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/22-23/050   *August 25, 2023*

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

Date: 12.08.2023

Time: 11:30 AM

Venue: Board Room A block-RKGIT

Chairperson: Dr. B. C. Sharma, Director – RKGIT

Coordinator: Dr. Ramendra Singh, Dean Accreditation

Members who attended the meeting:

1.	**Dr. B. C. Sharma,** Director–RKGIT	: Chairman – IQAC
2.	**Mr. Akshat Goel,** Vice Chairman–RKG Group	: Member
3.	**Dr. Laxman Prasad,** Group Advisor–RKG Group	: Member
4.	**Dr. D. K. Chauhan,** Executive Director–RKG Group	: Member
5.	**Dr. R. K. Yadav,** Dean Academics–RKGIT	: Member
6.	**Mr. H. G. Garg,** DSW–RKGIT	: Member
7.	**Dr. Monika Sachdeva,** Principal Pharmacy–RKGIT	: Member
8.	**Prof. (Dr.) Zaheeruddin,** Professor-Jamila University	: Member
9.	**Sh. Saurabh Agarwal,** (Head, S&G, Govt Business) TCS	: Member
10.	**Mr. Nishant Tyagi,** Data Scientist-American Express	: Member
11.	**Dr. Amit Singhal,** HOD–CSE	: Member
12.	**Dr. Sanjay Singh,** Associate Professor–AS&H	: Member
13.	**Mr. Mohit Gupta,** Assistant Professor–CE	: Member
14.	**Mr. Shyam Narayan,** Alumni ECE-2017	: Member
15.	**Mr. Vansh Bhardwaj,** Student CSE-AIML 3rd Year	: Member
16.	**Dr. Ramendra Singh,** Dean Accreditation	: 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 dean accreditation & 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.
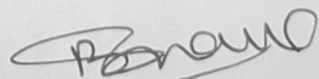
Agenda points for the ongoing IQAC Meeting:

Details of discussion and responsibity 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	Redefining of Vision & Mission of the institute	It was decided in the meeting that a committee will be formulated under the chairmanship of the advisor of the group for redefining the Vision & Mission of the institute.	Dr Laxman Prasad Advisor RKG group of institution
2	Review of NAAC preparation	Dr. Ramendra Singh briefed the committee about the ongoing preparation of the NAAC accreditation. He informed the IQAC that almost 80% work has been done. The reaming work will be complete till the end of the September and the institution will file IIQA in the first week of the October.	Dr. Ramendra Singh Dean Accreditation
3	Initiatives for NIRF ranking of the institute	Director Dr. B.C. Sharma briefed that Institute is targeting the NIRF ranking under 200 in session 24-25. Committee discussed a lot of initiatives regarding that. Following action plan was concluded for the session 2023-24 1. Domain specific trainings to increase the average pay package. 2. At least one hundred Scopus publication in the current session 3. At least Twenty five SCI publication in the current session 4. At least 50 patent publications and 10 granted patents in the current year 5. Every department to fetch a research grant and consultancy of the rupees 5 lacs.	Dr. B.C. Sharma Director RKGIT
4	Attainment Process of Cos, POs & PSOs	Dr. Ramendra Singh briefed the committee about the modifications made in the attainment process as per the observation made by the NBA evaluators in recent visits. Committee approved the modifications with a suggestion of increment of five percent in the target value if the attainment is same in consecutive years.	Dr. Ramendra Singh Dean Accreditation

