6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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Constitution of IQAC

Raj Kumar Goel Institute of Technology, Ghaziabad

Estd. in 2000

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 29-11-2018

To,

The Director

RKGIT, Ghaziabad

Subject: **Composition of IQAC (Internal Quality Assurance Cell)**

Hon'ble Sir,

As per your directions, the establishment of **"Internal Quality Assurance Cell (IQAC)"** at RKGIT, Ghaziabad is proposed as follows:

The objective of this IQAC is

(1) To develop a system to improve the academic and administrative performance of the institution.

(2) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The IQAC committee shall have the composition as give below:

Chairman:	**Prof. D. R. Somashekar (Director)**
Coordinator:	Dr. Sanjeev Goyal (Professor Physics)
Management Representative:	Mr. Akshat Goel, Dr. Laxman Prasad
Senior Academicians:	Dr. Arvind Singh (Dean Academics) Dr. Puneet Chand Srivastav (Dean Second Shift) Prof. T.N. Shukla (HOD EE)

Raj Kumar Goel Institute of Technology IQAC

Dr. Shiv Kumar Garg (HOD Civil)
Dr. Dhirendra Kumar (HOD EC)
Dr. Durgesh Sharma (HOD ME)
Dr. Sachi Gupta (HOD CS)
Mr. V.K. Tripathi (HOD IT)
Dr. Poonam C. Kumar (HOD AS&H)

Senior Administrative Officers:	Mr. H.G. Garg (DSW), Mr. Vipul Goel (Accounts Officer)
Member (Management):	Dr. Vibhuti (HOD MBA)
Nominee (Industrialists):	Mr. Nirmal Singh (Assomach)
Nominee (Stakeholders):	Sandeep Mittal Parents Akansha Mittal (CS 2nd Year)
Nominee (Local Society):	Prof. S. C. Gupta
Nominee (Students):	Tanya Kansal (CS 2nd Year)
Nominee (Alumni):	Ashutosh Pandey (EC 2017Passed Out)
	Ankit Patel (ME 2016 Passed Out)

You are requested to approve the above committee.

Thanks and Regards

Dr. Sanjeev Goyal
Proposer of IQAC

Raj Kumar Goel Institute of Technology IQAC

Approved
29/11/18

Director
Raj Kumar Goel Institute of Technology
5th KM Stone, Delhi-Meerut Road,
Ghaziabad

Raj Kumar Goel Institute of Technology, Ghaziabad
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Estd. in 2000

CIRCULAR

Date: 29-11-2018

Subject: Formation of Internal Quality Assurance Cell (IQAC) at RKGIT

Dear Sir/Ma'am,

In order to ensure timely, efficient and progressive performance of academic, administrative and financial tasks, the leading institutions (including RKGIT) have established the 'Internal Quality Assurance Cell (IQAC)'. At RKGIT it came in to existence on November 29, 2018 with the following objective and functions.

Objective:

- To develop a system to improve the academic and administrative performance of the institution through conscious, consistent and catalytic actions.

Functions:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up;

Raj Kumar Goel Institute of Technology IQAC

- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Composition of the IQAC

As per the guidelines of National Assessment and Accreditation Council (NAAC), IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC has been suggested as follows:

1. Chairperson: Head of the Institution
2. One of the senior teachers as the coordinator/Director of the IQAC
3. One member from the Management
4. Heads of academic units/Three to eight teachers
5. A few senior administrative officers
6. One/two nominees from local society, Students and Alumni
7. One/two nominees from Employers /Industrialists/Stakeholders

In view of the above guidelines, the IQAC at RKGIT has been formed with the following members.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sl.No.	Designation	Name & Other Details	Signature
1.	Chairman- IQAC	Dr. D. R. Somashekar Director-RKGIT	
2.	Coordinator-IQAC	Dr. Sanjeev Goyal Professor-Physics	
3.	Management Representatives	Mr. Akshat Goel Management RKGIT	
4		Dr.Laxman Prasad Group Director (R & D)	
5.	Training & Placement Representative	Dr. Dilip Moza Director-CRC	
6.	Senior Academicians	Dr. Arvind Singh Dean Academics	
7.		Dr.Puneet Chand Srivastav Dean Second Shift	
8.		Prof. T. N. Shukla	

