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R. R. Institute of Technology

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Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

Internal Quality Assurance Cell

RRIT/IQAC/GEN/2021-22/

Date: 07.01.2022

Meeting Notice

The 18th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 13/01/2022 at 10.00 AM in Board Room.

1. Confirmation of minutes of 17th meeting.
2. Action taken report on resolution adopted in the 17th meeting.
3. For Discussions.
 - ✓ a. Best teacher award reformation
 - b. Format of Academic audit
 - c. Meeting Schedule with HODs and staff members
 - ✓ d. Feedback Questionnaire on teaching and learning Process
 - ✓ e. Feedback Questionnaire on curriculum by all the stake holders
 - ✓ f. Master Time Table Format
4. Any other matter with the permission of chair person.

S. Jay
7/1/22
IQAC Coordinator



Cc to:

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

S. Jay

Hand 7/1/22

Principal

PRINCIPAL

R. R. INSTITUTE OF TECHNOLOGY
Chikkabanavara, Bangalore-560 90



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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2021-22/

DATE: 21.01.2022

18th Meeting Proceedings of IQAC

The 18th Meeting of Internal Quality Assurance Cell (IQAC) was held on 13/01/2022 at 10.00 AM in Board Room.

IQAC Coordinator welcomed all the members:

The following members were present for the meeting		
S N	Name of Members	Designation
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. Suchitra V	Member
05	Dr. Sunitha HD (HOD- ECE)	Member
06	Mr. Siddharth B	Member
07	Dr. Manjunath R (CSE HOD)	Member
08	Dr. Gullapalli Sankara (CV-HOD)	Member
09	Dr. Ramachandramurthy V (BS- HOD)	Member
10	Dr Channabasavaraju S (HOD –ME)	Member
11	Mr. Rajesh P (Chief Librarian)	Member
12	Ms. Thejaswini P (Student representative)	Member
13	Mr. Narayan Prasad Pokharel (Student representative)	Member
14	Dr. Ramesh R (CMO-Victoria Hospital Bangalore)	Member
15	Mr. Adithya G (Office Superintendent)	Member
16	Shri. L N Prasad (industrialist)	Member
17	Prof. Parimala Gandhi G (Associate Professor – ECE)	Coordinator IQAC

Points Discussed:**1. Confirmation of minutes of 17th meeting:**

- IQAC Coordinator briefed about the proceedings of the 17th meeting of IQAC to all members.

2. Action taken report on resolution adopted in the 17th meeting.

- IQAC Coordinator communicated the members about the resolution adopted in 17th IQAC meeting.

Agenda Discussed:

1. Best teacher award reformation: For best teacher award parameters suggested by IQAC members is communicated to QAC for implementation.
2. Format of Academic audit:
 - a. IQAC member suggested to add content available in column list to verify the document .
 - b. QAC Director Suggested to invite external member to conduct academic audit once in academic year.
3. Meeting Schedule with HODs and staff members: IQAC Chairman suggested to conduct meeting with HOD and principal on 1st and 3rd Tuesday of every month and HODs to conduct meeting with Staff on 1st and 3rd Wednesday of every month.

4. Feedback Questionnaire on teaching and learning Process:
 - a. Feedback Questionnaire on teaching and learning process is presented to IQAC Member and every one suggested to add questionnaire to receive any suggestions from students.
 - b. IQAC Chairman suggested to collect formative feedback after 1 month from class commencement and summative feedback during 3rd Internal Test.
 - c. The benchmark set for feedback in 80% with minimum number of respondent more than 50% of the class.
5. Feedback Questionnaire on curriculum by all the stake holders:
 - a. All the Department to take course exit survey for all the courses taught and share the final survey result to IQAC
 - b. QAC director suggested that feedback questionnaire on curriculum by all stake holder will be shared for this academic year
6. Master Time Table Format: Format to prepare master time table specifying semester class room no is prepared by IQAC to upload in to NAAC Portal
7. Any other matter with the permission of chairperson:
 - a. Civil department HOD Suggested not to mention PO's in the question Paper.
 - b. Since Last working day for 3rd SEM is Postponed by university, the 3rd IA Scheduled in January for 3rd semester is Postponed to March Month

Resolution: Noted and accepted by all the members

The Meeting Ended with Thanks to the Members


IQAC Coordinator



Cc to:

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


Principal

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2021-22/10(ATR)

Date: 21.01.2022

Action Taken Report

Action taken report on 18th meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of Technology was held on 13.01.2022 at 10.00 am in the Board Room.

SN	Points Discussed and Agenda	Resolution	Action taken
01	Confirmation of the minutes of 17 th meeting.	Noted	Approved
02	Action taken report on resolution adopted in the 17 th Meeting.	Noted	Approved
03	For Discussion -	Noted	Approved
a	Best teacher award reformation	Prepared	Incorporated
b	Format of Academic Audit	Accepted	Verified
c	Meeting Schedule with HODs and staff members	Accepted	Implemented
d	Feedback Questionnaires on teaching and learning process	Noted	Improvised
e	Feedback Questionnaires on curriculum by all the stake holders	Noted	Improvised
f	Master Time Table Format	Prepared	Submitted

S. Ramu
21/1/22
IQAC Coordinator

