

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM
INTERNAL QUALITY ASSURANCE CELL MEETING – 14

Circular

10.06.2023


The 14th meeting of the IQAC is scheduled for 21st June 2023 (Wednesday) at 03.00 P.M, at board room. All the internal IQAC members are requested to kindly make it convenient to attend the meeting and give your valuable suggestions for improvement.

AGENDA

S.No.	Points of Discussion/ Note on Agenda	Presenter(s)
1.	NAAC Criteria-wise work progress during September 2022–May 2023	Respective NAAC Criteria Coordinators / In Charges
2.	NAAC Criteria-wise proposed action plan for June 2023–August 2023	
3.	Progress and requirements for sustainability in NIRF Ranking (Innovation category)	RIT IIC Coordinator
4.	NAAC second cycle submission – Action Plan	IQAC Coordinator
Any other points		


Signature of the Coordinator
IQAC


Vice Principal


Signature of the Chairperson-IQAC
Principal

Copy to

- All HODs
- GM(A)
- ISO MR
- Criteria Coordinators/In Charges
- IQAC Members
- Accountant/Librarian/Physical Director/NCC Officer/NSS Officer
- File

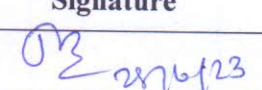
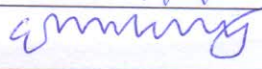

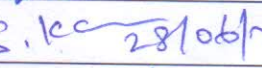
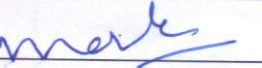

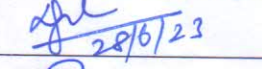
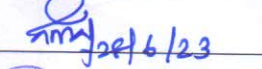
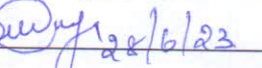
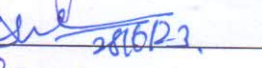
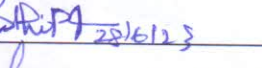
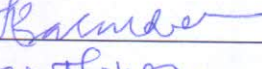
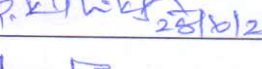
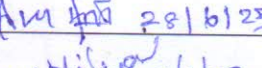
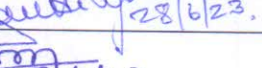
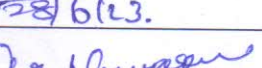
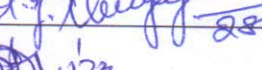
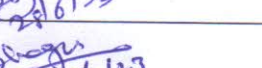
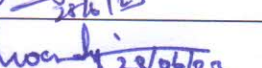
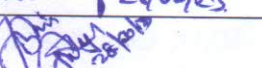

RAMCO INSTITUTE OF TECHNOLOGY

14th Internal Quality Assurance Cell Meeting

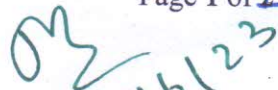
Attendance Sheet

28.6.23

Date: 28.06.2023

Sl.No.	Name with Designation	Signature
1	Dr. L. LAKSHMAN PRASAD	 28/6/23
2	Mr. K. Selvaraj	 28/6/23
3	Ms. Uthra Lakshmi	 28/6/23
4	Dr. S. KANNAN	 28/6/23
5	Dr. M. Kaliappan	 28/6/23
6	V. Sivakumar	 28/6/23
7	B. Deepa Lakshmi	 28/6/23
8	R. RAMA LAKSHMI	 28/6/23
9	Dr. V. ANUSUYA	 28/6/23
10	Dr. L. Sathikala	 28/6/23
11	Dr. O. Senthilkumar	 28/6/23
12	K. Basani Kadi	 28/6/23
13	Dr. G. MARTHIKEYAN	 28/6/23
14	Dr. M. Anand	 28/6/23
15	Dr. N. Karttkeyan	 28/6/23
16	Dr. R. VENKATESH	 28/6/23
17	Dr. M. GOMATHI NAYAGAN	 28/6/23
18	G. ARUNACHALA PERUMAL	 28/6/23
19	Dr. A. Azhagu Jai Sullan Rezhani	 28/6/23
20	T. Chockalingam	 28/6/23
21	R. Arun Kumar	 28/6/23

