

## Ramco Institute of Technology

21.01.2014

**Submitted to the Chairman:**

Respected Sir,

Sub: Recruitment of Faculty Members – Approval requested – reg.

We have received around 3020 Applications (up to 15.01.2014) vide our Advertisement released in The Hindu Newspaper on 25.12.2013. We are in the process of downloading the Applications and short-listing the eligible candidates. As already discussed with you, we will conduct the presentations by shortlisted candidates during 15-16 February 2014 and interview on 16-17 February 2014 at Ramco Systems, Chennai. We have got permission from the Vice-Chairman for using the facilities at Ramco Systems for this purpose. The details of requirement of Faculty members for different positions in various Departments as per the workload, AICTE norms and Anna University, Chennai regulations are given below:

Department	Faculty required for II Year of 5 Existing Courses				For increase in intake (120 seats in ECE & Mech.)
	Professor	Associate Professor	Assistant Professor	Total	Assistant Professor
Civil Engg.	1	1	2	4	-
CSE	1	1	1	3	1
EEE	1	1	1	3	-
ECE	1	1	2	4	1
Mech.Engg.	1	1	1	3	1
English	-	-	1	1	1
Mathematics	-	-	2	2	1
Physics	-	-	-	-	1
Chemistry	-	-	-	-	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>20</b>	<b>7</b>

Chairman

As per Anna University norms, during the second year for each course of 60 intake we need to maintain a Faculty cadre ratio of 1 Professor : 1 Associate Professor : 2 Assistant Professors (OR) 2 Associate Professors : 2 Assistant Professors. Hence for 5 Courses we have to recruit 5 Professors : 5 Associate Professors : 10 Assistant Professors (OR) 10 Associate Professors : 10 Assistant Professors. In all, we need to recruit totally 20 faculty members for the existing 5 courses.

For the proposed increase in intake of seats in B.E. ECE (from 60 to 120) and B.E. Mech. Engg. (from 60 to 120), we need to recruit around 7 faculty members at the level of Assistant Professor to teach the additional First year subjects during the coming academic year. This recruitment is subject to grant of approval for increase in intake by the Anna University, Chennai.

The Salary package as per VI Pay commission pay scale for each cadre of Faculty member (Fresh Professor, Fresh Associate Professor and Fresh Assistant Professor) is given below:

Cadre	Basic	AGP	DA (80%)	HRA	Total
Professor	37400	10000	37920	1400	86720
Associate Professor	37400	9000	37120	1400	84920
Assistant Professor	15600	6000	17280	1400	40280

However, based upon the circumstances at the interview process, if any faculty member already serving as Professor / Associate Professor drawing higher salary is recruited, then we need to offer him/her the pay protection or slightly higher salary, subject to the condition that such candidate submits the proof of his/her previous drawn salary.

Your kind approval is requested in this regard.

  
Chairman

  
21/01/14  
Principal

# RAMCO INSTITUTE OF TECHNOLOGY

13/01/2015

## Submitted to the Chairman:

Respected Sir,

We have planned to conduct interview for recruiting Faculty Members for our College, in Chennai at M/s. Ramco Systems Limited office during 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> February 2015. For conducting the interview, the following numbers of Expert Members are invited.

- 13 nos. of Subject Experts for assessing subject knowledge, etc.
- 5 nos. of Advisory Committee Members for conducting interview

The Approximate Expenditure is worked out as below:

Honorarium for Subject Experts (@ Rs.5000/- per day for 2 days)	Rs. 1,30,000/-
Honorarium for Advisory Committee members (@ Rs.6000/- per day for 2 days)	Rs. 62,000/-
Travel expenses to Advisory Committee members	Rs. 25,000/-
Conveyance (To & Fro) to Candidates	Rs. 1,20,000/-
Travel, Conveyance, accommodation & food expenses for our Faculty, Office Assistants for coordinating the interview process for 3 days and other Misc. Expenses	Rs. 73,000/-
<b>Total</b>	<b><u>Rs.4,10,000/-</u></b>

Submitted for your kind approval.

*rv. Am*  
Accountant  
13/01/15

*g*  
13/01/15  
DGM(A)

*ghu*  
13/01/15  
Principal

*[Signature]*  
Chairman

## Ramco Institute of Technology

Branch	For Existing 5 UG Programmes				As per teaching workload	For proposed increase in Intake of 2 UG Programmes Assistant Professor
	No. of Positions required as per AICTE and Anna University Norms					
	Professor	Associate Professor	Assistant Professor	Total		
Civil Engineering	1	1	2	4	4	-
Computer Science & Engineering	-	1	3	4	4	1
Electrical Engineering	-	1	2	3	3	1
Electronics & Communication Engineering	1	1	6	8	7	1
Mechanical Engineering	-	2	6	8	7	1
Mathematics	-	-	2	2	2	1
English	-	-	1	1	1	1
Chemistry	-	-	1	1	1	1
Physics	-	-	1	1	1	1
<b>Total</b>	<b>2</b>	<b>6</b>	<b>24</b>	<b>32</b>	<b>30</b>	<b>8</b>

### Schedule for Presentation

Date	Branch	Time
06.02.2015	CE, CSE, EE, EC,	9.00 am onwards
07.02.2015	MECH, English, Physics, Chemistry, Maths,	9.00 am onwards

### Schedule for Interview

Date	Branch	Time
07.02.2015	CE	09.20 am
	CSE	11.00 am
	EE	02.00 pm
	EC	03.00 pm
	English	04.30 pm
08.02.2015	MECH	09.20 am
	Physics	12.30 pm
	Chemistry	02.00 pm
	Maths	03.30 pm

*Rhu*  
13/01/15

# Ramco Institute of Technology

07.01.2016

## Submitted to the Chairman:

Respected Sir,

Sub: Recruitment of Faculty Members – Approval requested – reg.

