

RAMCO INSTITUTE OF TECHNOLOGY

Ref.: RIT/CAC/Meeting/12

Date: 04.09.2019

Minutes of College Academic Committee (CAC) Meeting

Members of CAC: Principal, Vice-Principal, DGM (A), All HoDs & Dept. In-charge(s), Exam Cell In-charge, TPO, Librarian, Physical Director, NSS Officer and Deputy Warden(s)

Venue: Principal Room

Time: 3.30 pm to 5.00 pm

Members present: Principal, Vice-Principal, DGM(A), HoDs & Dept. In-charges, Exam Cell In-charge, TPO, Deputy Warden(s)			
Sl. No.	Points discussed	Target Date	Responsibility
1	<p>Review of previous week's activities</p> <ul style="list-style-type: none"> • Criteria 8, 9 and 10 coordinators are asked to speed up the process of collecting the documentary evidence and revision of all content to be presented in the sub-criteria of SAR. • All HoDs are requested to submit the details of Trust Scholarship within the first week of Sep. 2019. • All HoDs are requested to submit the minutes of PTA meeting within the first week of Sep. 2019. The represented suggestions will be discussed in the forthcoming CAC meeting. 	--	--
2	<p>Second Internal Assessment Test</p> <ul style="list-style-type: none"> • Second Internal Assessment Test is scheduled between 04.09.2019 and 11.09.2019. Exam Cell has collected question papers for some selected courses from external experts and is going to use in the Second Internal Assessment Test. 	11.09.2019	Exam Cell
3	<p>Faculty participations in AICTE Training and Learning (ATAL) Academy Programmes</p> <ul style="list-style-type: none"> • Based on the notification mail received from AICTE on Aug 30, 2019, all the HODs are requested to identify some faculty members and train them in the thrust areas recommended by the committee constituted by AICTE namely Artificial Intelligence, Internet of Things (IoT), Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing & Design, Augmented Reality (AR)/Virtual Reality (VR) through its newly launched AICTE Training And Learning (ATAL) Academics. AICTE has prepared the curriculum in the above thrust areas with the help of input from industries and is going to introduce in near future. These trained faculty members will take those courses. 	Continuous	HoDs/ Faculty members
4	<p>Faculty participations in e-Learning and MOOCs, Anna University</p> <ul style="list-style-type: none"> • Mrs.V.Anusuya, AP(SG)/CSE is nominated to attend the one day seminar on "e-Learning and MOOCs in Higher Education" on 14th September 2019 at Vivekananda Auditorium, College of Engineering Guindy, Anna University, Chennai to know more about MOOCs and SWAYAM Platform in addition to preparation of e-content for the MOOCs. She is asked to submit the report as 	17.09.2019	Mrs.V.Anusuya, AP(SG)/CSE

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	per the ISO format after the program.		
5	<p>Dissemination of AICTE Guidelines for ban of Plastic use in Higher Education Institution</p> <ul style="list-style-type: none"> Based on the notification mail received from AICTE on Aug 30, 2019, the guideline formulated by AICTE for institutions/Universities to adapt policies and practices towards cleaner and plastic-free campuses has been disseminated. Swachhata Hi Seva Campaign from 11th September 2019 to 2nd October 2019. This campaign will have a plastic ban as one of the primary objectives to address the environmental hazards being created by the continuous use of plastics in the country. NSS program officer is asked to adapt the suggested measures given by AICTE in our institution during the mentioned period and submit the detailed report alongwith required documentary evidence (Picutres, videos and press news clippings). 	05.10.2019	NSS Program Officer
6	<p>Observation of Swachhta Pakhwada 2019</p> <ul style="list-style-type: none"> Based on the Office Memorandum received from MHRD on Aug 28, 2019, MHRD is observing Swachhta Pakhwada 2019 & Jal Shakti Abhiyan during 1st September 2019 to 15th September 2019. Dr.O.Senthilkumar and NSS program officer are asked to undertake the required activities given under Water Conservation during the mentioned period in our institution and submit the detailed report alongwith required documentary evidence (Picutres, videos and press news clippings). 	16.09.2019	Dr.O.Senthilkumar & NSS program officer
7	<p>ISO 9001: 2015 Recertification Audit</p> <ul style="list-style-type: none"> The request letter is sent to the Chairman for getting approval to proceed with ISO 9001: 2015 Recertification. Awaiting Chairman approval. ISO 9001: 2015 Recertification Audit is tentatively scheduled during the month of Nov. 2019. 	Nov/Dec 2019	RIT-ISO MR/DMR
8	<p>NBA Accreditation work progress: Fixing of date of review for Criteria 1,2,3 and 7</p> <ul style="list-style-type: none"> The review of Criteria 1, 2 and 3 is scheduled on 18.09.2019. The review of Criteria 7 is scheduled on 25.09.2019. All the Criteria coordinators are asked to present their program details with required samples/documentary evidence. 	Sep 2019	Coordinators of Criteria 1,2,3 and 7
9	<p>New UGC Regulations for Plagiarism</p> <ul style="list-style-type: none"> All the Faculty members are instructed to refer the UGC (Promotion of Academic Integrity and 	Continuous	HoDs/Faculty Members

