



Ref. No. RKGIT/IQAC/24-25/009

October 04, 2024

Minutes of Meeting of the 20th IQAC (Internal Quality Assurance Cell)

Date: 19.09.2024

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:

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| 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. HG Garg, DSW-RKGIT | : Member |
| 7. Dr. Monika Sachdeva, Principal Pharmacy-RKGIT | : Member |
| 8. Mr. Ritesh Pahuja, Associate Director(CRC) RKG Group | : Member |
| 9. Prof. (Dr.) Zaheeruddin, Professor-Jamila University | : Member |
| 10. Mr. Saurabh Agarwal, (Head, S&G, Govt Business) TCS | : Member |
| 11. Dr. Amit Singhal, HOD-CSE | : Member |
| 12. Dr. Vinish Kumar (Professor, HoD-CSE-AIML) | : Member |
| 13. Dr. Preeti Sharma, HOD-CSE-DS & Chairman Library | : Member |
| 14. Dr. Ashok Yadav, Professor & HOD ME | : Member |
| 15. Mr. Shyam Narayan, Alumni ECE-2017 | : Member |
| 16. Mr. Ashish Choudhary, Student CSE 3rd Year | : Member |
| 17. Dr. Ramendra Singh, Dean Accreditation | : Coordinator - IQAC |

The quarterly meeting of the 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 the institution.

Dr. B.C. Sharma Director and chairman IQAC welcomed all the members and congratulated all for achieving the NAAC accreditation.



With a warm welcome of the invitees, the dean accreditation & coordinator IQAC Dr. Ramendra Singh presented the Quality Initiatives action taken report of previous meeting and Agenda of the 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 the discussion and responsibility of execution on each agenda item are given below in tabular format.

S. No.	Agenda/Discussion topic for the ongoing IQAC Meeting	Discussion	Responsibility
1	Update About NAAC Accreditation	Dr. Ramendra Singh briefed the committee that the Institute has been accredited by NAAC with A grade. The score of the Institute is 3.10 out of 4. He also briefed the members that 3.10 is the highest score achieved by any institute in Ghaziabad in the first cycle.	
2	Approval of Vision and Mission of the Institute	Dr. Ramendra Singh presented the revised Vision and Mission statement of the institute, which has been drafted by a committee under the convenership of the advisor of the group. The Vision and Mission statement of the institute was approved by the IQAC with minor corrections.	IQAC
3	Academic Audit of the department	Dr. Ramendra Singh briefed the committee that as per the approval of IQAC in the last meeting, the formats for the Academic audit have been shared with the departments. The Department will conduct the internal audit on those formats and after that external audit will be conducted in December.	IQAC
4	Strategic Plan of the Institute	Dr. Ramendra Singh briefed the committee that one committee has been formulated by the honourable vice chairman of the group to draft the ten year Strategic Plan of the Institute.	Strategic Plan Drafting Committee



		The committee is in process of drafting the Strategic Plan of the Institute. The committee will submit the initial draft of the Strategic Plan to the honorable vice chairman by 12th October 2024. After that it will be circulated among the IQAC members for their suggestions.	
5	OBE Manual	Dr. Ramendra Singh briefed the committee that a committee was constituted for drafting the OBE manual of the institute under the convenership of Dr. Preeti Sharma (HoD, CSE-DS). The initial draft of the OBE manual has been sent to the IQAC members for their suggestions. The last date of suggestion is fixed 26th September 2024. After incorporating the suggestions the manual will be printed.	IQAC & Manual Drafting committee
6	QS I-GAUGE Rating	Dr. Ramendra Singh briefed the committee about the importance and different features of the QS I-GAUGE Rating. It was decided in the committee that the institution will go for the QS I-GAUGE Rating shortly.	IQAC
7.	NBA Accreditation of CSE & Management	Dr. Ramendra Singh explained the committee preparation for the NBA accreditation of the different departments. It has been decided that the institute will submit a compliance report for the IT program in December 2024 and SAR for CSE & Management department in the month of January 2025 after the approval of the internal committee on Accreditation.	IQAC & concerned department
8	Workshop in NEP	Dr. Ramendra Singh briefed the committee that the NAAC peer team has suggested to conduct some sessions for faculty and staff members on National Education policy 2020. In view of that institute will conduct a workshop on NEP2020 in November 2024.	IQAC



9	Staff development program on Microsoft Office	To improve their skills and knowledge of the staff members it has been decided that the institute will conduct a Staff development program on Microsoft Office as the academic sessions is over.	IQAC
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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

Copy to :

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