

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

**CIRCULAR**

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


**03.05.2022**

All the IQAC members are hereby informed that the IQAC 3<sup>rd</sup> Meeting for the year 2021-22 is scheduled to be held on 5/05/2022 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 improve the students project through innovative project cell.
3. Planning of club activities.
4. Planning of academic activities

  
IQAC Coordinators

  
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KUTHAMBAKKAM, CHENNAI-600 124

## FEEDBACK AND ACTION TAKEN REPORT

In compliance with the resolution made in the 3<sup>rd</sup> meeting of IQAC for the year, 2021-22 which was held on 5/05/2022. The following activities are successfully carried out.

Feedback	Action taken/Compliance
Confirm minutes of the previous meeting	Minutes of previous meeting were confirmed
To improve the students project through innovative project cell	Students were motivated to take-up project contest including SIH, ACS design challenge, Accenture Challenge
Planning of Club activities	Club activities are planned and are conducted
Planning of academic activities	Activities are planned to improve the performance of the students.
Discussed about the counselling to be done for I year and highersemester students through online mode.	Counselling was conducted.

  
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**MINUTES OF THE MEETING**

**07.05.2022**

The 3<sup>rd</sup> meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2021-22 was held on 5/05/2022 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 improve the students project through innovative project cell	Through Innovative project cell students were motivated to take-up many project contest including SIH, ACS design challenge, Accenture Challenge etc.
3	Planning of Club activities	The IQAC chairperson discussed about the various activities of the RIT clubs. IQAC coordinator Informed that the number of activities has increased with good effort by the students and the club coordinators. The club coordinators are asked to plan the events in advance.
4	Planning of academic activities	It is decided to have central valuation scheme for the internal assessment test. Papers will be corrected by different faculty members. Also it is decided that the papers will be evaluated under board chairman.
5	Discussed about the counselling to be done for I year and highersemester 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

  
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