We have received around 2000 Applications (up to 31.01.2016) vide our Advertisement released in The Hindu Newspaper on 09.12.2015. We are in the process of short-listing the eligible candidates. The details of requirement of Faculty members for different positions in various Departments as per the workload, AICTE norms and Anna University, Chennai regulations are given below:


Department	Faculty required for academic year 2016-17 For 5 Existing Courses				Remarks
	Professor	Associate Professor	Assistant Professor	Total	
Civil Engg.	1	-	4+1*	5+1*	1* faculty member to be recruited to replace 1 existing faculty member who indicated that he/she will leave during next semester or he/she to be replaced for poor performance
CSE	-	-	4+1*	4+1*	
EEE	-	-	4	4	
ECE	1	-	5+1*	6+1*	
Mech. Engg.	-	1	6+1*	7+1*	
Mathematics	-	-	1+1*	1+1*	
English	-	-	-	-	
Physics	-	-	-	-	
Chemistry	-	-	-	-	
<b>Total</b>	<b>2</b>	<b>1</b>	<b>24+5*</b>	<b>27+5*</b>	

As per AICTE and Anna University norms for the existing strength of 420, we need to recruit  $420/15 = 28$  faculty members. But as per workload, we shall recruit 27 faculty members for the academic year 2016-17. Further, if AICTE grants permission to increase intake, it is proposed to increase the intake in Civil Engineering from 60 to 120 depending upon the demand for admission. In such case, we need to recruit 4 additional faculty members in Science and Humanities (1 each for Mathematics, Physics, Chemistry and English).

Your kind approval is requested in this regard.

DGM (A) <sup>g</sup> 07/01/16.

  
Chairman

  
07/01/16  
Principal

# Ramco Institute of Technology

24.01.2017

## Submitted to the Chairman:

Respected Sir,

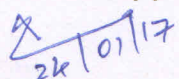
Sub: Recruitment of Faculty Members – Approval requested – reg.

We have received around 1100 Applications (up to 21.01.2017) vide our Advertisement released in The Hindu Newspaper on 28.12.2016. We are in the process of short-listing the eligible candidates. The details of requirement of Faculty members for different positions in various Departments as per the workload, AICTE and Anna University norms are given below:

Department	Faculty required for academic year 2017-18 For 5 Existing Courses				Remarks
	Professor	Associate Professor	Assistant Professor	Total	
Civil Engg.	1	--	1*	1+1*	* faculty member to be recruited to replace existing faculty member who indicated that she will leave during next semester due to marriage/maternity leave
CSE	--	--	2*	2*	
EEE	--	--	--	--	
ECE	1	1	3+1*	5+1*	
Mech. Engg.	--	1	4	5	
Mathematics	--	--	1*	1*	
English	--	--	--	--	
Physics	--	--	--	--	
Chemistry	--	--	--	--	
<b>Total</b>	<b>2</b>	<b>2</b>	<b>7+5*</b>	<b>11+5*</b>	


As per AICTE and Anna University norms for the existing strength of  $420 \times 4 = 1680$ , we need  $1680/15 = 112$  faculty members. At present we have 89 faculty members. As per workload we need to recruit additional 11 faculty members (1 for Civil, 5 each for ECE & MECH) so that the total will be 100. Further, 5 faculty members (1 in Civil, 2 in CSE, 1 in ECE and 1 in Maths) have informed that they will leave the College during the next semester due to marriage/maternity leave and hence we have to recruit 5 suitable candidates at the level of Assistant Professors to replace them.

Your kind approval is requested in this regard.

  
24/01/17  
DGM (A)



Chairman

  
24/01/17  
Principal

# Ramco Institute of Technology

27.07.2017

## Submitted to the Chairman:

Respected Sir,

### **Sub: Recruitment of additional Four Faculty Members – Approval requested – reg.**

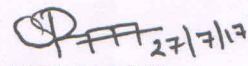
We need to recruit Four Faculty Members additionally for this academic year and the justification for the additional requirement is given below:

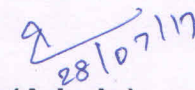
As per workload we need 21 faculty members each for ECE and Mechanical Engineering departments, which have 2 sections in each year of study. At present we have 20 faculty members in ECE and 19 faculty members in Mechanical Engineering. Accordingly, we have conducted interview on 02.07.2017 at our Institute with an Expert Committee consisting of two Professors from Thiyagarajar College of Engineering, Madurai, our HODs, Principal and DGM(A), and based upon the performance, selected 3 suitable candidates for the positions of Assistant Professors in ECE and MECH departments. We have prepared the appointment orders for the selected four candidates and enclosed here for your kind approval and signature.

Also, we have promoted 17 existing faculty members who have more than 5 years of total teaching experience, from the post of Asst. Professor to Asst. Professor (Senior Grade). We have already got your approval for this in the 3<sup>rd</sup> GC meeting held at TRCL Office, Chennai on 28.06.2017. We have prepared the Promotion Orders for the 17 faculty members and enclosed here for your kind approval and signature.