02/9/19

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	<p>Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. The pdf copy of Official Gazette is enclosed for your reference.</p> <ul style="list-style-type: none"> All the HoDs are requested to ensure compliance of the same in our Institution. 		
10	<p>Other matters:</p> <p>Information sharing</p> <ul style="list-style-type: none"> Submitted the report to DOTE regarding FIT India Movement Launching by Hon'ble Prime Minister on 29.08.2019. The copy of the report is available in DOTE File. Submitted the report to AICTE regarding Approval Process 2019-20: Information related to any 5 MOUs with Industry on 27.08.2019. The copy of the report is available in AICTE File. Submitted the report to AICTE regarding Mid semester review of Mandatory Internships on 27.08.2019. The copy of the report is available in AICTE File. 34 Project Proposals submitted to TNSCST: Student Project Scheme from our institution. Copies are available in the respective department. New Leave format for CCL was approved and introduced. ISO Coordinator is directed to assign format number and do the necessary document change request in ISO QMS. Decided to celebrate Engineers' Day in our institution on Sep 15, 2019 by RIT-ISTE Chapters. Online course started from Aug 28, 2019. Dr.K.Basarikodi is requested to submit the consolidated statistics/department wise before first week of Sep 2019 and the same will be informed to our Chairman. HoDs are informed to advise their faculty members to allow the students, if they come late to the classes, otherwise they will roam around without any learning and disturb others. The faculty members should properly counsel and mentor the students before permitting to attend the classes. This process will help to improve the learning rate and also minimize the count of late comers. 3rd Book Exhibition was conducted successfully. Hostel girl students expressed their inconvenience regarding attending special class followed by study hour in the hostel. The respective HoDs should address this student grievance. 		

02/9/19

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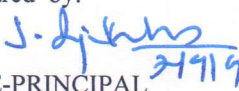
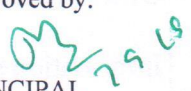
Date: 04.09.2019

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	<ul style="list-style-type: none">• HoDs/E-Cell Faculty Coordinators are informed to select and motivate the deserving students to apply Chhatra Vishwakarma Awards 2019 and National Entrepreneurship Award 2019 (NEA 2019) in the respective AICTE Portal.		
Prepared by:  VICE-PRINCIPAL		Approved by:  PRINCIPAL	

Copy to: 1) All HODs, DGM(A) and faculty members through e-mail for information and needful action.
2) File

RAMCO INSTITUTE OF TECHNOLOGY

EXAMINATION CONTROL OFFICE

Academic Year (2019-2020)

16.09.2019

Submitted to the Principal:

Sir,

Sub: Remuneration Details for setting question paper from external members for Internal Assessment Test II (2019-20 Odd semester) – Reg.

