RAJALAKSHMI INSTITUTE OF TECHNOLOGY

Kuthambakkam Post, Chennai - 600124

RIT/IQAC/7/2019

CIRCULAR

08/07/2019

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities shall be held on 10th July 2019, at 10 AM at IQAC Cell, RIT. All the members are requested to attend the meeting.

AGENDA

1. Introducing the Director
2. Activities to be planned for the next semester.
3. Identification and categorization of driving point parameters
4. Discussion on Academic Reviews
5. NAAC and NBA process
6. Research & Development activities
7. Any other points

IQAC Chairperson

8/7

Cc:

1.Chairperson, ViceChairman ,RIT

2. Vice Principal,RIT

3. IQAC Coordinator

4. All IQAC members

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Minutes of the IQAC Meeting held on 10th July 2019 at 10 AM in IQAC Cell

10/07/2019

The following points were discussed in the meeting:

S.NO.	Agenda	Discussion	Decisions	Responsibility
1	Activities to be planned for the next semester	The Chairperson introduced Vice Principal and nominated Dr.P.K.Nagarajan as Director,IQAC IQAC Chairperson briefed about the overall activities to be done in the next semester. Discussion was held on FDPs, Workshops to be organized. Chairperson insisted on necessary actions to be taken to improve Programming and problem solving skills of the students.	The team decided that the department of Mech, CSE and ECE should apply to AICTE to organize ATAL FDPs. Decided to organize Hackerrank coding contests to students periodically and the top scorer can be awarded every year. Students must be motivated to participate in SIH contests in teams. PEGA certification programmes can be conducted. Decided to enhance the number of activities and programmes through various clubs of RIT	 HoDs/ Techsparks club C-IoT/Techsparks club HoDs Training & Placement Cell Club coordinators of all clubs.
2	Identification and categorization of driving point parameters	Chairman IQAC informed that Management is planning to apply for NAAC Accreditation during 2020-	Decided to form a NAAC committee and decentralize the works through	IQAC Chairperson/ IQAC Director-Circular will be Issued.

		Parameters Committees Will be formed. Proposed Committees are 1. Skill development Committee Headed by Skill development Coordinator 2. Academic Committee headed by Dean (Academics) 3. R&D Documentation Committee Headed by R&D Coordinator. 4. Budget and Resource Management Committee Headed by Budget Coordinator. 5. Training Committee Headed by Training Coordinator. 6. IQAC headed by IQAC Director. 7. Club Committee headed by Club Coordinator.	Department of ECE should work towards submitting SAR to NBA by end of 2020. The IQAC team will Conduct Academic Audits to ensure quality in the teaching learning process and its enhancement.	HoD,ECE IQAC Director & team.
3	Discussion on Academic Reviews	The IQAC Chairperson suggested that periodic audit/reviews must be conducted in all department.	The team decided that question paper audit and answer script audit must be conducted	Department IQAC Coordinators
5	Research and Development activities	Discussed about the strategies for improving research activities In college.	Decided to conduct periodic review with publication group to improve the quality of publications. Reviewing the progress of existing research centres	Publication group and SPOCs. C-IoT/CAM/ Materials Research Lab
6	Any other points	Motivating Faculty and students for NPTEL and certification courses.	Hods can encourage in DRM .	NPTEL SPOC and Coordinators.

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Members Present:

S.No.	Name	Designation	Signature
1	Dr. M. Haree Shankar	Vice-Chairman	
2	Dr.M.Velan	Principal & Chairperson, IQAC	
3	Dr.P.K.Nagarjan	VicePrincipal& Director, IQAC	
4	Ms.S.Subha	Asst.Professor -CSE	
5	Dr.V.Nagaraju	Professor -ECE	
6	Dr.R.Ragu	Professor-Mech	
7	Dr.C.Kamalakannan	Professor-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 Coordinator	
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	