Further, one faculty member Mr.Gershome Jebaraj, Asst. Professor in Physics got a Govt. Job and hence left in the last week of June 2017. So we have to recruit 1 faculty member for Physics to balance the workload for this academic year including teaching first year courses starting from 2<sup>nd</sup> week of August 2017. We request your approval to recruit 1 faculty member for Physics department.

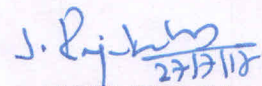
For favour of approval please.

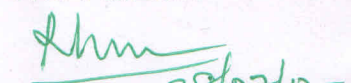
  
HOD-ECE

  
DGM (Admin)



Chairman

  
HOD-MECH

  
Principal

# RAMCO INSTITUTE OF TECHNOLOGY

## Minutes of Meeting of the First Governing Council

Date and Time: 22.06.2014 at 10.00 am

Venue: Chairman office

Chairman and Members present:

Sl.No.	Name and Designation	Position
1	Shri.P.R.Ramasubrahmaneya Rajha Managing Trustee, Raja Charity Trust	Chairman
2	Shri.S.S.Ramachandra Raja Trustee, Raja Charity Trust	Member
3	Shri.N.K.Ramasuwami Raja Trustee, P.A.C. Ramasamy Raja Education Charity Trust	Member
4	Shri.A.V.Dharmakrishnan Chief Executive Officer, The Ramco Cements Ltd.	Member
5	Dr.M.S.Palanichamy Former Vice-Chancellor, Tamilnadu Open University	Member
6	Dr.K.Kasthuri Dean, SSN College of Engineering, Chennai	Member
7	Dr.A.Peer Mohamed Professor, Dept. of Textile Technology, Anna University nominee	Member
8	Dr.R.Venkatraj Principal, PACR Polytechnic College, Rajapalayam	Special invitee
9	Dr.R.V.Mahendra Gowda Principal, Ramco Institute of Technology, Rajapalayam	Member Secretary

Members given leave of absence:

1. Shri P.R.Venketrama Raja, Vice-Chairman, Ramco Group of Industries
2. Prof.M.S.Ananth, former Director, IIT Madras

The First Governing Council meeting was conducted on 22.06.2014 at 10.00 am in the Chairman office. The Chairman has introduced each member to others, welcomed all members and emphasised the importance of the first meeting. He informed the members that the Management has provided good infrastructural facilities to the College and a good beginning is made. He complimented the hard work of the Faculty members and Principal for producing a good result and securing the Top Second position amongst 506 Engineering Colleges. He wished that the Institute will maintain its position and improve the results further.

The Principal has formally welcomed the Chairman and all members of the Governing Council and presented the detailed agenda. The Governing council has considered it item-wise and deliberated as highlighted below. The contents of Items revised based upon the suggestions of the GC Members are underlined and given in the final proceedings enclosed.

### **1.1 To approve the Vision and Mission of the Institute**

#### **Vision**

##### ***Resolution:***

Dr.M.S.Palanichamy, with the permission of the Chair informed that vision of the Institute should include keywords such as quality to reflect the importance of NBA accreditation. Shri A.V.Dharmakrishnan, Chief Executive Officer, The Ramco Cements Ltd., suggested to include the words like needs of society.

Accordingly the Principal has revised the Vision and included in the proceedings for approval.

#### **Mission**

##### ***Resolution:***

*It was resolved to approve the Mission as such.*

### **1.2 To approve Short-Term Goals (5-years plan) and Long-Term Goals (10-years plan)**

#### **Short-Term Goals:**

##### ***Resolution:***

Prof.M.S.Palanichamy pointed out to include the points related to offering corporate-specific training programmes to enhance placement. Shri A.V.Dharmakrishnan told to include about developing managerial skills.

#### **Long-Term Goals:**

##### ***Resolution:***

Dr.A.Peer Mohammed, informed to modify that the Research Centres are approved by Anna University and also include words about technology transfer.

Dr.R.Venkatraj, who is a special invitee, pointed out to include the details such as establishing IDDC, TBI. Prof.K.Kasthuri, suggested on establishment of TIFAC-CORE, EDC, etc.

The revised list of Short-Term Goals Long-term Goals is given in the proceedings for approval.

### **1.3 To approve the Organisation Chart**

#### ***Resolution:***

Shri S.S.Ramachandra Raja advised the Principal to modify the Organisation chart in such a way that the positions of equal importance should appear at the same height. Prof.M.S.Palanichamy pointed out to include the positions of Accounts Officer, Administrative Officer, Head for Corporate Affairs, PRO and to make the ERP Administrator to report to the Principal. Shri A.V.Dharmankrishnan suggested to change the name of Accounts Officer as Finance Officer. Dr.R.Venkatraj informed to put Asst.Caretakers below the Deputy Wardens. The Principal explained the members that the Organisation Chart shown represents the current positions and new positions can be created and shown in the chart as the Institute grows. He informed that the existing positions such as Public Relations Incharge and Office Manager cannot be renamed as Public Relations Officer and Administrative Officer as the existing two staff are not eligible for such positions in terms of educational qualification and experience. However, he agreed to include such positions in the organisation chart, for future expansion. The revised Organisation chart is given in the proceedings for approval.