Reference: RIT/CAC/Meeting/6 and dated 24.07.2019

As per Anna University guidelines, three Internal Assessment Tests are conducted at every semester. To enhance the standard of Internal Assessment Test Question papers, based on the comment received in Internal Assessment Test Question Paper review conducted on 06.07.2019, it was planned to set the question paper by external expert members for the Internal Assessment Test II. The Question papers have been collected from various external members from 26.08.2019 to 05.09.2019. In this regard, we submit the remuneration details for setting the Question papers as follows:

Sl.No.	Department	No. of Subjects	No. of Question Papers	Amount in Rs.
1.	Civil	6	12	6,000/-
2.	CSE	7	10	5,000/-
3.	EEE	8	14	7,000/-
4.	ECE	15	23	11,500/-
5.	MECH	7	10	5,000/-
Total		43	69	34,500/-

The expenditure incurred for this process will be met under the head of: RIT/Examcell/Miscellaneous expenses/Question Paper Auditing and framing from external faculty members.

Amount Approved : Rs. 1,00,000/-

Amount Spent : Rs. NIL

We request sir, to direct the concerned to transfer the remuneration amount through NFET/RTGS.

- Encl: 1. The list of subjects for framing question papers by external expert members.
2. Question paper setting details with Subject Code and External detail.
3. Receipt of Question Paper through Email

Aubrey A
16/09/19
Faculty In-charge

[Signature]
Accountant

[Signature]
18/09/19
DGM(A)

[Signature]
18/09/19
Vice-Principal

[Signature]
18/09/19
Principal

RAMCO INSTITUTE OF TECHNOLOGY

Ref.: RIT/CAC/Meeting/27

Date: 22.01.2020

Minutes of College Academic Committee (CAC) Meeting

Members of CAC: Principal, Vice-Principal, DGM (A), All HoDs & Dept. In-charge(s), Exam Cell In-charge, TPO, Librarian, Physical Director, NSS Officer and Deputy Warden(s)
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Time: 3.30 pm to 5.00 pm

Members present: Principal, Vice-Principal, DGM(A), HoDs & Dept. In-charges, Exam Cell In-charge, TPO, Deputy Warden(s)

Sl. No.	Points discussed	Target Date	Responsibility
1	<p>Review of previous week's activities</p> <ul style="list-style-type: none"> • HoD/Civil initiated the process of creating wooden Ramp (slop) in the centre passage of seminar hall, without breaking the existing floor. • Students Grievance Committee meeting and Mentor meeting to be conducted before last week of Jan 2020. The respective coordinators are requested to convene the meeting and submit the minutes for review. • The final version of 5th Governing Council meeting minutes was sent to the Chairman for approval and received the approved copy on 22.01.2020. • AU – Application for grant of provisional affiliation for 2020-2021 was submitted on 20.01.2020 at Anna University Regional Centre, Tirunelveli. • Data submission in AISHE Portal for academic year 2019-20 is in progress. • HoD/ CSE is requested to enquire the details pertaining to AICTE - Implementation of 360 degree online feedback system from nearby institutions and take NCS (National Career Service) portal entry for MECH & ECE Final year students details is in progress. • HoD/EEE with four senior members visited Pollachi Mahalingam College of Engineering on 11.01.2020 (Saturday) regarding NIFE Training in association with TUV. They expressed positive sign to proceed with TUV association and will submit the detailed report on 24.01.2020. • Data submission for Special Scholarship – Higher Education, Director of Adi Dravidar Welfare is in progress. • Chairman approved our request regarding offering Diploma in Yoga for Youth Empowerment to all interested second year students under WCSE (The World Community Service Centre)-Vision for Wisdom, Aliyar. HoD/EEE is requested to coordinate further in this regard. 	--	--
2	<p>Exam Cell – arrangements – First Internal Assessment Test</p> <ul style="list-style-type: none"> • Question papers collected from both internal and external members • Central valuation is planned on 01.02.2020 (Saturday) and 02.02.2020 (Sunday) 	Jan/Feb 2020	Exam Cell/Faculty members
3	<p>Review of NBA Mock Audit observations & readiness for NBA team visit</p> <ul style="list-style-type: none"> • Dr.K.Balasubadra, HoD/IT/RMDEC, Chennai and 	Feb 2020	HoD/NBA Coordinators

