

**RIT/IQAC/11/2020**

**CIRCULAR**

02/11/2020

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 2<sup>nd</sup> November 2020 at 10:00 AM in Zoom Online platform.

**AGENDA**

1. Review of the minutes of the meeting held in July 2020
2. SOP to be followed for conducting online classes for I year students
3. Orientation Programme for I year students
4. NAAC & NBA process
5. Faculty Recruitment
6. Future Tech Labs
7. 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 2<sup>nd</sup> November 2020 at 10AM in Zoom Online platform**

**02/11/2020**

The following points were discussed in the meeting:

S.NO.	Agenda	Discussion	Decisions	Responsibility
1	Review of the minutes of the meeting held in July 2020.	The minutes of the meeting held on 3 <sup>rd</sup> July 2020 were 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 for I year students	<p>The Principal explained about the guidelines and SOP to be followed for conducting First year classes in online from 2<sup>nd</sup> week of Nov 2020.</p> <p>Classes to be handled through Google classroom and daily class presentation, notes must be posted in the classroom.</p> <p>Counselling and class committee meeting, course committee meeting must be done periodically as per the schedule.</p>	<p>Class timing will be from 8.30 AM to 3 PM. The last session is meant for external learning where the students must be given materials, links to learn by themselves and clarify doubts with faculty.</p> <p>Counsellors for I year year students will be from both H&amp;S department and core departments of the students.</p> <p>Students details along with parents details to be noted by the counsellors.</p>	<p>HoD, H&amp;S</p> <p>HoD, H&amp;S</p> <p>Counsellors</p>
3	Orientation Programme for I year students	The Director suggested that orientation programme can be conducted in online to the first year students for two weeks.	<p>The first hour can be meant for orientation session for two weeks. The following can be covered in the orientation sessions:</p> <p>1. Curriculum details 2. Internal</p>	

			<p>assesments</p> <ol style="list-style-type: none"> <li>3. University exam process, credit system, grading etc</li> <li>4. Various clubs in college</li> <li>5. NPTEL</li> <li>6. Research Labs</li> <li>7. IPC</li> <li>8. Yoga session</li> <li>9. Sports activities</li> </ol>	HoD,H&S
4	NAAC & NBA process	The Director briefed about the reviews conducted with all NAAC criteria teams. The new January 2020 NAAC format that is being followed in our documentation was discussed.	<p>The team decided that SAR for NAAC must be submitted before 3<sup>rd</sup> week of January 2021.</p> <p>SAR for NBA to be uploaded in this month. The documents of ECE can be verified and reviewed and audited by the senior faculty members in CSE and Mech.</p>	<p>Criteria in-charges &amp;HoDs of all departments</p> <p>HoD,ECE</p>
5	Faculty Recruitment	The number of faculty to be recruited in each department was discussed with HoDs.	On-line recruitment can be completed by 3 <sup>rd</sup> week of November.	HR &HoDs of all departments
6	Future Tech Labs	The Principal said that Management has the idea of starting new future technology Labs to provide a roadmap to our students and faculty towards future technologies.	<p>The team suggested starting of the following Labs as research centres:</p> <ol style="list-style-type: none"> <li>1.Centre for AR/VR/Hologram</li> <li>2. Centre for Data Science</li> <li>3. Centre for cyber security</li> <li>4. Centre for Electric vehicles</li> <li>5. Centre for Materials Science.</li> </ol>	Principal & Director
7	Any other points	The number of publications to be improved in leading journals.	The Director said that Professors and Associate Professors should aim to publish papers in SCI/SCIE indexed journals	SPOC s of Publication groups

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**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.