### **1.4 To approve the Faculty and Non-Teaching Staff recruitment, promotion and relieving procedures**

#### ***Resolution:***

Prof.A.Peer Mohammed and Prof.K.Kasthuri suggested to introducing Career Advance Scheme to encourage internal promotion of eligible faculty members. The Principal has agreed and introduced this provision in the proceedings. Prof.M.S.Palanichamy advised to include a clause in the termination section, stating that "in the event of misconduct, misappropriation of funds or causing loss to the College, forgery, indiscipline, violation of College rules and regulations, the faculty member or non-teaching staff or an employee concerned at any level will be suspended immediately pending enquiry". The revised content is given in the proceedings for approval.

### **1.5 To approve the Guidelines, Rules and Regulations for Students, Faculty Members and Non-Teaching Staff**

#### ***Resolution:***

The members of Governing Council appreciated the efforts of the Management and Principal in bringing out a well drafted, standard guidelines, rules and regulations for Students, Faculty Members and Non-Teaching Staff. It was approved as such.

### **1.6 To approve the Income and Expenses for 2013-14 and Budget for 2014-15**

#### ***Resolution:***

The Chairman, Governing Council advised the Principal to include the highlights of expenses as percentage of income separately for the College and Hostel. Accordingly the Principal has worked out the details and included in the proceedings for approval.

### **1.7 Infrastructural facilities created and proposed**

#### ***Resolution:***

It is resolved to approve as such except that Prof.M.S.Palanichamy suggested to include Auditorium in the list of facilities proposed for future. The revised content is given in the proceedings for approval.

### **1.8 Courses offered and Students Intake during 2013-14 and increase in intake for 2014-15 and increase in intake proposed for 2015-16**

#### ***Resolution:***

It is resolved to approve as such except that Prof. M.S.Palanichamy suggested to put a cap on maximum intake per course at 120 in view of quality deterioration if the intake exceeds 120. The revised content is given in the proceedings for approval.

### **1.9 Teaching Staff and Non-Teaching Staff Strength for 2013-14 & 2014-15 and Proposed Recruitment of Teaching and Non-Teaching Staff for 2015-16**

#### ***Resolution:***

It is resolved to approve as such.

### **1.10 Academic performance in I Semester of 2013-14**

#### ***Resolution:***

The Governing Council members appreciated the hard work and efforts of faculty members and the good academic system created and implemented by the Principal that has resulted in securing a very good result of 85.81% in I Semester Anna University Chennai examinations, making RIT to stand at the Top Second position amongst 506 Engineering Colleges in Tamilnadu, affiliated to Anna University, Chennai.

### **1.11 To approve the Faculty Performance Appraisal procedure**

#### ***Resolution:***

It is resolved to approve the same. The Governing Council members appreciated the Principal for designing and implementing a standard format for Faculty Performance Appraisal in the first year itself.

Prof.M.S.Palanichamy suggested to provide incentives to the HOD whose Department secures a Gold Medal (First Rank in University). He also suggested to provide an incentive to the Principal if the overall result of the College is improved.

**1.12 To approve the Salary revision, increment for Teaching Staff and Non-Teaching Staff**

**Resolution:**

It is resolved to approve the same.

**1.13 To approve Academic and other Targets planned to be achieved during academic year 2014-15**

**Resolution:**

It is resolved to approve the same. Prof.M.S.Palanichamy and Prof.K.Kasthuri suggested to involve students in organising seminars, programmes, etc.

**1.14 To approve the Honorarium for Governing Council Members, Advisory Committee Members, Sitting fee for Subject Experts for faculty interview, remuneration for Guest Speakers.**

**Resolution:**

It is resolved to approve the same.

**1.15 To appoint the Ombudsman for Grievance Redressal Committee**

**Resolution:**

It is resolved to approve the same. Shri A.V.Dharmakrishnan and Prof.A.Peer Mohammed suggested to constitute an Internal Complaints Committee as to avoid any sexual Harassment, etc. Accordingly it is constituted and a copy of the same is given in the proceedings for approval.

**1.16 To ratify the appointment of Auditors**

**Resolution:**

It is resolved to approve the same.

**1.17 Any other matter with the permission of the Chair**

With the permission of the Chair, Prof.M.S.Palanichamy has suggested that to enhance the result and placement, an adoption scheme practiced in a College which secured highest result, shall be followed. The Principal replied that our Institute has a standard academic system in place to take care of the slow-learners, enable them improve their knowledge and hence enhance the result. It will be implemented more effectively during the coming academic year to enhance the result. Placement Officer will be recruited during the coming year to plan for placement in prominent corporates.

