

**RAJALAKSHMI INSTITUTE OF TECHNOLOGY
KUTHAMBAKKAM, CHENNAI – 600 124.**

CIRCULAR

RIT/INT-COL/011/CIR/2021-22


04.01.2022

All the IQAC members are hereby informed that the IQAC 2nd Meeting for the year 2021-22 is scheduled to be held on 7/01/2022 in IQAC cell at 2.00 pm. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting

AGENDA OF THE MEETING

1. Confirm the minutes of the previous meeting
2. To conduct the extension activities through NSS, YUVA and ROTRACT
3. To conduct the skill based and short term courses
4. To apply for Major and Minor research projects for various funding agencies
5. Any other subject with the kind permission of the Hon. Chairperson


IQAC Coordinators


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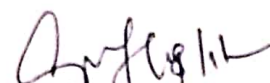
MINUTES OF THE MEETING


08.01.2022

The 2nd meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2021-22 was held on 7/01/2022 at 2.00 p.m. in IQAC Cell. The meeting was chaired by Principal, Dr.P.K.Nagarajan.

At the outset, Dr. G.Nirmalapriya and Dr.Rajesh Kanna, IQAC coordinators welcomed the chairperson of the meeting Principal, Dr.P.K.Nagarajan and all members of Internal Quality Assurance Cell (IQAC). The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thank.

S.No.	Agenda	Resolution
1	Confirm minutes of the previous meeting	The minutes of the previous meeting are read by the coordinator and confirmed. As per the minutes of the meeting the action taken report is briefly discussed in the meeting.
2	To conduct the extension activities through NSS,YUVA and ROTRACT	College successfully conducted the extension and outreach activities through NSS,YUVA and ROTRACT
3	To conduct the skill based and short term courses.	College successfully conducted various short term courses
4	To apply for Major and Minor research projects for various funding agencies.	Faculties applied for Minor and Major research projects for various funding agencies
5	To organize International, National Seminars/Conferences/Workshops	Decision is taken to organize International conferences/Seminar.


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FEEDBACK AND ACTION TAKEN REPORT

In compliance with the resolution made in the 2nd meeting of IQAC for the year, 2021-22 which was held on 7/01/2022. The following activities are successfully carried out.

Agenda	Action taken/Compliance
Confirm minutes of the previous meeting	Minutes of previous meeting were confirmed
To conduct the extension activities through NSS, YUVA and ROTRACT	Successfully conducted the extension and outreach activities through NSS, YUVA and ROTRACT
To conduct the skill based and short term courses.	College successfully conducted various short term courses
To apply for Major and Minor research projects for various funding agencies.	Faculties applied for Minor and Major research projects for various funding agencies.
To organize International, National Seminars/Conferences/Workshops	Planned to conduct International Conference.


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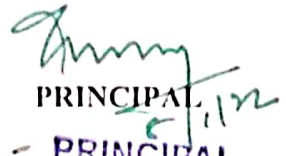

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