



R.R. Institute of Technology

Chikkabanavara, Bangalore-560090

Internal Quality Assurance Cell

R.R.I.T./IQAC/ 6-1/2016-2017/126

November 22, 2017

MEETING NOTICE

The 6th Meeting of Internal Quality Assurance Cell (IQAC) of R. R. Institute of Technology is scheduled on November 27, 2017 at 11.00 am in Board Room

Agenda:

1. *Confirmation of the Minutes of 5th meeting*
2. *Action taken report on resolutions adopted in the 5th Meeting*
3. *For Discussions*
 - a. IIQA uploading to NAAC website
 - b. Action Plans for Compliance- Academic & Administrative Audit Report
 - c. Digitalization of Library Information Sciences.
 - d. Feedback Analysis
 - e. Examination work
 - f. Affiliation Status- Compliance Action plan
 - g. Purchase Policy
 - h. Hosting of IQAC Data on institutional Website
 - i. Faculty Requirement for upcoming Semester
 - j. Requirements as per NAAC
4. *For Information*
 - ME a. Semester closing report against Future plans from Departments
 - b. Report on IQAC functioning
 - c. University letters on Examination work
 - d. NIRF data submission
5. *Any other matter*

All are requested to make convenient to attend the same.


Director-IQAC

Copy to

- The Chairman & Members of the Committee
- The Secretary PKMET-for information



R.R. Institute of Technology

Chikkabanavara, Bangalore-560090

Internal Quality Assurance Cell

September 14, 2017

RRIT/IQAC/5-2/2016-2017/50

PROCEEDINGS

5th Meeting of Internal Quality Assurance Cell (IQAC) was held on September 12, 2017, at 3.00 pm in the Board Room.

The following members attended the meeting:

1. Dr. M S Bhagyashekar Principal RRIT	Chairperson
2. Shri. H R Arun Director- RRIT	Member
3. Prof. Ramakrishna Reddy CEO- RRIT	Member
4. Prof. Madhu B K Prof & Head ISE	Member
5. Prof. Parimala Gandhi G Associate Professor ECE	Member
6. Prof. Niranjana L. Assistant Professor ECE	Member
7. Prof. Vinutha B.T Assistant Professor CSE	Member
8. Ms. Aishwarya K Student Representative	Member
9. Ms. Aishwarya Rao Student Representative	Member
10. Mr. Siddharth B Alumni	Member
11. Mr. K. S. Krishnamurthy Parent representative	Member
12. Ms. Suchitra V Office Superintendent	Member
13. Prof. Maya Salimath G. Director IQAC R.R Institution.	Director- IQAC

Prof. Dr. M. S. Bhagyashekar Chairperson of IQAC welcomed all the members of the cell. He introduced Prof. Maya Salimath Director-IQAC to all the members.

Agenda:

1. Quality Policy:

The Director - RRIT directed the Director-IQAC to finalize the Quality Policy Statement and publicise the same to all the stakeholders. The Coordinator informed all the members of IQAC, that the statement is formulated and sent for the approval of the management. The same was placed before the IQAC for the approval of the members.

Resolution: Approved.

2. Vision & Mission:

Director-IQAC informed all the members regarding permitting her to formulate a Mission & Vision for IQAC of RRIT. The Chairperson and other management members were of the opinion that, there is no separate need for the Vision and Mission of IQAC, it can follow the Vision & Mission of the college as the whole essence of IQAC is to achieve the Vision and Mission of the Institute.

Resolution: Noted

3. **Monitoring of Students Overall Performance:**

Prof. Madhu and Prof. Gandhi shared that, the present monitoring system of the students overall performances, further it has to be strengthened. The student and parent members were also requested to express the expectations on the improvements in performance of students. The Chairperson suggested frequent communication of the proctors with the students can enhance the same.

Resolution: Accepted

4. **AAA Audit**

As per the calendar of events of IQAC, The Academic and Administrative Audit has to be conducted in the month of October, Hence the Director IQAC requested the Management Representatives to nominate the members for the AAA committee. A letter regarding this is already sent to their office. The management representatives ensured that the AAA nominees will be given to IQAC very soon.

Resolution: Approved and Accepted.

5. **Students Participation in various Committees**

The Director- IQAC mentioned as per the requirement of revised framework of NAAC, many criteria indicators expects the participations of students in various committees. The Chairperson informed that every Departmental Association, various bodies/ Committee/ Cell of the Institution has the students' representatives. Hence the fulfilment if the NAAC expectations can be fulfilled.

Resolution: Noted

6. **Strengthening Documentation System:**

The Director- IQAC expressed that, the Documentation process in the office and the departments has to be strengthened. The CEO & Principal informed to the Director- IQAC to guide the Office Staff and the Department Heads and Coordinators to ensure the documentation process in time.

Resolution: Noted

7. **Enhancing Research Cultures:**

The Director-RRIT informed Director- IQAC to initiate few activities on Research Enhancement.

Resolution: Noted

8. **Departmental Profiles**

The Chairperson informed the Director IQAC to develop a format for departmental profile and collect the same before submission of SSR to NAAC. The Director and CEO ensured their inputs, if required.

Resolution: Noted


9. **Any other matter**

Nil

The Director- IQAC thanked all the members for attending the meeting.

Copy to:

- All the Members.
- The Secretary -PKMET


Director - IQAC



R.R. Institute of Technology

Chikkabanavara, Bangalore-560090


Internal Quality Assurance Cell

September 26, 2017

Action Taken Report

Action taken report on 5th Internal Quality Assurance Cell (IQAC) of R. R. Institute of technology was held on September 12, 2017 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1	Quality Policy	Noted	Quality Policy Statement communicated to Management vide letter No.46 dated 11/09/2017
2	AAA Audit	Noted	Permission letter sent vide letter no. 43 dated 07/09/2017
3.	Strengthening Documentation System	Noted	List of files to be maintained sent vide letter no. 62 dated 18/09/2017
4.	Enhancing Research Cultures	Noted	Permission letter sent vide letter no. 53 dated 14/09/2017
5.	Departmental Profiles	Noted	Format for Departmental Profile sent vide letter no.56 dated 15/09/2017


Director- IQAC