  
Prepared by: Principal

  
Approved by: Chairman

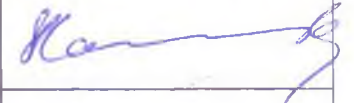
# RAMCO INSTITUTE OF TECHNOLOGY

## Proceedings of First Governing Council Meeting

Date: 22.06.2014 at 10.00 am

Venue: Chairman Office, RIT

Chairman and Members Present:

Sl.No.	Name	Position	Signature
1	Shri.P.R.Ramasubrahmaneya Rajha	Chairman	
2	Shri.S.S.Ramachandra Raja	Member	
3	Shri.N.K.Ramasuwami Raja	Member	
4	Shri.A.V.Dharmakrishnan	Member	
5	Dr.M.S.Palanichamy	Member	 .. 22/6/14
6	Dr.K.Kasthuri	Member	 .. 22/6/14
7	Dr.A.Peer Mohamed	Member	 22/6/14
8	Dr.R.Venkatraj	Special invitee	 22/6/14
9	Dr.R.V.Mahendra Gowda	Member Secretary	 .. 22/6/14

# RAMCO INSTITUTE OF TECHNOLOGY

## Minutes of the Third Governing Council Meeting

Date and Time: 28.06.2017 at 11.00 am

Venue: The Ramco Cements Ltd., Office, Chennai

Chairman and Members present:

Sl.No.	Name and Designation	Position
1	Shri.P.R.Venketrama Raja Managing Trustee, Raja Charity Trust (nominated as new Chairman of Governing Council)	Chairman
2	Prof.A.Peer Mohamed Professor, Dept. of Textile Technology, Anna University, Chennai	University nominee
3	Prof.M.S.Ananth Former Director, IIT Madras	Member
4	Shri.A.V.Dharmakrishnan Chief Executive Officer, The Ramco Cements Ltd., Chennai	Member
5	Prof.M.S.Palanichamy Former Vice-Chancellor, Tamilnadu Open University, Chennai	Member
6	Prof.V.G.Idichandy Emeritus Professor, Dept. of Ocean Engineering, IIT Madras	Special invitee
7	Prof.V.G.Dhanakumar Director, Indian Institute of Plantation Management, Bangalore	Special invitee
8	Dr.R.Venkatraj Principal, PACR Polytechnic College, Rajapalayam	Special invitee
9	Dr.R.V.Mahendra Gowda Principal, Ramco Institute of Technology, Rajapalayam	Member Secretary

Members given leave of absence:

1. Shri.S.S.Ramachandra Raja, Trustee, Raja Charity Trust
2. Shri.N.K.Ramasuwami Raja, Trustee, P.A.C. R. Education Charity Trust
3. Dr.K.Kasthuri, Dean, SSN College of Engineering, Chennai

The Third Governing Council meeting of Ramco Institute of Technology was conducted on 28.06.2016 at 11.00 am in the Board Room of The Ramco Cements Ltd., Office, Chennai. The Principal has formally welcomed the new Chairman and all members of the Governing Council and presented the detailed agenda. The Governing Council has considered it item-wise and deliberated as highlighted below.

### **3.0 Confirmation of the minutes of Second Governing Council meeting along with Action taken Report**

The Principal presented the minutes of the Second Governing Council with the targets achieved as detailed in the action taken report. The Governing Council reviewed the same and confirmed it.

### **3.1 Nomination of New Chairman for Governing Council**

***Resolution:***

All the distinguished members of the Governing Council paid respect to the past Chairman of Governing Council of RIT, Shri P.R. Ramasubrahmaneya Rajha, by observing a 2-minute silent prayer. They recollected his great contribution to RIT as its Founder Chairman and expressed profound thanks to the great visionary, whose constant advice and guidance to the Principal and his team of faculty members and others, has resulted in shaping RIT into an Institution of academic excellence during the last 4 years. It was resolved to carry forward his vision to make RIT an Institution of national importance in engineering education.

Prof.M.S.Ananth proposed the name of the Governing Council member Shri P.R.Venketrama Raja, who is the Managing Trustee of Raja Charity Trust as the new Chairman of Governing Council of RIT. It was seconded by Prof.V.G.Dhanakumar and unanimously accepted by all others.

### **3.2 To approve the Income and Expenses for 2016-17 and Budget for 2017-18**

The Principal presented the details of Income and Expenditure for 2016-17 and also Budget for 2017-18 (proposed income and expenditure).

***Resolution:***

The Governing council appreciated the financial position of RIT. It was resolved to approve the Income and Expenses for 2016-17 and Budget for 2017-18. Prof.M.S.Palanichamy and Prof.V.G.Dhanakumar suggested highlighting the budget and expenditure for R&D, faculty development, etc., under specific heads. The Principal agreed to incorporate the suggestions appropriately.

### **3.3 Infrastructural facilities created**

#### ***Resolution:***

The Governing Council appreciated the infrastructural facilities of RIT. The new Chairman Shri P.R.Venketrama Raja and Prof.M.S.Ananth asked about the Hostel capacity. The Principal explained that the Institute has 4 Hostel Blocks, 2 Blocks for Boys and 2 Blocks for Girls to accommodate around 50% of the total intake of students. Based upon the previous years' data, the present capacity is sufficient to accommodate the students, who seek admission in the Hostels.

### **3.4 UG Programmes offered and Students intake during 2016-17**

#### ***Resolution:***

The Governing Council reviewed the admission status of the five existing UG programmes and observed that starting new programmes / increase in intake in existing programmes is possible only after obtaining NBA accreditation.

### **3.5 Financial support from Management through Fee concession / Fee waiver, Cash awards from RIT and through Scholarship from Raja Charity Trust and Jubilee Trust to Meritorious Students and Economically backward Students**

#### ***Resolution:***

The Governing Council appreciated the financial support offered by RIT and various Trusts to the Meritorious Students and Economically backward Students through various schemes.