5	Revised Research policy of the institute	Dr. Ramendra Singh briefed the committee about the revised research policy of the institute prepared by the research committee under the chairmanship of the honorable vice chairman of the group, in which the reward amount has been significantly increased. The committee approved the revised policy. Some discussion were there about the Scopus journal publication, that will be taken care in the next revision.	Dr. D.K. Chauhan Executive Director RKG Group
6	Skill Development Classes for higher package jobs	Dr. Ramendra Singh briefed the committee about the initiative taken by the institute in the session 2022-23 and proposed plan for the session 2023-24. It was decided to skill up the students from first year itself by starting a value added course on Python. It will be mandatory for all the department to run a value added course in every semester.	Dr. Ramendra Singh Dean Accreditation & HODs of concerned department
7.	Domain-Specific Training for the CSE Allied Branches	Committee discussed the specific requirements of the CSE allied(CSE-DS, CSE-AIML, CSE-IOT) branches. It was decided that every department will organize two short term workshops for their students specific as per the requirement of their domain in every semester.	HODs of concerned department
8	Faculty development Programs on emerging technologies	It was decided by the committee that every faculty member must attend one faculty development program on the recent and advance technology. For this institute will provide all the necessary facilities. It is also advisable the faculty member to share their learning with their colleague and students through presentation. It was further decided that if any faculty want to do some advance course in any technology then the institute will refund the whole fees of the course on successful completion, but the faculty has to sign a bond for stay depending on the fee of the course. The detailed guidelines will be issued by the HR.	HOD of every department & HR

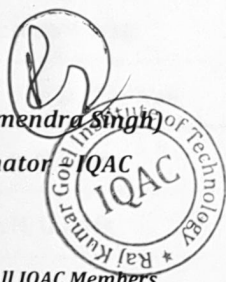| 9	Incentive Scheme for students	Committee reviewed the current incentive policy for the students. The focus was to increase the count of beneficiary students. It was decided in the meeting that the Dean student welfare will prepare revised incentive scheme for the students.	Dean Student Welfare
10.	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
11	Advancement of Incubation Center	It was decided in the committee that the institute will refurbish the incubation center and will provide more facility to the incubate.	Dr. D.K. Chauhan Executive Director RKG Group

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. B. C. Sharma
Chairperson- IQAC
Director
Raj Kumar Goel Institute of Technology
5th KM Stone, Delhi-Meerut Road,
Ghaziabad

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

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Internal Quality Assurance Cell (IQAC)

Attendance of the IQAC Meeting 12-August-2023

S.No	Name	Designation	Signature
1	Mr. Akshat Goel	Vice Chairman (RKG Group)	Akshatgoel 12/08/23
2	Dr. Laxman Prasad	Advisor (RKG Group)	Prasad 12/8
3	Dr. D. K. Chauhan	Executive Director (RKG Group)	Chauhan 12/8/23
4	Dr. B. C. Sharma	Director (RKGIT)	Sharma 12/8
5	Prof. Dr. Zaheeruddin	Professor, Jamia Millia Islamia University	Zeeruddin
6	Mr. Saurabh Agarwal	(Head - Strategy & Growth (Government Business), TCS)	Agarwal
7	Mr. Nishat Tyagi	Data Scientist American Express	Tyagi
8	Mr. Shyam Narayan	Alumni (ECE 2017- Tech Lead, ST Micro Electronics)	S.N.
9	Dr. R. K. Yadav	Dean Academics (RKGIT)	
10	Mr. H. G. Garg	Dean Student Welfare (RKGIT)	
11	Dr. Monica Sachdeva	Principal Pharmacy (RKGIT)	Monica 12/8/2023
12	Dr. Mohit Jindal	Principal BBA (RKGIT)	— A —
13	Dr. Amit Singhal	Professor HoD-CSE (RKGIT)	12/10/23
14	Dr. Manjusha Goel	Associate Professor, MBA (RKGIT)	— A —
15	Dr. Sanjay Singh	Associate Professor, AS&H (RKGIT)	
16	Ms. Ritu Agarwal	Associate Professor, Officiating HoD-IT (RKGIT)	— A —
17	Mr. Mohit Gupta	Assistant Professor, Civil (RKGIT)	
18	Mr. Praveen Goel	F/o. Ms. Monika Goel CSE 1st Year Student	— A —
19	Mr. Vansh Bharadwaj	Student CSE-AIML 3rd Year (RKGIT)	
20	Dr. Ramendra Singh	Coordinator IQAC (RKGIT)	