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

Since 1993

RRIT/IQAC/GEN/2020-21/*30*   Date: 31.07.2021

Meeting Notice

The 15ᵗʰ Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 04/08/2021 at 10.00 AM in Board Room.

1. Confirmation of minutes of 14ᵗʰ meeting.
2. Action taken report on resolution adopted in the 14ᵗʰ meeting.
3. For Discussions.
   a. Monthly Planner.
   b. Academic Audit.
   c. Faculty appraisal by students.

4. Any other matter with the permission of chair person.

IQAC Coordinator   **Principal**

PRINCIPAL
R. R. INSTITUTE OF TECHNOLOG
Chikkabanavara, Bangalore-560 9

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

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2020-21/   **DATE: 10.08.2021**

15th IQAC Meeting Proceedings

The 15th Meeting of Internal Quality Assurance Cell (IQAC) was held on 04/08/2021 at 10.00 AM in Board Room.

IQAC Coordinator welcomed all the members :

S N	Name of Members	Designation
The following members were present for the meeting		
01	Dr. Mahendra KV (Principal – RRIT)	IQAC Chairman
02	Shri. HR Arun (The Director- PKMET)	Member
03	Dr. Maya Salimath G (Director- QAC)	Member
04	Ms. Suchithra V	Member
05	Dr. Sunitha HD (HOD- ECE)	Member
06	Mr. Siddharth B	Member
07	Dr. Channabasavaraju S (HOD- ME)	Member
08	Dr. Gullapalli Sankara	Member
09	Dr. Ramachandramurthy V	Member
10	Mr. Rajesh P (Chief Librarian)	Member
11	Ms. Thejaswini P (Student representative)	Member
12	Mr. Narayan Prasad Pokharel (Student representative)	Member
13	Dr. Ramesh R (CMO-Victoria Hospital Bangalore)	Member
14	Mr. Adithya (Office Superindent)	Member
15	Shri. L N Prasad (industrialist)	Member
16	Prof. Parimala Gandhi G (Associate Professor – ECE)	Coordinator IQAC
The following members absent the meeting		
01	Dr. Manjunath R	Member

Points Discussed:

1. Confirmation of minutes of 14th meeting:
   - IQAC Coordinator briefed about the proceedings of the 14th meeting of IQAC to all members.
   Resolution: Approved.

2. Action taken report on resolution adopted in the 14th meeting.
   - IQAC Coordinator communicated the members about the resolution adopted in 14th IQAC meeting.
   Resolution: Approved.

3. Revised vision mission statement was prepared and shared to all.
4. Principal advised Mr. Adithya to replace the old vision statement with new one before 15th Aug.
5. Strategy plan of RRI & RRIT was discussed,
   Following are the key points for implementation of strategy plan,
   i)   All the department should increase the collaboration, and each department should sign minimum of 4 MOU with industry for the academic year 2021-22
   ii.   Computer skill training for non-teaching staff to be organized, starting from 16th august between 3.00 PM to 4.00 PM every day. The department should allot faculty member to train the non-teaching staff. The IQAC to send detailed time table along with course content to all the department

iii. To ensure 100% Participation, assignment to be given on regular basis and test to be conducted after the completion of each module, the minimum score of 60% will be considered for certification

iv. Department assigned for computer skill training
- CSE& ISE will handle working in word,
- ECE, EEE, CV, ME will handle working in Excel

v. All the department to organize industry meet on 28th August at 11.00 AM

vi. IQAC Chairman Suggested to conduct preplacement training for 2nd, 3rd & 4th year On every Wednesday one hour to be assigned in morning time table

vii. Content for preplacement training is discussed as,
   a. English & Personality development & puzzles for 2nd year
   b. Quantitative and Qualitative aptitude for 3rd year
   c. Interview skill, presentation skill, technical training for 4th year student

viii. The news magazine committee to submit soft copy of draft to principal

ix. The committee suggested to organize graduation cum alumni meet on 14th August the alumni coordinator & cultural committee coordinator where informed to initiate the process.

Agenda Discussed:

1. Monthly planner
   - All the department to organize hands-on certificate programme for students
   - All the committees & Department to submit the plan for the academic year
   - All the department to update the AQAR for 2020-21 format is shared earlier by IQAC the entry should be done before 1st September 2021
   - Dr. Sankara Gullapali suggested to introduce internship dairy, the IQAC to work on the same
   - The HOD mechanical suggested correction in project Phase II evaluation the corrected copy of the format to be submitted to IQAC before 05.08.2021

2. Academic audit for all the departments will be initiated after 15th August, 2021

3. IQAC has circulated the faculty appraisal by students for higher semester students.

4. The department of CSE CV ISE have filled NBA pre-qualifier, The Criteria 1 to 5 of NBA data will be filled by department, the criterial 6 to 10 are Common data that to be prepared by all department

5. The AQAR of 2017-18, 2019-20 is Prepared & Approved by All

Resolution:

All the points were noted and approved by the members.

The Meeting Ended with Thanks to the Members

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Internal Quality Assurance Cell

Schedule of Skill Development training for Non-Teaching Staff

Sl No	Date	Content	Department
1	16-08-2021	Overview of MS Word ,Getting started with word	CSE
2	17-08-2021	Working with Text Editing	
3	18-08-2021	Formatting , working with tabs, Indenting	
4	19-08-2021	Paragraph setting, page alignment, page break, column break	
5	23-08-2021	Spell Check, inserting image, chart , Sectioning	ISE
6	24-08-2021	Working with bullets and Working in Table	
7	25-08-2021	Working with forms, macros, Index,	
8	26-08-2021	Page setup, Mail Merge for word	
9	27-08-2021	Getting Started with Excel	ECE
10	30-08-2021	Creating Table and working with Table	
11	31-08-2021	Working with Formulas and functions	EEE
12	01-09-2021	Formatting Cells	
13	02-09-2021	Creating Charts in Excel	ME
14	03-09-2021	Creating Hyperlink	
15	06-09-2021	Export the Excel to Word	Civil
16	07-09-2021	Working with pivot tables	
17	08-09-2021	Test	

IQAC Coordinator 18/8/2021

Principal 10/8/21

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Chikkabanavara, Bangalore-560 90

Cc to:
1. The Director – PKMET
2. QAC Director- RR Institutions
3. All the IQAC members
4. All the Concerned Faculties

CSE & ISE   ECE & EEE   CV   ME   BS.

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2021-22/80(1)　　　　　　　　　　Date: 10.08.2021

Action Taken Report

Action taken report on 15th meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of Technology was held on 04.08.2021 at 10.00 am in the Board Room.

SN	Points Discussed and Agenda	Resolution	Action taken
01	Confirmation of the minutes of 14th meeting.	Noted	Approved
02	Action taken report on resolution adopted in the 14th Meeting.	Discussed	Approved
03	Revised Vision and Mission Statement was prepared and shared to all.	Prepared	Approved
04	For Discussion – • Monthly Planner • Academic Audit • Faculty Appraisal by students	Discussed	Approved
05	Monthly Planner	Prepared	Approved
06	Academic Audit for all the departments will be initiated after 15th August 2021.	Discussed	Approved
07	IQAC has circulated of CSE, CV, ISE have filled NBA pre0-qualifier	Prepared	Approved
08	The AQAR of 2017-18,2018-20 is prepared & Approved by All	Prepared	Approved

IQAC Coordinator