RAJALAKSHMI INSTITUTE OF TECHNOLOGY

RIT/IQAC/3/2020

CIRCULAR

01/03/2020

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 3rdMarch 2020 at 11.30 AM atBoard Room , RIT. All the members are requested to attend the meeting.

AGENDA

1. Review of the minutes of the meeting held in December 2019.
2. Introducing the new HoD of CSE.
3. Status of NAAC work and completion.
4. Activities of Research Labs
5. Plan for Women's Day celebrations
6. Plan for Annual day and Sports Day.
7. Innovative Project Cell activities
8. Anna University Inspection.
9. Plan for next academic year activities.
10. Any other points

IQAC Director

IQAC Chairperson

1/3

Cc:

1.Chairperson, ViceChairman ,RIT

2. Vice Principal,RIT

3. IQAC Coordinator

4. All IQAC members

RAJALAKSHMI INSTITUTE OF TECHNOLOGY

Minutes of the IQAC Meeting held on 3rd March 2020 at 11.30 AM in Board room.

03/03/2020

The following points were discussed in the meeting:

S.NO.	Agenda	Discussion	Decisions	Responsibility
1	Review of the minutes of the meeting held in December 2019.	The minutes of the meeting held on 11th December 2019 was reviewed and approved. The Chairperson discussed about the approval of new logo of the college.	The action taken reports and related documents were reviewed and approved.	IQAC team
2	Introducing the new HoD of CSE to the team.	The Director introduced Dr.JoyWinny Wise, newly joined HoD of CSE to the IQAC team.	The previous minutes of meetings are to be forwarded to HoD, CSE to get an overview of IQAC activities that are being carried out in the college.	Director
3	Status of NAAC work and completion.	The Chairperson discussed about the status of NAAC works that is being carried out in the department with all HoDs.	Before Summer vacation, all relevant and needed documents must be completed.	HoDs of all Departments
4	Activities of Research Labs	The Chairperson insisted that research proposals must be submitted by all departments to AICTE, SERB, DST etc. Proposals can be sent to Anna University/AICTE to conduct FDPs and workshops in the forthcoming semesters. The MODROB proposal submitted by CSE and Mechanical departments were reviewed.	Associate professors and Professor of all departments must prepare Research proposals and submit before summer vacation. Mech, ECE and CSE will apply for FDP.	HoDs HoDs
5	Plan for Women's Day celebrations	The Director discussed about the debate sessions planned on 8th March by the Women's cell as part of Women's day celebrations.	All women faculty members and all girls in classes can attend the function in the auditorium.	Women empowerment Cell

6	Plan for Annual day and Sports Day.	The team discussed about celebrating annual day and sports day in the last week of march 2020. The HoDs should submit the list of events, activities conducted in the department to Principal and IQAC team to select the Best Department.	Decided to conduct Model exam after the sports meet and Annual day. The cultural programmes to be planned	Principal
7	Innovative Project Cell activities	The selection of final teams for Innovative Project cell competition was discussed.	The Director suggested to select the winners by forming a panel of senior faculty members from all departments.	IPC coordinator &HoDs of all department.
8	Anna University Inspection.	Anna university inspection is expected around last week of March 2020. HoDs are asked to be prepared with all essential documents.	The Chairperson suggested that no leave should be entertained for any faculty	HoDs and Administrative Office.
9	Plan for next academic year activities.	The Chairperson said that subject allocation to faculty based on skill matrix and faculty preferences are to be completed before 1st week of April 2020.	IQAC cell will review the FPP prepared by faculty	HoDs
11	Any other points	Discussed about the counselling to be done for I year and higher semester students in March 2020.	The Director said that the counsellors must verify the availability of class notes.	HoDs of all departments and counsellors

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Minutes of the IQAC Meeting held on 3rdMarch 2020 at 11.30 AM in Board room

03/03/2020

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	