RRIT/IQAC/GEN/2021-22/59

Date: 11.07.2022

Meeting Notice

The 19th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 20/07/2022 at 10.00 AM in Board Room.

1. Confirmation of minutes of 18th meeting.
2. Action taken report on resolution adopted in the 18th meeting.
3. For Discussions.
   a. Feedback (Mid SEM and Semester End)
   b. Exit Student Survey 2021-22
   c. Virtual Lab FDP.
   d. Magazine, News Letter
   e. AQAR Compilation 2021-22
   f. Event Reports
4. Any other matter with the permission of chair person.

IQAC Coordinator

Principal

R.R. INSTITUTE OF TECHNOLOG
Chikkabanavara, Bangalore - 560 09(

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

RRIT/IQAC/GEN/2021-22/62   **DATE: 22.07.2022**

19th Meeting Proceedings of IQAC

The 19th Meeting of Internal Quality Assurance Cell (IQAC) was held on 20.07.2022 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. 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	Dr. Erappa G (HOD- ISE)	Member
12	Mr. Rajesh P (Chief Librarian)	Member
13	Mr. Sharath R (Student representative)	Member
14	Mr. Saikiran G (Student representative)	Member
15	Dr. Ramesh R (CMO-Victoria Hospital Bangalore)	Member
16	Mr. Adithya G (Office Superindent)	Member
17	Shri. L N Prasad (industrialist)	Member
18	Prof. Parimala Gandhi G (Associate Professor – ECE)	Coordinator IQAC

Points Discussed:
1. Confirmation of minutes of 18th meeting:
- IQAC Coordinator briefed about the proceedings of the 18th meeting of IQAC to all members.

2. Action taken report on resolution adopted in the 18th meeting.
- IQAC Coordinator communicated the members about the resolution adopted in 18th IQAC meeting.

3. For Discussions.
a. Feedback (Mid SEM and Semester End):
- Feedback for midsem and final semester end feedback analysis report is prepared and submitted for verification. IQAC members suggested that a counselling to be done if the feedback percentage is below 80%.
- Also it is pointed out that if faculty get feedback less than 80 % feedback in two consecutive semesters, he/ she need to take measure to show improvement in next semester compulsorily.

b. Exit Student Survey 2021-22:

- Dr Shankara Gullapalli HOD, Civil Dept. suggested to rename the student exit survey as student programme exit survey.
- In exit survey, analysis point "Before RRIT" is not giving any clarity in analysis, hence principal suggested to add "Before joining How well you know about RRIT".

c. Virtual Lab:

- All the departments are informed to use virtual lab to enrich the student knowledge in addition to regular labs. The departments have promised to use virtual lab and submit the progress to principal.

Department	Frequency of usage
ISE	15 days once with minimum of 2 experiments
CSE	Monthly once with minimum of 2 experiment
ECE, EEE	Monthly once with minimum of 5 experiment
Civil	Monthly once with minimum of 2 experiment
ME	Monthly once with minimum of 2 experiment
BS	Need to use virtual lab for physics, chemistry, basic electrical , basic electronics labs

d. Magazine, News Letter:

- As suggested by principal, Prof. Girish Assistant professor, civil department to coordinate with magazine committee and print 10 copies of 2020-21 magazine.
- The magazine committee is informed to submit 2021-22 draft copy of magazine to principal by 28th August.
- Principal insisted to circulate /share final copy of the magazine and newsletter to all the students, alumni and parents.

e. AQAR Compilation 2021-22:

- All the departments need to initiate AQAR compilation for the academic year 2021-22. The in charge department for compilation

Department	Criteria
EEE	Criteria 1
BS	Criteria 2
ME	Criteria 3
ISE	Criteria 4
CSE	Criteria 5
ECE	Criteria 6
Civil	Criteria 7

f. Event Reports:

- The departments are informed to submit copy of invitation, event report, attendance sheet, feedback analysis to IQAC without fail.

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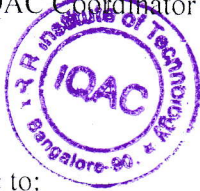
Internal Quality Assurance Cell

4. **Any other matter with the permission of chairperson:**

- Mr. Aditya pointed out that non-credit courses are introduced in 21 scheme by university for 3rd semester, plans to be initiated.
- Principal suggested all the department to prepare event time table well in advance for next academic year. Also instructed to revamp the committees for the coming academic year and define roles and responsibility of each committee.
- IQAC members suggested to organize FDP on Outcome based Education and NBA documentation process.

Resolution: Noted and accepted by all the members

The Meeting Ended with Thanks to the Members

IQAC Coordinator

Principal 22/7/22

PRINCIPAL
R.R. INSTITUTE OF TECHNOLOGY
Chikkabanavara Bangalore - 560 090

Cc to:

1. The Director – PKMET
2. QAC Director- RR Institutions
3. All the HODs
4. All the IQAC members
5. Prof. Girish. G. -CV Dept.

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2021-22/62(1)   Date: 22.07.2022

Action Taken Report

Action taken report on 19th meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of Technology was held on 20.07.2022 at 10.00 am in the Board Room.

SN	Points Discussed and Agenda	Resolution	Action taken
01	Confirmation of the minutes of 18th meeting.	Noted	Approved
02	Action taken report on resolution adopted in the 18th Meeting.	Discussed	Approved
03	For Discussion –		
a	Feedback (Mid SEM and Semester End):	Prepared	Submitted
b	Exit Student Survey 2021-22:	Suggested	Approved
c	Virtual Lab	Submitted	Approved
d	Magazine and News Letter	Prepared	Published
e	AQAR Compilation 2020-21	Prepared	Submitted
f	Event Reports	Noted	Submitted

22/7/22

IQAC Coordinator