



# RAJ KUMAR GOEL INSTITUTE OF TECHNOLOGY

5<sup>th</sup> 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 & B.Pharma)

Ref. No. RKGIT/IQAC/22-23/25

October 10, 2022

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

Date: 10.10.2022

Time: 10:30 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:

- |   |                                 |
|---|---------------------------------|
| 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, HOD-IoT               | : Coordinator - IQAC            |

The quarterly meeting of reformulated 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 said that since quality enhancement is a continuous process, the IQAC is an important part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The IQAC ensures creation of an environment that fosters a pleasant experience and holistic development of all stakeholders that interact with the institution.



### Agenda points for the ongoing IQAC Meeting:

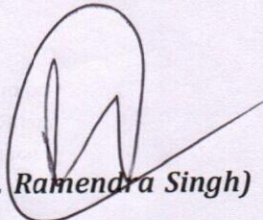
Details of discussion and responsibility of execution on each agenda item is given below in tabular format.

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 all the departments have been informed to prepare the data as per the NAAC format.	Dr. Ramendra Singh Coordinator IQAC
2	OBE Manual	Dr. Ramendra Singh briefed the committee about the modifications made in the attainment process. Further, it was decided to constitute a committee for designing the OBE manual.	Dr. Ramendra Singh Coordinator IQAC
3.	Lecture Series on Outcome-based Education	The committee was concerned about the awareness of faculty members about Outcome-based Education. So it was decided that a lecture series would be started in Outcome-based Education	Dr. Ramendra Singh Coordinator IQAC
4.	Standard Formats for Teaching Learning	It was discussed that different departments are using different formats, so it was decided that the IQAC will prepare formats related to teaching teaching-learning process and circulate them to all the departments.	Dr. Ramendra Singh Coordinator IQAC Mr. Ritesh Pahooja Associate Director CRC & HODs of the concerned department
5	Skill Development Classes	To fill the gap between Industry and academia it was decided to start the skill development classes in emerging area.	Dr. Ramendra Singh Dean Accreditation
6.	Addition of new titles in library	Committee reviewed the position of new titles in the library. It was decided that every year 700-900 new titles should be added in the library.	Prof in-charge Library & librarian



**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**



**Copy to :**

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