action taken on the discussion in the least meeting.



Agenda points for the ongoing IQAC Meeting:

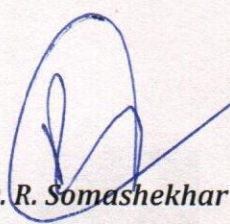
Details of discussion and responsibility of execution on each agenda item is given below in tabular format.

S. No.	Agenda/Discussion topic for the ongoing IQAC Meeting	Discussion	Responsibility
1	Review of NAAC preparation	Dr. Ramendra Singh briefed the committee about the ongoing preparation of the NAAC accreditation. He informed the IQAC that the work for NAAC accreditation has started and almost 30 percent work is complete.	Dr. Ramendra Singh Coordinator IQAC
2	Implement the Code-Tantra Interactive coding platform for students	As per the discussion held in the previous meeting, Dr. Ramendra Singh briefed the committee that the CODE Tantra online coding platform is recommended. He also briefed the committee about the different features of the platform. The committee approved the implementation of the CODE Tantra Online coding platform.	Dr. Ramendra Singh Dean Accreditation & Dr. Preeti Sharma SPOC Code Tantra
3.	Committee for Institute Website	The committee was concerned about the updation of the information on the institute website. So it was decided to constitute a committee with one member from every department for regularly updating the website.	HODs of every department
4.	Committee for Extension activities	Dr Ramendra Singh proposed a separate committee for organizing the extension activities in the neighbourhood area. The committee accepted the proposal permitted to constitute the same.	Dr. Ramendra Singh Coordinator IQAC
5.	Online Course file preparation	The committee discussed the feasibility of the online course file. It was decided that the ECE department will prepare on sample online course file, after that, it will be implemented in the other departments.	Dr. Ramendra Singh Coordinator IQAC & HOD ECE department.

The meeting concluded with a vote of thanks proposed by Dr. Ramendra Singh, Coordinator - IQAC.

Minutes of Meeting Prepared by: Dr. Ramendra Singh

(Dr. Ramendra Singh)
Coordinator - IQAC


Dr. D. R. Somashekhar
Chairperson- IQAC

Copy to :

1. All IQAC Members
2. All HODs & Concerned Person (to take necessary action accordingly)
3. Office File