Raj Kumar Goel Institute of Technology IQAC

		HOD-EE	
9.		Dr. Shiv Kumar HOD-CE	
10.		Dr. Dhirendra Kumar HOD-EC	
11.		Dr. Durgesh Sharma HOD-ME	
12.		Dr. Sachi Gupta HOD-CS	
13.		Mr. V.K.Tripathi HOD-IT	
14.		Dr. Vibhuti HOD MBA	
15.		Dr. Poonam C. Kumar HOD-AS&H	
16.	**Senior Administrative Officers**	Mr. H.G.Garg Dean Students Welfare	
17.		Mr. Vipul Goel Accounts Officer	
18.	**Member (Industrialists)**	Mr. Nirmal Singh Assomach Group	
19.	**Nominee (Stakeholders)**	Mr. Sandeep Mittal Father of Akanksha Mittal (CS 2nd Year)	
20.	**Nominee (Local Society)**	Prof. S. C. Gupta	
21.	**Nominee (Students)**	Tanya Kansal (EC 2017-18 Batch)	
22.	**Nominee (Alumni)**	Ashutosh Pandey (EC 2017 Passed Out)	
23.		Ankit Patel (ME 2016 Passed Out)	

It has been decided by the Chairman IQAC Dr. D. R. Somashekar (Director RKGIT) to have at least three meetings of the members in an academic semester. First meeting in the beginning, second in the middle and the third in the end of the semester. A few more meetings in between may also be called to review the progress.

Thanks and Regards

Dr. Sanjeev Goyal

Coordinator-IQAC

Raj Kumar Goel Institute of Technology ★ IQAC

Copy to: All Concerned

29/11/2018

Director
Raj Kumar Goel Institute of Technology
5th KM Stone, Delhi-Meerut Road,
Ghaziabad

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IQAC Committee

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Office Order

Ref: - RKGIT/IQAC/2022-23/044 Date:- 03/07/2023

From: Coordinator IQAC	To: Principal Pharmacy, All Deans, HoD's, Registrar, All Section Officers
Through: Director(Chairperson IQAC)	

Sub: Reformation of the Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance cell has been reformulated as per the NAAC guidelines and the reformulated IQAC is as follows.

1. **Chairperson: Head of the Institution**
   - Dr. B. C. Sharma (Director)
2. **Senior administrative officers(Member)**
   - Dr. Laxman Prasad (Group Advisor)
   - Dr. D. K. Chauhan (Executive Director)
   - Dr. R. K. Yadav (Dean Academics)
   - Mr. H. G. Garg (Dean Student Welfare)
   - Dr. Monica Sachdeva (Principal Pharmacy)
3. **Teachers(Member)**
   1. Dr. Amit Singhal (Professor HoD-CSE)
   2. Dr. Manjusha Goel (Associate Professor, MBA)
   3. Dr. Sanjay Singh (Associate Professor, AS&H)
   4. Ms. Ritu Agarwal (Associate Professor, Officiating HoD-IT)
   5. Mr. Mohit Gupta (Assistant Professor, Civil)
4. **Management Member**
   - Mr. Akshat Goel, Vice Chairman (RKG Group)
5. **Nominees from local society, Students, and Alumni(Member)**
   - Prof. Dr. Zaheeruddin (Professor, Jamia Millia Islamia University)
   - Mr. Shyam Narayan, Alumni (ECE 2017- Tech Lead, ST Micro Electronics)
   - Ms. Kanika Sharma (CSE 3rd Year)
6. **Nominees from Employers /Industrialists/stakeholders(Member)**

   Parent: Mr. Praveen Goel F/o. Ms. Monika Goel CSE 1st Year Student

   Industry: Mr. Saurabh Agarwal (Head - Strategy & Growth (Government Business), TCS)
7. **Coordinator IQAC**
   Dr. Ramendra Singh (Dean Accreditation)

The tenure of the membership will be two years as per the norms.

Dr. Ramendra Singh
Dean Accreditation

Raj Kumar Goel Institute of Technology IQAC

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Sample MOM of IQAC

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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

Raj Kumar Goel Institute of Technology ★ 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)	
2	Dr. Laxman Prasad	Advisor (RKG Group)	
3	Dr. D. K. Chauhan	Executive Director (RKG Group)	
4	Dr. B. C. Sharma	Director (RKGIT)	
5	Prof. Dr. Zaheeruddin	Professor, Jamia Millia Islamia University	
6	Mr. Saurabh Agarwal	(Head - Strategy & Growth (Government Business), TCS)	
7	Mr. Nishat Tyagi	Data Scientist American Express	
8	Mr. Shyam Narayan	Alumni (ECE 2017- Tech Lead, ST Micro Electronics)	
9	Dr. R. K. Yadav	Dean Academics (RKGIT)	
10	Mr. H. G. Garg	Dean Student Welfare (RKGIT)	
11	Dr. Monica Sachdeva	Principal Pharmacy (RKGIT)	
12	Dr. Mohit Jindal	Principal BBA (RKGIT)	A
13	Dr. Amit Singhal	Professor HoD-CSE (RKGIT)	
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)	

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Photographs of IQAC Meeting (12-08-2023)

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