Date: 31/07/2019

RRIT/IQAC/GEN/2019-20/04

Revised - Meeting Notice

The 10th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 03/08/2019 at 11.00 am in Board Room.

1. Confirmation of minutes of 9th meeting.
2. Action taken report on resolution adopted in the 9th meeting.
3. For Discussions.
   a. Placement Activity
   b. CO-PO Attainment calculation
   c. Preparation of AQAR Report
   d. Self-Performance appraisal for teaching & non-teaching staff
   e. News Letter
   f. Magazine
   g. E Certificate courses
   h. Event feedback format
   i. Roles & responsibilities of cadre
   j. One week FDP on outcome based education and filling of NAAC SSR.
4. Feedback Analysis Report
5. Any other matter

IQAC Coordinator

Principal

PRINCIPAL
R. R. INSTITUTE OF TECHNOLOGY
Chikkabanavara, Bangalore-560 90

Cc to:
1. The Director – PKMET
2. The CEO-RRIT
3. QAC Director- RR Institutions
4. All the members

PKM Educational Trust ®

R. R. Institute of Technology

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Accredited by NAAC with 'B-'
Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

Internal Quality Assurance Cell

RRIT/IQAC/GEN/2019-20/14   DATE: 16/08/2019

10th IQAC Meeting Proceedings

The 10th Meeting of Internal Quality Assurance Cell (IQAC) was held on 03/08/2019 at 11.00 AM in boardroom

The Following members attended the meeting:

Sl No	Name of Members	Designation
01	Dr. Srinivas G Bhat (Principal RRIT)	IQAC Chairman
02	Shri HR Arun (Director-RRIT)	Member
03	Shri Ramakrishna Reddy (CEO-RRIT)	Member
04	Prof. Maya Salimath G (Director QAC RR Institutions)	Member
05	Dr. Gullapalli shankara (HOD- Civil)	Member
06	Dr. Arulmani L (Associate Professor-ME)	Member
07	Prof. Navaneetha Krishna R (Assistant Professor –EEE)	Member
08	Prof.Jyothi R(Assistant Professor –CSE)	Member
09	Prof. Niranjan L(Assistant Professor –ECE)	Member
10	Prof. Premsagar H(Assistant Professor –ECE)	Member
11	Mr. Baskar. B (Chief Librarian)	Member
12	Mr. Shreyas Nadig S (Student Representative- ECE)	Member
13	Ms. N Victoria (Student Representative- EEE)	Member
14	Dr. Ramesh R (Doctor)	Member
15	Mr. Chandra Singh Parmar (industrialist)	Member
16	Ms. Suchithra V(Non-Teaching staff)	Member
17	Prof. Parimala Gandhi G (Associate Professor ECE)	Coordinator -IQAC

Agenda:

1. Confirmation of minutes of 9th Meeting:
- IQAC Coordinator briefed about the proceedings of the 9th meeting of IQAC to all members.
Resolution: Approved.

2. Action taken report on resolution adopted in the 9th meeting.
- IQAC Coordinator communicated the members about the action taken report of the 8th meeting of IQAC.
Resolution: Approved.

3. For Discussions:
   a. Placement activity:
   - Placement training classes and activities are conducted.
   - IQAC Chairman directed placement cell to strengthen the weaker section and conduct training programme to strengthen it.
   - QAC Director informed placement cell to prepare roadmap for placement activity.
   - IQAC Chairman informed placement cell to organize job fair.
   - QAC Director advised placement cell to utilize language lab to improve students communication skills.
   Resolution: Noted.

   b. CO-PO Attainment Calculation:
   - All the departments need to prepare gap analysis report for each course to fill the gap in curriculum.
   - The feedback forms to the events should be mapped with PO. The same can be used for indirect computation of PO attainment.
   Resolution: Noted.

c. Preparation of AQAR Report.
- AQAR Report for 1st cycle of accreditation to be kept ready for submission before 25th October 2019.

Resolution: Noted.

d. Self-Performance appraisal for teaching & non-teaching staff:
- Librarian suggested to introduce self-performance appraisal for Non-teaching staff working at various department

Resolution: Noted.

e. News Letter:
- IQAC Chairman suggested to mail the newsletter to parents, students and to nearby Engineering colleges and PU colleges for wide publicity.

Resolution: Noted.

f. Magazine:
- To encourage the students to write more articles to get published in college magazine, Principal Proposed **the best article award** for students and also suggested to display the photos of award winners in college notice board.

Resolution: Noted.

g. E-Certificate Courses:
- All the Departments should motivate students, faculty members to register for NPTEL Courses.

Resolution: Noted.

h. Event feedback format:
- IQAC coordinator Suggested to use Google form for collecting feedback for various events organized by college/departments.

Resolution: Noted.

i. Roles & Responsibilities of Cadre.
- Ms. Suchithra suggested to prepare role & responsibilities of each cadre.

Resolution: Noted.

j. One week FDP on outcome based education and filling of NAAC SSR.
- IQAC Coordinator has suggested to organize 5day FDP on "Milestone on outcome based education and filling of NAAC SSR" for neighboring colleges.

Resolution: Noted.

4. Feedback analysis report
- The feedback bench mark to be increased to 80% , for the faculty member scoring less than the 80% percentage to be counseled by HOD & Principal.

Resolution: Noted.

5. Any other Matter:
- QAC director advised to strengthen the EDC Cell
- Principal Suggested to prepare rubrics for project evaluation
- Principal suggested record minimum of one lecture series from each department & upload it to the webpage also suggested minimum of 2 webinars to be shown to student at each department level.

Resolution: Noted.

The Meeting Ended with Thanks to the Members

IQAC Coordinator

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