



Since 1993

PKM Educational Trust ®

R. R. Institute of Technology

Affiliated to VTU Belgaum and Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka,

Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Internal Quality Assurance Cell


RRIT/IQAC/GEN/2019-20/64

Date: 28.01.2020

Meeting Notice

The 11th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 12/02/2020 at 02.30 PM in Board Room.

1. Confirmation of minutes of 10th meeting.
2. Action taken report on resolution adopted in the 10th meeting.
3. For Discussions.
 - a. Placement Activity
 - b. Feedback on syllabus & curriculum by all stake holders
 - c. To discuss report cum feedback of internal academic administrative audit
 - d. Preparation of News Letter
 - e. Preparation of Magazine
 - f. Preparation of student info book
 - g. NPTEL course enrolment
4. Feedback Analysis Report.
5. Any other matter with the permission of chair .

S. Praveen
28/1/2020
IQAC Coordinator


[Signature]
29/01/2020
Principal
R. R. INSTITUTE OF TECHNOLOGY
Chikkabanavara, Bangalore-560 90

[Signature]
01/02/2020
Cc to:
1. The Director - PKMET
2. QAC Director- RR Institutions - *HSR*
3. Dean (Strategy and Corporate Communications)- RR Institutions *[Signature]* 01/02/2020
4. All the IQAC members



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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2019-20/

DATE: 17/02/2020

11th IQAC Meeting Proceedings

The 11th Meeting of Internal Quality Assurance Cell (IQAC) was held on 12/02/2020 at 02.30 PM in boardroom

The Following members attended the meeting:

S N	Name of Members	Designation
01	Dr. Srinivas G Bhat (Principal RRIT)	IQAC Chairman
02	Shri HR Arun (Director-RRIT)	Member
03	Prof. Maya Salimath G (Director QAC RR Institutions)	Member
04	Dr. T Naveen Kumar (Strategy and Corporate Communications)- RRI	Member
05	Dr. Gullapalli shankara (HOD- Civil)	Member
06	Dr. Sunitha HD (HOD- ECE)	Member
07	Dr. Arulmani L (Associate Professor-ME)	Member
08	Prof. Navaneetha Krishna R (Assistant Professor -EEE)	Member
09	Prof. Jyothi R (Assistant Professor -CSE)	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	Mr. Sandeep Kumar Chaudhary (Student Representative- EEE)	Member
14	Dr. Ramesh R (Doctor)	Member
15	Mr. Chandra Singh Parmar (industrialist)	Member
16	Ms. Adithya (Office Superintendent)	Member
17	Prof. Parimala Gandhi G (Associate Professor ECE)	Coordinator -IQAC

Agenda:

1. Confirmation of minutes of 10th Meeting:
 - IQAC Coordinator briefed about the proceedings of the 10th meeting of IQAC to all members.
Resolution: Approved.
2. Action taken report and resolution adopted in the 10th meeting.
 - IQAC Coordinator communicated the members about the action taken report of the 10th meeting of IQAC.
Resolution: Approved.
3. For Discussions:
 - a. **Placement activity:** IQAC Chairman directed placement cell to strengthen the weaker section and conduct training programme to strengthen it.
Resolution: Noted.
 - b. **Feedback on syllabus & curriculum by all stake holders:** The questionnaire for feedback on syllabus & curriculum is submitted to QAC for Approval.
Resolution: Noted.
 - c. **To discuss report cum feedback of internal academic administrative audit:** Internal academic administrative audit is conducted by IQAC. Review remarks are communicated to respective department for updation.
Resolution: Noted.
 - d. **Preparation of News-letter:** The Newsletter committee head has been informed to circulate template to prepare for department news-letter.
Resolution: Noted.

- e. **Preparation of magazine:** Principal has given guidelines in preparing Magazine & Newsletter, the same has been circulated by committee head.
Resolution: Noted.
- f. **Preparation of student info book:** The Committee should start collect the data for student info book, the QAC director suggested to involve students in preparing the student info book.
Resolution: Noted.
- g. **NPTEL Course enrolment:** All the faculty members should mandatorily register for NPTEL course through local chapter.
Resolution: Noted.

4. Feedback Analysis report:

- Dr. Sankara Gullapalli HOD Civil suggested to exempt HODs name while taking feedback, because HODs are commanding authority they may get less feedback.
- QAC Director has suggested to take feedback from student after every internal test
- Exit feedback will be taken from all outgoing student.
- Feedback on Quality campus life will be collected from 1st, 2nd & 3rd year students

Resolution: Noted.

5. Any Other matter with the permission of chair

- a. Question bank have to be prepared and submitted to the IQAC as per the deadline given.
- IQAC Coordinator suggested that IQAC members have to check the quality of question paper
 - Dr. Sunitha ECE HOD suggested to DAC, DAB members of respective department to verify and check the quality of the question paper set.
- b. IQAC chairman suggested to conduct IQAC meeting once in every month
- Proposed date for IQAC meeting is on 2nd Wednesdays of every month.
 - QAC Director has suggested to meet the target before meeting.

Resolution: Noted.

The Meeting Ended with Thanks to the Members

G. Pawar
17/2/2020
IQAC Coordinator
R. R. Institute of Technology
Bangalore-90.

Cc to:

1. The Director – PKMET
2. QAC Director- RR Institutions
3. Dean (Strategy and Corporate Communications)- RR Institutions
4. All the IQAC members

[Signature]
PRINCIPAL
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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2019-20/53

Date: 01/07/2020

Action Taken Report

Action taken report on 1st meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of technology was held on August 03, 2019 at 11.00 am in the Board Room.

SN	Agenda	Resolution	Action taken
01	Confirmation of the minutes of 10 th meeting.	Noted	Confirmed
02	Action taken report on resolution adopted in the 10 th meeting.	Noted	ATR Communicated to Members
03	For Discussions:	Noted	Initiated by Dean (strategy and Corporate communications)
a.	Placement Activity		
b.	CO-PO Attainment calculation	Noted	Computed for 2018-19 Batch
c.	Preparation of AQAR Report	Noted	Submitted to portal
d.	Self-Performance appraisal for teaching & non-teaching staff	Noted	Implemented
e.	News Letter	Noted	Published
f.	Magazine	Noted	Published
g.	E Certificate courses	Noted	Conducted
h.	Event feedback format	Noted	Introduced
i.	Roles & responsibilities of cadre	Noted	Introduced
j.	One week FDP on outcome based education and filling of NAAC SSR.	Noted	It will be conducted in MAY 2020
04	Feedback Analysis Report	Noted	Submitted & completed

S. Navin
IQAC Coordinator

