

Minutes of the IQAC Meeting held on 2nd July 2021 at 11.30 AM in Board room.

02/07/2021

The following points were discussed in the meeting:

S.NO.	Agenda	Discussion	Decisions	Responsibility
1	Review of the minutes of the meeting held in 2020-21.	The minutes of the meeting held on 2020-21 was reviewed. The Chairperson discussed about the approval of new organizational structure of the college.	The action taken reports and related documents were reviewed and approved.	IQAC team
2	Status of NAAC work and completion.	The Chairperson discussed about the status of NAAC works that is being carried out in the department with all criteria heads.	As the NAAC visit can be at any time, so all relevant and needed documents must be completed.	Criteria Heads
3	Activities of Research Labs	The Chairperson insisted that research proposals must be submitted by all departments to AICTE, SERB, DST etc. IQAC coordinator informed that the proposals prepared by the faculty members are reviewed by the Director and the Directors comments implementation is on progress. Proposals can be sent to Anna	Associate professors and Professor of all departments must prepare Research proposals and submit the same. Mech, ECE and CSE will apply for FDP.	Research coordinator and Director

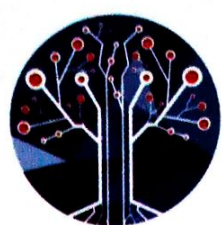
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		<p>University/AICTE to conduct FDPs and workshops in the forthcoming semesters.</p> <p>Discussed about the MODROB proposal approved for CSE and Mechanical departments.</p>	<p>MODROBS have to be completed before 2021-22</p>	<p>HoDs and Research coordinator.</p>
4	Plan for Club activities	<p>The IQAC chairperson discussed about the various activities of the RIT clubs. IQAC coordinator informed that the number of activities were reduced due to pandemic situation and the activities will be enhanced after the college reopening.</p> <p>The HoDs should submit the list of events, activities conducted in the department to Principal and IQAC team to select the Best Department.</p>	<p>Each club should conduct atleast a activity per month and the clubs have to do the online activities to the possible maximum</p> <p>Best department award will be given based on the activities and the research performance.</p>	<p>Club Coordinator</p> <p>HoDs</p>
5	Anna University process.	<p>Anna university inspection is expected at any time. HoDs are asked to be prepared with all essential documents.</p>	<p>The Chairperson suggested that the documents have to be completed in time and should ready for inspection at any time.</p>	<p>HoDs and Administrative Office.</p>
6	Plan for next academic year activities.	<p>Due to covid situation, the plan for the academic year 2021-22 has been discussed with the members.</p>	<p>It is decided to circulate the softcopy of the student manual, due to pandemic situation.</p> <p>It is decided to have new format for the counselling book for the students and the format has been finalized.</p>	<p>IQAC Coordinator</p> <p>Counselling</p>

			<p>The assessment pattern have be enhanced to improve the results and are as follows,</p> <p>Unit test I Portion : 1st unit Max. Marks : 50 Time : 90 mins Part A 10 ques. x 2 marks Part B Either or type 2 questions x 10 marks PART -C Either or type 1 question x 10 marks</p> <p>Unit test II Portion : 3rd unit Max. Marks : 50 Time : 90 mins Part A 10 questions x 2 marks Part B Either or type 2 questions x 10 marks PART -C Either or type 1 question x 10 marks</p> <p>Internal Assessment Test I Portion : 1st and 2nd units Max. Marks : 50 Time : 90 mins Part A 10 questions x 2 marks Part B Either or type 2 questions x 10 marks PART -C Either or type 1 question x 10 marks</p> <p>Internal Assessment Test II Portion : 3rd and 4th units Max. Marks : 50 Time : 90 mins Part A 10 questions x 2 marks Part B Either or type 2 questions x 10 marks</p>	<p>coordinator</p> <p>Exam cell coordinator</p>
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			<p>PART -C Either or type 1 question x 10 marks</p> <p>Model Exam</p> <p>Portion : 1-5 units</p> <p>Max. Marks : 100</p> <p>Time : 3 Hrs</p> <p>Part A 10 questions x 2 marks</p> <p>Part B Either or type 5 questions x 13 marks</p> <p>PART -C Either or type 1 question x 15 marks</p> <p>SOP for online activities need to be developed. it should include the delivery methodology like google class room, assessment method like quiz, etc. It should be included in the IQAC process manual as the amendments.</p> <p>It is decided to strengthen the existing MoUs by conducting various activities in association with the industries.</p> <p>It is decided to have more MoUs for the academic year to enhance the activities of the future tech labs.</p> <p>It is informed that the web based student software were successfully developed by the Team of Dr. O. Pandithuri and decided to implement the same fully.</p>	<p>IQAC coordinator</p> <p>Research coordinator</p> <p>Research coordinator</p> <p>HoDs</p>
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			It is decided to have new breakout space for the EDC cell, in which the students and the industrial persons can have the networking sessions.	EDC coordinator
7	Any other points	Discussed about the counselling to be done for I year and higher semester students through online mode.	The IQAC coordinator said that the counsellors must verify the availability of class notes and most care should be taken while doing the counselling in the online mode	HoDs of all departments and counsellors

IQAC coordinator

IQAC chairperson

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