



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/2019-20/50

Date: 10.07.2020

Meeting Notice

The 12th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 15/07/2020 at 02.00 PM in Board Room.

1. Confirmation of minutes of 11th meeting.
2. Action taken report on resolution adopted in the 11th meeting.
3. For Discussions.
 - a. Placement Activity
 - b. Calendar events
 - c. Feedback on Quality campus life- Exit feedback.
 - d. Feedback on syllabus & curriculum by all stake holders.
 - e. To discuss report cum feedback of internal academic administrative audit
 - f. Preparation of student info book
 - g. Preparation of News Letter
 - h. Preparation of Magazine.
4. Feedback Analysis Report.
5. Any other matter with the permission of chairperson.

IQAC



Cc to:

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

10/07/2020
Principal

PRINCIPAL
R. R. INSTITUTE OF TECHNOLOGY
Chikkabanavara, Bengaluru - 560090



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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2019-20/55

DATE: 17/07/2020

12th IQAC Meeting Proceedings

The 12th Meeting of Internal Quality Assurance Cell (IQAC) was held on 15/07/2020 at 02.00 PM in Board Room

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 11th Meeting:

- IQAC Coordinator briefed about the proceedings of the 11th meeting of IQAC to all members.
Resolution: Approved.

2. Action taken report and resolution adopted in the 11th meeting.

- IQAC Coordinator communicated the members about the action taken report of the 11th 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. **Calendar of events:** Calendar of events will be formulated after receiving the university calendar of events and QAC director has suggested to add PTM meeting dates and event dates in the calendar of events.
Resolution: Noted.

- c. **Feedback on Quality campus life- Exit feedback:** The questionnaire for feedback on Quality campus life- Exit feedback is submitted to QAC for Approval.
Resolution: Noted.

- d. **Feedback on syllabus & curriculum by all stake holders:** The questionnaire for feedback on syllabus & curriculum is submitted to QAC for Approval.
Resolution: Noted.

- e. **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.
- f. **Preparation of student info book:** Student info book has been prepared & submitted to IQAC Chairman for corrections and suggestions if any, corrections will be incorporated.
Resolution: Noted.
- g. **Preparation of News-letter:** The Newsletter committee head has been informed to circulate template to prepare for department news-letter.
Resolution: Noted.
- h. **Preparation of magazine:** Principal has given guidelines in preparing Magazine & News-letter, the same has been circulated by committee head.
Resolution: Noted.

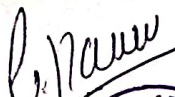

4. Feedback Analysis report:

- 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. IQAC chairman suggested to conduct IQAC meeting once in every month
 - b. QAC Director has suggested to meet the target before meeting.
- Resolution: Noted.

The Meeting Ended with Thanks to the Members


IQAC C

Cc to:

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


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Since 1993

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2019-20/58

Date: 01/11/2020

Action Taken Report

Action taken report on 12th meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of technology was held on July 15, 2020 at 2.00 pm in the Board Room.

SN	Agenda	Resolution	Action taken
01	Confirmation of the minutes of 12 th meeting.	Noted	Confirmed
02	Action taken report on resolution adopted in the 12 th meeting.	Noted	Prepared
03	For Discussions:	Noted	Initiated by Dean (strategy and Corporate communications
a.	Placement Activity		
b.	Calendar of events	Noted	Completed
c.	Feedback on Quality campus life – exit feedback	Noted	Collected feedback & prepared report
d.	Feedback on syllabus & curriculum by stake holders.	Noted	Collected feedback & prepared report
e.	To Discuss report cum feedback of internal academic administrative audit.	Noted	Conduct academic audit & submitted the report
f.	Preparation of Student info book	Noted	Conducted
g.	Preparation of News Letter	Noted	Published
h.	Preparation of Magazine	Noted	Published
04	Feedback Analysis Report	Noted	Submitted & completed

[Signature]
11/11/2020
IQAC Coordinator