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25/1/20

M
25/1/20

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	<p>Dr.M.Sheerin Banu, HoD/IT/RMKEC, Chennai completed Mock audit on 17.01.2020. They will submit the detailed audit observations within this week. Based on their comments, all faculty members have started to update the documentary evidence.</p> <ul style="list-style-type: none"> Expecting Criteria 10 audit through SKPYE will be during the last week of Jan 2020. 		
4	<p>Training and Placement Progress</p> <ul style="list-style-type: none"> CUIC - Anna University State Level Placement program IBM Drive, B.Vaishnavi (ECE) got selected with a salary package of 4.25 Lakhs p.a. National Creativity Aptitude Test Institute Registration completed. AMAZEWiT- 123 III year girls students took online test on 22.1.2020 @ MEPCO Engineering College, Sivakasi. Sivaranjani (III CSE) has been shortlisted for the second round. INFYTQ TPO Meeting to be held @ KLN College of Engineering, Madurai on 27.1.2020. Placement Officer will be attending the meeting. 226 students (62%) placed so far. 140 yet to be placed. Upcoming On Campus Drives in the month of Feb 2020 are. 1. Elite Construction, Hyderabad; 2. Mungwa Automotive, Chennai; 3. Accurate Steel Forgings, Chennai; 4. Speed Team Wind Tech ,Tenkasi and 5. Mobius Knowledge process, Chennai 	Continuous	TPO/Placement coordinators
5	<p>National Science Day Celebration of academic year 2019-20</p> <ul style="list-style-type: none"> Dr.K.BasariKodi, HoD/S&H is nominated as overall coordinator for National Science Day Celebration of academic year 2019-20. She is requested to formulate the committees which comprises faculty coordinators from all departments with list of committee/responsibilities and get the approval from Principal at the earliest. 	Feb 2020	HoD/S&H
6	<p>5th IQAC Meeting on 22.01.2020</p> <ul style="list-style-type: none"> 5th IQAC Meeting was successfully conducted on 22.01.2020 (FN). The detailed progress presentation of all criteria were made by the respective coordinators. Members appreciated the progress and also gave good feedback with comments on quality improvements. Detailed minutes will be prepared and circulated to all members within the week. 	Jan 2020	IQAC Coordinaotr
7	<p>Progress review: Student admission promotion (Academic year 2020-21)</p> <ul style="list-style-type: none"> Chinmaya school (both 1 & 2) students visited our institute and viewed our facilities on 21.01.2020. One page institution admission brochure was distributed to the public in Virudhunagar, Sattur, Watrap, Kallupatti, Arupukottai and Vembakottai. 	Continuous	RIT Admission promotion team

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	<ul style="list-style-type: none"> • Display boards will be erected on various locations in schools/polytechnic campus before the end of this month. • One page institute information content preparation is in progress for the magazine "Ramco Bandham". 		
8	<p>National initiative for technical teachers training</p> <ul style="list-style-type: none"> • All the HoDs are requested to refer the email received from AICTE on Jan 20, 2020 regarding National initiative for technical teachers training (Email forwarded by the Principal) and create awareness to our young faculty members to avail maximum benefit of this initiative. 	Continuous	HoDs
9	<p>2018-19 fresh application entry module – Submission of details</p> <ul style="list-style-type: none"> • PMSS – Management quota students not available in the academic year 2018-19, So portal not enabled for submission. 	Jan 2020	Office Supdt.
10	<p>DoTE - Dropped out Students Details – Revised Format – Submission</p> <ul style="list-style-type: none"> • Submitted the details of dropped out students (total 45 students) to DoTE on 21.01.2020 in the revised format 	Jan 2020	Office Supdt.
11	<p>Other matters:</p> <ul style="list-style-type: none"> • Observation of Swachhata Pakhwada, 2020: We have not conducted the event and the same to be submitted on 23.01.2020. • IITM PALS Program: i) Aspire Program was conducted on 21.01.2020. 170 students (Both internal and external) participated in the program. Feedback about this program is good and highly informative. ii) Decided to participate in "Quiz" which will be conducted on 12th Feb 2020 at TCE, Maduari. • IIC Innovation Ambassador Training Series – Participation: Three faculty members (2 from Mech and 1 from ECE) attended this program. Feedback about this program was highly useful. • MSME inspection team will be visiting our institute on 24.01.2020 regarding MSME incubation grant for the establishment of Incubation Center. • Republic Day Celebration: Decided to celebrate on 26.01.2020 at 09.30 A.M. • Sports Activities – ground work – Preparedness for NBA: i) Ground cleaning and levelling work will be completed before this month. Marking of various courts is in progress. • It is decided to conduct NSS special camp during the first week of Feb 2020. NSS Officer is asked to do the needful. • Request received from librarian regarding hiring of Carpenter (on daily wages) to complete the tables for 	--	--

