RAJALAKSHMI INSTITUTE OF TECHNOLOGY

RIT/IQAC/12/2019

CIRCULAR

09/12/2019

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 11th December 2019 at 10.30 AM at IQAC Cell, RIT. All the members are requested to attend the meeting.

AGENDA

1. Review of the minutes of the meeting held in July 2019.
2. College Brochure for next academic year and preparation of academic calendar.
3. Faculty recruitment for next academic year.
4. Starting of two new UG courses in next academic year.
5. Subject allocation process, FPP and Course file status.
6. Infrastructure and other requirements needed.
7. Research and Development activities.
8. IQAC audit reports
9. Any other points

IQAC Director

IQAC Chairperson

9/12

Cc:

1. ViceChairman ,RIT

2. Vice Principal,RIT

3. IQAC Coordinator

4. All IQAC members

RAJALAKSHMI INSTITUTE OF TECHNOLOGY

Minutes of the IQAC Meeting held on 11thDecember 2019 at 10.30 AM in Board room.

11/12/2019

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 2019.	The minutes of the meeting held on 10th July 2019 was reviewed and approved.	The action taken reports and related documents were reviewed and approved.	IQAC team
2	College Brochure for next academic year and preparation of academic calendar.	The contents of College brochure, prospectus is discussed. Academic calendar for next semester has to be prepared in line with Anna university calendar.	The contents and cover design to be finalized by Management. The number of Internal assessments, model exams, class committee, course committee meetings and its schedule to be mentioned in the calendar .	Admin Office IQAC Director
3	Faculty recruitment for next academic year.	The existing student staff ratio and the number of faculty members needed for each department were discussed.	The faculty recruitment process can be done in the last week of December or early January 2020 after discussing with Management.	HoDs/Admin Office-HR
4	Starting of two new UG courses in next academic year.	Director of IQAC discussed about the B.Tech in Artificial Intelligence & Data Science and B.E. in Computer and communication Engineering	Faculty recruitment for these two new courses to be made.	HoDs of all departments
5	Subject allocation process, FPP and Course file status.	Discussed about the workload of the faculty The IQAC team discussed to review the Faculty preparatory programme files, course files and Log	Principal will approve the work load and time table	HoD s

6	Infrastructure and other requirements.	As per the guidelines provided by AICTE and Anna university the infrastructure and other equipments required for the new departments to be discussed and finalized with Principal.	IQAC Team have to submit the requirements.	IQAC Team-Admin Office
7	Research and Development activities.	To further enhance domain specific research activities, IQAC Team suggested to start a Centre for Data Science and Artificial Intelligence.	Dr.R.Lalitha,Professor CSE has been nominated to coordinate the activities and initiate the process.	Dr.R.Lalitha , Professor, CSE
8	IQAC audit reports	The question paper and answer script audits carried out by IQAC cell in all departments.	The IQAC cell should verify the process	IQAC Director
11	Any other points	The activities organized through professional bodies were discussed. Anna university inspection process and readiness of the documents were discussed.	The Director said that all activities to be done in association with professional societies. HoDs of all department briefed about the documents. It was decided that it will be reviewed by Principal/ Vice Principal in next week.	HoDs of all departments HoDs of all Departments

RAJALAKSHMI INSTITUTE OF TECHNOLOGY

Minutes of the IQAC Meeting held on 11th December 2019 at 10.30 AM in Board room

11/12/2019

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	