



# 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, IT, B.Pharma)

Ref. No. RKGIT/IQAC/22-23/43

December 22, 2022

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

Date: 22.12.2022

Time: 11:30 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 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.

### 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	Dr. Ramendra Singh Coordinator IQAC

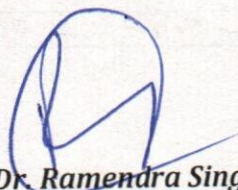




		accreditation. He informed the IQAC that the work for NAAC accreditation has started and almost 20 percent work is complete. Committee decided that the institute will apply for the NAAC accreditation in the session 2023-24.	
2	Implementation of new format for Notice/Office order/Inter office note	Dr. Ramendra Singh circulated the new format for Notice/Office order/Inter office note among the members. The format was approved by the IQAC and it was decided that the format will be applicable from the immediate effect.	Dr. Ramendra Singh Coordinator IQAC
3.	Implementation of project dairy for final year students	Dr. Ramendra Singh circulated the format for project dairy for final year students among the members. The committee find it very useful for the continuous monitoring of the final year project work. The format was approved by the IQAC and it was decided that the format would be applicable from the immediate effect.	Dr. Ramendra Singh Coordinator IQAC & HODs of the all departments
4.	Feedback policy of the institute	Dr. Ramendra Singh proposed some changes in the stakeholder feedback policy of the institute. The committee approved those changes and those changes will be applicable from the immediate effect.	Dr. Ramendra Singh Coordinator IQAC
5	Online Coding Platform	Based on feedback received from the student's committee felt the need of one online coding platform. It was decided to analyze different coding platforms available in the market.	Dr. Ramendra Singh Coordinator IQAC & HOD CSE

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