### **3.6 Teaching Staff and Non-Teaching Staff Strength for 2016-17**

#### ***Resolution:***

The Governing Council reviewed the Teaching and Non-Teaching Staff strength, new faculty members recruited and faculty members left during 2016-17. Prof.M.S.Ananth and Prof.V.G.Dhanakumar asked the Principal the reasons for faculty members, who left the Institute during 2016-17. The Principal presented the specific reasons for each of the faculty member, who left RIT during 2016-17. The Chairman approved the recruitment of two additional faculty members, as requested by the Principal, one each for ECE and MECH departments to balance the workload of first year courses, starting from August 2017.



### **3.7 Academic System, Speciality in Teaching-Learning and Accomplishment**

#### ***Resolution:***

The Governing Council appreciated the academic system being practiced in RIT, especially about its speciality of concept-based teaching by faculty members through fine-tuning their fundamentals and improving problem solving skills and quoting practical examples, upon pursuing online courses from edx.

### **3.8 Academic performance in 2016 Anna University Examinations**

#### ***Resolution:***

The Governing Council appreciated the academic performance of RIT for consistently maintaining its position within the list of Top Five Colleges amongst 516 affiliated Engineering Colleges in Tamilnadu. The Chairman and Members congratulated the Principal and his team for this accomplishment and encouraged them to maintain it and improve further.

### **3.9 Advance Learning Centres created, Professional Society activities and Value Added Courses organized for Students and Faculty members**

#### ***Resolution:***

As regards the Centre for Innovation, Prof.M.S.Ananth suggested to invite Prof.B.Ravi from IIT Bombay and Industry experts to address students and faculty members on creativity and carrying out innovative projects. Prof.V.G.Idichandy suggested identifying potential projects turning out to be the best and fund the same so that students will improve the quality of work and bring out more novel projects. The Principal has agreed to implement the same.

### **3.10 Training and Placement activities**

#### ***Resolution:***

The Governing Council reviewed the placement statistics and appreciated the achievement made by the first batch of graduating students. In order to improve placement, the Chairman, Shri P.R.Venketrama Raja advised the Principal to introduce a system, making students to give presentations on any topic for 10-15 minutes once in a week, so as to improve their presentation skills, to enhance the placement opportunities for students. The Principal explained the existing opportunities for students to make presentations and agreed to improve the existing system so that with the systematic planning many students shall make presentations once in every week.



### **3.11 Students' activities beyond curriculum, Achievements and Recognitions**

#### **Resolution:**

The Governing Council members expressed happiness about the Students' activities beyond curriculum, their achievements and recognitions. As regards the procedure for identifying the Best Outgoing Student of each branch, the Chairman, Shri P.R.Venketrama Raja, Prof.M.S.Ananth, Prof.V.G.Idichandy and Prof.A.Peer Mohamed suggested to award the Best Outgoing Student Award of the Branch to the student who has secured highest CGPA (best academic performance) and to consider the overall performance for awarding the Best Outgoing Student of the College. The Principal accepted to revise the procedure accordingly to identify the Best Outgoing Students in order to present the awards to them during the upcoming Graduation day ceremony.

### **3.12 Faculty Performance, contributions and recognitions**

#### **Resolution:**

The Governing Council appreciated the faculty members' performance, in terms of good teaching, which has resulted in excellent results in Anna University examinations, faculty members' attitude to pursue online courses for continuous learning, which will help them to deliver effective teaching. The Principal proposed to promote 17 faculty members whose details are given *Annexure – VI*, from the present position of Assistant Professor to Assistant Professor (Senior Grade) as per CAS of AICTE norms with the pay scale of Rs.15600-39100 & AGP: 7000. The Chairman and all Members have unanimously approved the promotion of 17 faculty members from the position of Assistant Professor to Assistant Professor (Senior Grade) with effect from 01.07.2017.

### **3.13 Academic Targets planned and achieved during Academic year 2016-17**

#### **Resolution:**

The Governing Council reviewed the targets planned and achieved and expressed happiness about the accomplishment of all planned targets.

### **3.14 Academic and other Targets planned to be achieved in Academic year 2017-18**

#### **Resolution:**

The Governing Council reviewed the targets planned for the academic year 2017-18 and resolved to approve the same.



**3.15 To approve the Salary revision, increments for Teaching Staff and Non-Teaching Staff**

***Resolution:***

The Principal explained the existing pay scales and DA being paid to the faculty members and staff. The Chairman Shri P.R.Venketrama Raja advised the Principal to explore the possibilities to revise DA and work out the details in consultation with the Trust officials, Shri A.V.Dharmakrishnan, CEO, The Ramco Cements Ltd. and Dr.R.Venkatraj, Principal, PACR Polytechnic College. Prof.M.S.Ananth, Prof.M.S.Palanichamy, Prof.V.G.Idichandy, Prof.A.Peer Mohamed and Prof.V.G.Dhanakumar appreciated this bold move of the new Chairman to provide a better pay package to the faculty members, which will further encourage them to perform very well. The Principal agreed to work out the details in consultation with the Secretary, RCT, Shri A.V.Dharmakrishnan and Prof.R.Venkatraj, and submit the detailed note to the Chairman for his approval.

**3.16 Proposal to prepare documentation for submission to NBA and NAAC**

***Resolution:***

The Governing Council considered the matter and entrusted the Principal with the responsibility to prepare the documents by involving all faculty members, so that after review, the same shall be submitted to NBA and NAAC in June 2018.

