



R.R. Institute of Technology

Chikkabanavara, Bangalore-560090

Internal Quality Assurance Cell

R.R.IIQAAC/ 7-1/2017-2018/169

April 22, 2018

MEETING NOTICE

The 7th Meeting of Internal Quality Assurance Cell (IQAC) of R R Institute of Technology is scheduled on April 27, at 11.00 am in Board Room

1. **Confirmation of Minutes of 6th Meeting**
2. **Action taken report on resolution adopted in the 6th Meeting**
3. **For Discussions**
 - a. Formats
 - b. SOP's
 - c. Exam preparation
 - d. Optional Metric
 - e. Extended profile
 - f. Student Satisfaction survey
 - g. LIC report
 - h. Newsletter
 - i. Meraki-18 Project Exhibition
4. **For Information**
 - a. SSR Uploading
5. **Any other matter**

All are requested to make convenient to attend the same.

(Prof. Maya Salimath G)
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

RRIT/IQAC/7-2/2017-2018/143

May 3, 2018

PROCEEDINGS

The 7th Meeting of Internal Quality Assurance Cell (IQAC) was held on April 27, 2018, at 11.00 am in the Board Room.

The following members attended the meeting:

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|---|----------------------|
| 1. Dr. M B Manjunatha | (I/c) Principal RRIT |
| 2. Shri. H R Arun Director- RRIT | Member |
| 3. Shri. Ramakrishna Reddy CEO- RRIT | Member |
| 4. Dr.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.AishwaryaRao Student Representative | Member |
| 10. Mr.Siddharth B Alumni | Member |
| 11. Ms.Suchitra V Office Superintendent | Member |
| 12. Prof. Maya Salimath G. Director IQAC R.R Institution. | Director- IQAC |

The Principal (I/c) welcomed all the members of the Cell.

Agenda:

- 1. Confirmation of the Minutes of 6th meeting:**
Director IQAC briefed about the Proceedings of 6th Meeting of IQAC to all members
Resolution: Confirmed.
- 2. Action taken report on resolutions adopted in the 6th Meeting:**
Director IQAC communicated the members about the Action taken report of the 6th meeting of IQAC.
Resolution: Approved
- 3. For Discussions:**
 - a. Formats:**
Director IQAC discussed about the importance of Feedback mechanism and gave various Feedback formats such as Faculty feedback form, Student feedback form, Exit feedback forms for Final year students, Appraisal and Increment formats to all the members, Further few more formats were placed before the Cell for approval.
Resolution: Approved

- b. **Standard Operating Procedure (SoPs):**
The Director IQAC informed the cell regarding the procedure of development of SoPs for the important activities in the institutions. However, the all the HoDs in consultation of all faculties have developed and reviewed the SoPs. The same after multiple reviews has been compiled and was placed before the Cell for the Approval.
Resolution: Approved
- c. **Exam Preparation:**
The Principal informed all members as Semester exams are approaching, hence extra efforts are needed for smooth conduction of examinations.
Resolution: Noted
- d. **Optional Metric:**
Director IQAC informed the members of the Cell regarding the option regarding the opt out metrics hoisted on the NAAC website. After the discussion it was decided by the members not to opt out any metrics.
Resolution: Noted
- e. **Extended Profile of the Institution:**
Director IQAC informed all members that the NAAC team has hosted the extended profile of the Institution; the same has to be filled and kept for the perusal of the Peer team during the visit.
Resolution: Noted
- f. **Student Satisfaction Survey:** Director IQAC informed that NAAC has initiate Student Satisfaction Survey in a short time, hence the students need to be sensitised about the process and also to be intimated to check their mails and receive the phone calls.
Resolution: Noted
- g. **Newsletters:** The Principal informed the members about the preparing the newsletters of the departments and after the preparation of the same, it has to be disseminated to the concerned.
Resolution: Noted
- h. **Project Exhibition-Meraki-2018:** Prof. Nirranjan suggested about the Student Project Exhibition has to be conducted to encourage students research talent and all members agreed to conduct in the month of May 2018.
Resolution: Approved
4. **For Information:**
- a. **Uploading of SSR:** The Director- IQAC informed all the members that the SSR of the Institution is uploaded on the NAAC website on 16th January and the response of the same is awaited. The Cell congratulated the principal and the

Director- IQAC and all those who were instrumental in collecting and compiling the data for the SSR.

Resolution: Noted

5. Any other matter

- a. **LIC Report** : All the members discussed about the observations of the LIC committee during the visit . The Principal suggested for recruiting experienced faculties with Ph.D.s and Prof. Parimala Gandhi suggested that Training & Placement activities need to be strengthened.

Resolution: Noted

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


Director-IQAC

Copy to:

- All the Members.
- The Secretary-PKMET



R.R. Institute of Technology

Chikkabanavara, Bangalore-560090

Internal Quality Assurance Cell

June 8, 2018

Action Taken Report

Action taken report on 7th Meeting of Internal Quality Assurance Cell (IQAC) of R. R. Institute of technology was held on April 27, 2018 at 11.00 am in the Board Room.

SI No	Agenda	Resolution	Action taken
1	Confirmation of the Minutes of 6 th meeting	Noted	Confirmed
2	Action taken report on resolutions adopted in the 6 th Meeting	Noted	ATR Communicated to Members
3.	For Discussions:	Noted	Circulated for all concerned members
a.	Formats	Noted	Communicated to all concerned members
b..	Standard Operating Procedure (SoPs)	Noted	Commencement of Exams from 28/05/2018
c.	Exam Preparation	Noted	Optional metric sent to NAAC Deputy Adviser
d.	Optional Metric	Noted	Prepared
e.	Extended Profile of the Institution	Noted	Conducted by NAAC 28% responded
f.	Student Satisfaction Survey	Noted	Completed
g.	Newsletters	Noted	Conducted on 18/05/2018
h.	Project Exhibition –Meraki 2018	Noted	SSR Uploaded
4.	For Information	Noted	Complied
j.	Uploading of SSR	Noted	
k.	LIC Report	Noted	

MR
Director- IQAC 8/6/18