RAMCO INSTITUTE OF TECHNOLOGY

EXAMINATION CONTROL OFFICE

RIT/ECO/2019-2020(Even)/10

17.02.2020

CIRCULAR

The central Evaluation (II Semester only) is scheduled for Internal Assessment Test – I from 18.02.2020 to 19.02.2020. In this regard, the following faculty members / HoDs are appointed as Chairman for their corresponding department. The details of the appointment as follows:

Sl. No.	Department	Name of the Chairman
1.	Civil	Mr. S. Dharmar, AP(Sr.Gr)/Civil
2.	CSE	Dr. K. Vijayalakshmi, Prof.& Head/CSE
3.	EEE	Dr. S. Kannan, Prof.& Head/EEE
4.	ECE	Dr. S. Periyanyagi, Prof.& Head/ECE
5.	Mechanical	Dr. P. Suresh Kumar, ASCP/ECE
6.	Chemistry	Dr. O. Senthil Kumar, ASCP/Chemistry
7.	English	Dr. M. Anand, ASCP/English
8.	Mathematics	Dr. K. Basari Kodi, Prof.&Head/Mathematics
9.	Physics	Mr. N. Karthikeyan, AP(SG)/Physics

The duties and responsibilities of the Chairman are listed below for your ready reference and fill up in appropriate forms:

1. Verification of Answer Key and Scheme of Evaluation
2. Verification of Evaluation of answer scripts randomly, sample of 5 answer scripts per class
3. Question paper setting standard/comments
4. Any representation or appeal written by students

Your kind cooperation is solicited.


17/02/2020
Faculty In-Charge


Principal

RAMCO INSTITUTE OF TECHNOLOGY

EXAMINATION CONTROL OFFICE

RIT/ECO/2019-2020(Even)/04

31.01.2020

CIRCULAR

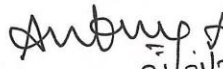
The central valuation is scheduled for Internal Assessment Test – I from 01.02.2020 to 02.02.2020. In this regard, the following faculty members / HoDs are appointed as Chairman for their corresponding department. The details of the appointment as follows:

Sl. No.	Department	Faculty Count
1.	Civil	Mr. S. Dharmar, AP(Sr.Gr)/Civil
2.	CSE	Dr. K. Vijayalakshmi, Prof.& Head/CSE
3.	EEE	Dr. S. Kannan, Prof.& Head/EEE
4.	ECE	Dr. S. Periyayagi, Prof.& Head/ECE Dr. B. Deepalakshmi, ASCP/ECE
5.	Mechanical	Dr. P. Suresh Kumar, ASCP/ECE Dr. V. Siva Kumar, ASCP/ECE
6.	Chemistry	Dr. O. Senthil Kumar, ASCP/Chemistry
7.	Mathematics	Dr. K. Basari Kodi, Prof.&Head/Mathematics

The duties and responsibilities of the Chairman are listed below for your ready reference and fill up in appropriate forms:

1. Verification of Answer Key and Scheme of Evaluation
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31/01/2020
Faculty In-Charge


31/1/20
Principal