**3.17 Any other matter with the permission of the Chair**

Prof.M.S.Palanichamy suggested training the faculty members by industry experts so that they in turn can train the students to enhance placement in core sectors. Prof.V.G.Idichandy and Shri A.V.Dharmakrishnan suggested that internship and industrial visits can be arranged to the students to enhance learning practical skills. The Principal answered that the Departments have already implemented these initiatives and will be enhanced in future.

The meeting concluded with the Principal proposing a Vote of Thanks to the Chair and all Members.

Prepared by

Dr.R.V.Mahendra Gowda

Principal

Approved by

Shri P.R.Venketrama Raja

Chairman





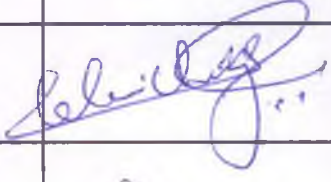
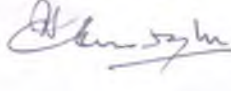
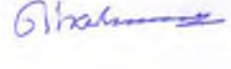


# RAMCO INSTITUTE OF TECHNOLOGY

## Proceedings of Third Governing Council Meeting

Date: 28.06.2017 at 11.00 am

Venue: The Ramco Cements Ltd. Office, Chennai

Chairman and Members Present:

Sl. No.	Name	Position	Signature
1	<b>Shri. P.R. Venketrama Raja</b> Chairman, Ramco Group of Companies & Managing Trustee, Raja Charity Trust	Chairman	
2	<b>Prof. A. Peer Mohamed</b> Professor of Textile Technology, AC College of Technology, AU Chennai	University Nominee	 28.6.17
3	<b>Prof. M.S. Ananth</b> Former Director of IIT Madras & Distinguished Visiting Faculty, IIT Bombay	Member	
4	<b>Shri. A.V. Dharmakrishnan</b> Chief Executive Officer, The Ramco Cements Ltd., Chennai.	Member	
5	<b>Prof. M.S. Palanichamy</b> Former Vice-Chancellor, Tamil Nadu Open University	Member	
6	<b>Prof. V.G. Idichandy</b> Emeritus Professor Dept. of Ocean Engineering IIT Madras	Special Invitee	
7	<b>Prof. V.G. Dhanakumar</b> Director Indian Institute of Plantation Management Bangalore	Special Invitee	
8	<b>Dr.R.Venkatraj</b> Principal, PACR Polytechnic College, Rajapalayam	Special Invitee	
9	<b>Dr. R.V. Mahendra Gowda</b> Principal, Ramco Institute of Technology, Rajapalayam	Member Secretary	 28/06/17

# RAMCO INSTITUTE OF TECHNOLOGY

## Minutes of Meeting of the Second Governing Council

Date and Time: 14.06.2015 at 10.00 am

Venue: Chairman office

Chairman and Members present:

SI.No.	Name and Designation	Position
1	Shri.P.R.Ramasubrahmaneya Rajha Managing Trustee, Raja Charity Trust	Chairman
2	Shri.P.R.Venketrama Raja Trustee, Raja Charity Trust	Member
3	Shri.S.S.Ramachandra Raja Trustee, Raja Charity Trust	Member
4	Shri.N.K.Ramasuwami Raja Trustee, P.A.C. Ramasamy Raja Education Charity Trust	Member
5	Dr.M.S.Ananth, former Director, IIT Madras	Member
6	Dr.K.Kasthuri Dean, SSN College of Engineering, Chennai	Member
7	Dr.A.Peer Mohamed Professor, Dept. of Textile Technology, Anna University nominee	Member
8	Dr.R.Venkatraj Principal, PACR Polytechnic College, Rajapalayam	Special invitee
9	Dr.R.V.Mahendra Gowda Principal, Ramco Institute of Technology, Rajapalayam	Member Secretary

Members given leave of absence:

1. Shri.A.V.Dharmakrishnan Chief Executive Officer, The Ramco Cements Ltd.
2. Dr.M.S.Palanichamy Former Vice-Chancellor, Tamilnadu Open University

The Second Governing Council meeting was conducted on 14.06.2015 at 10.00 am in the office of the Chairman. The Principal has formally welcomed the Chairman and all members of the Governing Council and presented the detailed agenda. The Governing Council has considered it item-wise and deliberated as highlighted below.

## **2.0 Confirmation of the minutes of First Governing Council meeting**

The Principal presented the minutes of the First Governing Council with the targets achieved as detailed in the action taken report. The Governing Council reviewed the corrections incorporated (highlighted in red colour text) based upon the suggestions given by the members, targets achieved and confirmed the same. As regards organisation chart, Prof.M.S.Ananth advised to club the roles of Placement Officer and PRO (PRI). Shri.P.R.Venketrama Raja, Vice-Chairman, suggested eliminating the post of Public Relations Officer or Incharge by overlapping the responsibilities with TPO.

## **2.1 To approve the Income and Expenses for 2014-15 and Budget for 2015-16**

The Principal presented the details of Income and Expenses for 2014-15 (recurring expenditure and expenditure for capital items and fixed assets) and also Budget for 2015-16 (proposed income and expenditure).

### ***Resolution:***

*It was resolved to approve the same.*

## **2.2 Infrastructural facilities created and proposed**

### ***Resolution:***

Shri.P.R.Venketrama Raja, Vice-Chairman, advised to install the CCTV cameras with complete set-up for safety purpose. The Principal has accepted to install the same before 31.07.2015. Shri.P.R.Venketrama Raja also discussed about the sufficiency of internet band width and it was proposed to increase the bandwidth of BSNL line from 10 MBPS to 20 MBPS from August 2015 to cater to the need of the new batch of first year students who join the Institute in the first week of August 2015.