V. Srinivasan
28/6/23
IRAC coordinator

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28/6/23
IRAC Chairperson
(Principal)

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM

Minutes of IQAC Meeting – 14

28.06.2023

14th IQAC meeting Agenda

S.No.	Points of Discussion
1.	Introductory Remarks
2.	Review of previous IQAC Meeting held on 18.02.2023
3.	NAAC Criteria-wise work progress during September 2022–May 2023
4.	NAAC Criteria-wise proposed action plan
5.	Progress and requirements for sustainability in NIRF Ranking (Innovation category)
6.	NAAC second cycle submission – Action Plan
7.	Any other points with the permission of Chair

14.1 Introductory Remarks

Chairperson IQAC/Principal welcomed all the internal IQAC members and delivered introductory remarks about 14th IQAC meeting.

14.2 Review of previous IQAC Meeting held on 18.02.2023

The minutes of the 13th IQAC meeting dated 18.02.2023 was acknowledged. The action taken report on the 13th and 14th IQAC approval will be received from the internal and external IQAC members during 15th IQAC meeting.

14.3 NAAC Criteria-wise work progress and 14.4 NAAC Criteria-wise proposed action plan

S.No.	Criteria	Work Progress	Proposed plan of action
1.	Criteria 1 – Curricular Aspects	Mr.B.Kannan,AP(SG)/ECE detailed the progress in i) curricular Planning and Implementation ii) Academic Flexibility iii) Curriculum Enrichment, and iv) Feedback system for the AY 2022-2023 (September 2022 – June 2023)	<ul style="list-style-type: none">• Faculty members with experiences are suggested to avail the opportunity to serve as an Academic Council, Board of Study of affiliating University, setting of question papers for UG/PG programs.
2.	Criteria 2 - Teaching – Learning and Evaluation	i) Student enrollment and profile, ii) Catering to student diversity iii) Teacher profile quality, and iv) Student performance & learning outcomes during this assessment period are discussed by Dr.B.Deepa Lakshmi, ASP/EEE and Mrs.R.Ramalakshmi, AP(SG)/ECE	<ul style="list-style-type: none">• Faculty members who have registered for Ph.D. are advised to complete as early as possible.• Faculty members who have not yet registered for Ph.D. may direct to register in the forthcoming semesters.• The overall pass percentage of the end semester examinations should be maintained at 85%

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S.No.	Criteria	Work Progress	Proposed plan of action.
			<p>or above for the forthcoming even semesters.</p> <ul style="list-style-type: none"> • Improve the distinguished alumni's engagement through organizing events, panel discussions, and mentoring sessions to benefit from their experiences.
3.	Criteria 3 Research, Innovations and Extension	Mr.T.Chockalingam,AP(SG)/Civil presented the followings i) Grants received from Govt. and non-Govt. agencies ii) Workshops, seminars, conferences conducted on Research Methodology, IPR and entrepreneurship iii) Journal and Conference publications iv) Awards and recognition received for extension activities v) Collaboration for faculty and student exchange vi) Extension activities, and vii) functional MoUs	<ul style="list-style-type: none"> • Individual faculty contributions to the journal and conference publications should be improved. • More extension programmes for non-RIT students should be offered. • The effectiveness of MoUs for companies other than sister concerns and own groups should be accelerated.
4.	Criteria 5 Student Support and Progression	Dr.V.Anusuya, ASP & HoD IT discussed the followings: i) Students benefited by scholarships and free ships provided by the Government ii) Capability building and skills enhancement initiatives taken by the Institution iii) Students benefitted by guidance for competitive examinations and career counseling iv) Placement of outgoing students and students progressing to higher education v) Students qualifying in state/national/international level examinations vi) Awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level vii) sports and cultural programs in which students of the Institution participated viii) Alumni engagement	<ul style="list-style-type: none"> • Students can be motivated to write state, national, or international-level examinations such as JAM, GATE, CLAT, GMAT, CAT, GRE, TOEFL, and Civil. • Students' progress to higher education may be increased through CGC of RIT. • Alumni financial contributions need to be improved.
5.	Criteria 6 Governance, Leadership	The progress of the i) Institutional Vision and Leadership, ii) Strategy Development and Deployment, iii)	<ul style="list-style-type: none"> • E-governance should be implemented effectively, and its presence on the institute's

