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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/2020-21/ 58

Date: 13.03.2021

Meeting Notice

The 14th Meeting of Internal Quality Assurance Cell (IQAC) of RR Institute of Technology is scheduled on 22/03/2021 at 10.00 AM in Board Room.

1. Confirmation of minutes of 13th meeting.
2. Action taken report on resolution adopted in the 13th meeting.
3. For Discussions.
 - a. Redefinition of Vision & Mission Statement.
 - b. Semester Closing report.
 - c. Certificate Programs.
 - d. College/ Department Newsletter.
 - e. Alumni Meet
4. Any other matter with the permission of chair person.

[Signature]
13/3/2021
IQAC Coordinator



[Signature] 13/3/21
Principal

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

Cc to:

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



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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2020-21/60

DATE: 27.03.2021

14th IQAC Meeting Proceedings

The 14th Meeting of Internal Quality Assurance Cell (IQAC) was held on 22/03/2021 at 10.00 AM in Board Room.

IQAC Coordinator welcomed the 14th IQAC meeting.

The following members absent 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	Dr. Sunitha HD (HOD- ECE)	Member
05	Dr. Channabasavaraju S (HOD- ME)	Member
06	Prof. Ranganathan BA (I/c HOD- CV)	Member
07	Prof. Jyothi R (Assistant Professor- CSE)	Member
08	Prof. Mohan Kumar BN (Assistant Professor- ECE)	Member
09	Mr. Rajesh P (Chief Librarian)	Member
10	Ms. Thejaswini P (Student representative)	Member
11	Mr. Narayan Prasad Pokharel (Student representative)	Member
12	Dr. Ramesh R (CMO-Victoria Hospital Bangalore)	Member
13	Shri. L N Prasad (industrialist)	Member
14	Prof. Parimala Gandhi G (Associate Professor – ECE)	Coordinator IQAC
The following members absent the meeting		
01	Dr. Sumanth V (Associate Professor - CSE)	Member
02	Mr. Adithya (Office Superintendent)	Member

1. Confirmation of minutes of 13th meeting:

- IQAC Coordinator briefed about the proceedings of the 13th meeting of IQAC to all members.
Resolution: Approved.

Agenda discussed:**a. Redefinition of Vision & Mission Statement:**

- IQAC committee to prepare strategy plan to achieve the vision and mission of the college. The strategy plan must comprise the key areas such as research, placement, alumni, faculty retention, teaching learning, increase in institution visibility, admission process.
- The redefinition of vision and mission statement is discussed in the meeting and director suggested to bring out strategy plan to achieve the vision and mission statement

b. Semester Closing report: All the department have submitted the semester closing reports**c. Certificate Programs:**

- The department of ME must conduct certificate programme for the benefit of the student
- The committee suggested to organize certificate programme for 1st year students.

d. College/ Department Newsletter:

- The committee suggested to publish the college news magazine instead of newsletter & Magazine, the news magazine must include achievement of student and has no limitation on number of pages

e. Alumni Meet:

- QAC director suggested the following:
 - a. The alumni association to contribute/sponsor for student's innovative projects
 - b. All the department to submit Alumni data base by 19th April 2021.
- As discussed the Alumni office bearer to meet once in a month to give their valuable suggestion for institution development
- IQAC coordinator suggested to recognize the contribution of RRIT alumni at their workplace and to alumni who has added laurels to the college by awarding alumnus on annual alumni day function. The category of award to be communicated to QAC by IQAC members.

2. Any other matter with the permission of chairperson.

Research & Projects:

- a. QAC director suggested, All the department must apply for non- government funding for student project
- b. **Dr. Manjunath G**, Associate professor, Dept. of ME is nominated as research Coordinator, who should make necessary arrangements for strengthening research at RRIT. Further suggested the research coordinator to prepare proposal format for student project to apply for funding to alumni, and non-government agency.
- c. The project committee to organize open day for 2nd PUC and polytechnic students and intra college annual project exhibition Meraki in the 1st week of May (5th & 6th May Tentatively), the project committee to submit proposal for the same.

Library:

- a. Librarian is been informed to give presentation on 7th April 2021 about library open softwares module for effective implementation of library automation. **Prof. Dhananjaya** assistant professor, Dept. of CSE is nominated for technical support in implementing library management software.
- b. To enhance learning skill through digital library for effective utilization, Librarian has been informed to circulate the ID and password to remote access the digital library, VTU consortium to all students and staff of RRIT
- c. Librarian to give presentation to all staffs on available e-resources, list of journals available in VTU consortium on 30th March 2021.
- d. Principal advised the members to organize A training session on "Precaution and fire safety measures" to all the students and staff
- e. To enhance soft skills/physical strength of the student an exclusive hour for sports/library/ language lab to be included in the regular time table.

Other points are discussed:

- a. All the departments must give placement details to IQAC before 25th March, 2021
- b. The Letter of Recommendation file to be maintained in the office, the format of LOR should contain signature of faculty giving letter of recommended, HOD & Principal sign & seal, the final copy of the same to be submitted to principal office.
- c. The overall institution budgeting to be prepared by the accounts department, the budget statement must cover the budget for academic and research requirement, maintenance, service and repair, infrastructure upgradation, miscellaneous expenses and the budget submitted by the department.



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Internal Quality Assurance Cell

- d. Director suggested, to renew the existing inactive MOUs of all the department
- e. To strengthened the sports, IQAC members have suggested to have full time physical director to be available in campus.
- f. To strengthen placement, the soft skill training for the students to be given from 1st year onwards. The Placement committee to prepare placement training plan for 4 years.
- g. All the department to organize PTM and effective proctoring should take place,
Dr. Sunitha HD suggested that a session on "Effective proctoring process and methods and its importance" will be convened in the month of April for all staff member.
- h. Academic audit process must also ensure the quality work done at department
- i. To reduce the repetitive work, and to align with AQAR, Single format for semester closing report to be prepared by IQAC committee.

Resolution:

The points were noted and approved 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
 - a. Dr. Manjunath G (ME)
 - b. Prof. Dhananjay K (CSE)

for Nandis K.S.
30/3/2021

27/3/21

PRINCIPAL

PRINCIPAL

R. R. INSTITUTE OF TECHNOLOGY

Chikkabanavara, Bengaluru - 560090

BS

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17/4/21

ME

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CSE & ISE

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ECE & EEE

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Internal Quality Assurance Cell

RRIT/IQAC/GEN/2020-21/77

Date:16.07.2021

Action Taken Report

Action taken report on 14th meeting of Internal Quality Assurance cell (IQAC) of R.R. Institute of technology was held on 22/03/2021 at 10.00 pm in the Board Room.

SN	Agenda	Resolution	Action taken
01	Confirmation of the minutes of 14 th meeting.	Noted	Confirmed
02	Action taken report on resolution adopted in the 14 th meeting.	Noted	Prepared
03	For Discussions:	Noted	submitted
a.	Redefinition of Vision & Mission Statement.	Noted	submitted
b.	Semester Closing report.	Noted	submitted
c.	Certificate Programs.	Noted	Not Conducted
d.	College/ Department Newsletter.	Noted	Submitted
e.	Alumni Meet	Noted	All departments conducted online alumni meet


IQAC Coordinator 16/7/2021