## **2.3 Courses offered and Students intake during 2014-15**

### ***Resolution:***

Shri.P.R.Venketrama Raja, Vice-Chairman, discussed whether any of the existing courses, which has relatively less demand for admission can be closed and a new course can be started from the next academic year. Prof.Kasthuri and the Principal replied that as per the present AICTE approval process, it is not possible to start a new course or go for increase in intake in existing courses, since accreditation has become mandatory for such a purpose. Prof.M.S.Ananth, Shri P.R.Venketrama Raja and Dr.R.Venkatraj remarked about the status of documentation needed for applying to accreditation. Prof.K.Kasthuri and Prof.A.Peer Mohammed suggested the implementation of ISO system of documentation, which will eventually help for accreditation process. The Principal explained the current status of documentation practiced and accepted to implement ISO system from the coming academic year.

**2.4 Financial support from Management through Fee concession / Fee waiver, Cash awards from RIT and through Scholarship from Raja Charity Trust and Jubilee Trust to Meritorious Students and Economically backward Students**

***Resolution:***

The Governing Council has appreciated this novel scheme and advised to continue the same.

**2.5 Teaching Staff and Non-Teaching Staff Strength for 2014-15 & 2015-16**

***Resolution:***

Prof.Ananth reviewed the number of faculty members recruited, retained and those who left the Instruction during 2014-15. Only 3 faculty members left, out of the existing strength of 46, which is less than 10% (6.5%). Prof.Kasthuri and other members opined that the retention level is very good and wished that the Institute will continue to motivate all faculty members and try to retain all of them in the years to come.

**2.6 Academic performance in I & III Semesters of academic year 2014-15**

***Resolution:***

The Principal presented the semester-wise results, continuous improvement in academic performance and explained the academic system being followed. Governing Council reviewed the same and appreciated it. Prof.Ananth advised the Principal to post on the College website learning material on "Communication skills" for Lateral entry students so that they can refer it and come prepared for the bridge course. The Principal also highlighted the details of MITx courses being pursued by our students. Shri.P.R.Venketrama Raja, Vice-Chairman asked the Principal to advise the third year students to undergo the course on "Modelling the Engineered System" before taking up the course on "Differential Equations" and also to make all students to undergo a course on using MATLAB. The Principal accepted to implement the suggestions of Prof.Ananth and Shri.P.R.Venketrama Raja to facilitate students for enhanced learning.

**2.7 Professional Society activities, Advance Learning Centres and Value Added Courses organized for benefit of Students and Faculty members**

***Resolution:***

The Governing Council appreciated the establishment of professional society chapters and various value added courses offered to enhance the students' practical know-how. Shri.P.R.Venketrama Raja, Vice-Chairman suggested to offer 5D design course for Civil Engineering students using Catia Design software. The Principal informed that the



various design options in the existing software will be studied and the course will be offered otherwise new software will be procured for this purpose.

## **2.8 Faculty Performance Appraisal**

### ***Resolution:***

The Governing Council reviewed the faculty performance appraisal format and the procedure being followed. The Chairman told the Principal to include outside experts in the faculty performance appraisal committee. The Principal informed the Chairman that Dr.M.S.Palanichamy and Dr.R.Venkatraj are the outside experts already in the committee, who conducted the faculty performance appraisal during last academic year. The same committee will continue to do the same this year also.

## **2.9 Academic Targets planned and achieved during the Academic year 2014-15**

### ***Resolution:***

The Governing Council reviewed the fulfilment of academic targets planned and achieved during the academic year 2014-15. It was resolved to approve the academic and other targets planned to be achieved during the academic year 2015-16.

## **2.10 To approve the Salary revision, increments for Teaching Staff and Non-Teaching Staff**

### ***Resolution:***

The Governing Council reviewed the current pay scale and DA paid to the faculty members. Last year, we paid 3% of the total salary as increment to the Teaching staff and around 10% of total salary as increment to the Non-Teaching staff. The Chairman asked suggestions from GC members about revising the salary. Prof.Ananth told the Principal to find out the Institutions, which are competitors to RIT in paying good salary so that an in between point can be worked out. The Principal accepted to work out the details with the Accountant and submit proposal to the Chairman for approval.

## **2.11 Any other matter with the permission of the Chair**

No matter was discussed.

  
Prepared by: Principal

24/6/15

  
Approved by: Chairman

# RAMCO INSTITUTE OF TECHNOLOGY

## Proceedings of Second Governing Council Meeting

Date: 14.06.2015 at 10.00 am

Venue: Chairman Office, RIT

Chairman and Members Present:

Sl.No.	Name	Position	Signature
1	Shri.P.R.Ramasubrahmaneya Rajha	Chairman	
2	Shri.P.R.Venketrama Raja	Member	
3	Shri.S.S.Ramachandra Raja	Member	
4	Shri.N.K.Ramasuwami Raja	Member	
5	Dr.M.S.Ananth	Member	
6	Dr.K.Kasthuri	Member	
7	Dr.A.Peer Mohamed	Member	
8	Dr.R.Venkatraj	Special invitee	 14/6/15
9	Dr.R.V.Mahendra Gowda	Member Secretary	 14/6/15