

**RIT/IQAC/8/2020**

**CIRCULAR**

03/07/2020

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 03<sup>rd</sup> July 2020 at 10AM in Zoom Online platform.

**AGENDA**

1. Review of the minutes of the meeting held in March 2020
2. SOP to be followed for conducting online classes
3. Online webinars, FDPs
4. DRM, Class committee meeting and course committee meetings
5. Online Counselling and Performance Enhancement classes
6. Status of completion of NAAC files
7. Online Internal Assessment exams
8. Publication in Journals
9. Any other points

**IQAC Chairperson**

**Cc:**

1. Chairperson, ViceChairman ,RIT
2. Vice Principal, RIT
3. IQAC Coordinator
4. All IQAC members

**Minutes of the IQAC Meeting held on 3<sup>rd</sup> July 2020 at 10AM in Board room.**

**03/07/2020**

The following points were discussed in the meeting:

S.NO.	Agenda	Discussion	Decisions	Responsibility
1	Review of the minutes of the meeting held in March 2020.	The minutes of the meeting held on 3 <sup>rd</sup> March 2020 was reviewed and approved.	The action taken reports and related documents were reviewed and approved.	IQAC team
2	SOP to be followed for conducting online classes	<p>Director said that it has been planned by the Management to commence the regular classes daily in online as per the following schedule:</p> <p>For III year and IV year, classes will commence from 10<sup>th</sup> July 2020.</p> <p>For II year, class will commence from 15<sup>th</sup> July 2020.</p>	<p>The team decided to conduct the classes in Google Classroom. Classes will be conducted for 5 days a week.</p> <p>Class timings will be from 8.30 AM to 3.00 PM.</p> <p>In every class, content delivery should be for 30 minutes duration and after that summary of the class taken must be revised.</p> <p>There should be a break of 15 minutes in between two classes.</p>	<p>System Admin for online coordination</p> <p>Timetable Coordinators of all Departments and HoDs.</p> <p>Dr.Joy Winny Wise, HoD,CSE will be the Academic Coordinator and will take care of smooth conduct of the online classes.</p>
3	Online webinars, FDPs	<p>The chairperson said that FDPs, webinars and workshops can be organized in online after getting prior approval from the Management.</p> <p>The external representative from the industry said that organising more sessions through with industry</p>	It was decided that Guest lectures must be organized in online for all subjects. Wherever possible, flipped classes can be conducted.	HoDs of all departments.
4	DRM, Class committee meeting and course committee meetings	The Chairperson suggested that Department Review Meetings (DRM) , class committee meeting and course committee meeting should be conducted in online and the minutes has	The first course committee meeting should be conducted on or before 8 <sup>th</sup> July 2020.	HoDs of all departments.

		to be recorded.		
5	Online Counselling and Performance Enhancement classes	Discussed on the PEC classes held in the last few months. After IAT 1, PEC classes should be continued in online.	The PEC coordinator and exam cell should coordinate with the subject in-charges and frame timetable for PEC classes	HoDs and PEC coordinator of all departments.
6	Status of completion of NAAC files	The Director said that review of NAAC files and documents will be done in online.	Criteria wise review will be conducted with the respective criteria members.	Respective Criteria in-charges
7	Online Internal Assessment exams	Discussion on internal assessment tests were done by the Director. The team suggested that both MCQ and descriptive pattern must be given to the students.	It was decided that first Internal assessment test can be conducted in the 3 <sup>rd</sup> week of Aug 2020 after completing one and a half units in each subject.	Exam Cell
8	Publication in Journals	The Directors suggested that faculty should publish papers in reputed Scopus indexed journals.	Once in fortnight, review will be conducted with the SPOCs of each publication group to know about the status of paper submissions/publication by faculty members.	SPOCs of all publication groups.
9	Any other points	Online counselling must be done periodically the counsellors and absenteeism, low performance in internal assessment tests must be monitored.	Online counselling must be done as per the schedule and the details of counselling must be noted in the counselling form.	Counselling coordinator and counsellors of all departments.

**Minutes of the IQAC Meeting held on 3rd July 2020 at 10.00 AM in Board room**

**03/07/2020**

**Members Present:**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. M. Haree Shankar Meganathan,	Vice-Chairman
2	Dr.M.Velan	Principal & Chairperson, IQAC
3	Dr.P.K.Nagarjan	VicePrincipal& Director, IQAC
4	Dr.Joy Winnie Wise	HoD,CSE
5	Dr.V.Nagaraju	HoD,ECE
6	Dr.R.Ragu	HoD,Mech
7	Dr.C.Kamalakannan	HoD,EEE
8	Mr.G.Vinod	Administrative Officer
9	Dr.R.Lalitha	Professor,CSE& IQAC Member
10	Dr.S.K.RajeshKanna	Senior Associate Professor, Mech & IQAC Member
11	Mr.G.SaiKrishnan	Asst.Professor, Mech & IQAC Member
12	Ms.Sanjana	Student
13	Mr.Abishek	Student
14	Mr.R.Karthikeyan	Alumni
15	Mr.KRN Manoj	Corporate Projects Manager SS Technovation

Note: Meeting conducted through online.