S.No.	Criteria	Work Progress	Proposed plan of action
	and Management	Faculty Empowerment Strategies, iv) Financial Management and Resource Mobilization, and v) Internal Quality Assurance System during this period is detailed to the IQAC members by Dr.O.Senthil Kumar, Prof. and Head / Chemistry	website should be obvious. <ul style="list-style-type: none"> Faculty members should be encouraged to take advantage of financial assistance to attend conferences or workshops.
6.	Criteria 7 Institutional values and best practices	Dr.S.Anand, ASP and HoD / English shared the progress of i) Institutional Values and Social Responsibilities and ii) Best Practices during this period	<ul style="list-style-type: none"> Solar power generation to be increased Maintenance of water bodies and distribution system in the campus can be improved Define the practices of the given list i) Restricted entry of automobiles ii) Use of Bicycles/ Battery powered vehicles iii) Ban on use of Plastic iv) Day care centre Need to procure a Software/tools to provide assistance for disabled students Have to re-audit for the upcoming submission with [National Accreditation Board of Certification Bodies (NABCB)] and ISO 9001, ISO 21001, ISO 14001, ISO 50001, and ISO 17020 certified auditor Events related to the celebrations of festivals should be instigated

14.5 Progress and requirements for sustainability in NIRF Ranking (Innovation category)

Mr.R.Arun Kumar, AP(SG)/Mech., Convener, RIT – IIC and Mr.T.Chockalingam, AP(SG)/Civil briefed the achievement of NIRF ranking 2023 (Innovation category) and detailed the progress and requirements for sustaining this ranking in the future as follows:

- i. RIT is ranked under the 151-300 band in NIRF Innovation Ranking in which the institute's performance is measured under 7 parameters.
- ii. In parameter 1, **Policy and Institutionalization of I&E Activities in HEIs**, institute score is 9.5 / 10 as the data are regularly updated in NISP, IIC portals.
- iii. Parameter 2 deals about, **Teaching and Learning Courses on Innovation and Entrepreneurship**. As we have offered credit courses on Entrepreneurship, IPR and

03/7/23

- Product Design & Development, along with 3 hours non – credit courses on Entrepreneurship; our institute was able to score 6 / 10.
- iv. **Pre-incubation and incubation infrastructure** is the 3rd parameter, in which our institute has scored 4.5 / 10. As the institute didn't had incubation space \geq 1500 sq. ft. we were unable to gain sub parameter 3.2 marks (5 marks)
 - v. **Generation and Support of Prototypes/Innovations at HEI and Recognition received** is the 4th parameter in which innovations from TRL 4-9 details are fetched from Yukti portal of the institute. As only 9 ideas are submitted under TRL 4-9, the score secured is 6 / 10.
 - vi. Criteria 5 and 6 are about **Start-ups/Ventures established in HEI and collaboration with incubation units** respectively. As our institute yet to start start-up ecosystem and collaboration, no score was secured in these criteria (cumulative weightage 25).
 - vii. Last criteria (i.e. 7) deals with **IP generation and commercialization**. As the initiation taken to file patents in institute name had helped, we were able to score 4.5 / 25.

Proposed action plan for improving the ranking:

- i. KAPILA program has to be registered and taken further to secure remaining 5 marks in criteria 1
- ii. In Anna University Regulation 2021, courses on Entrepreneurship, IPR and Product Design & Development were dropped against Naan Mudhalvan course, hence all the departments have to include the above said courses and few other courses related to innovation in their Autonomous curriculum to retain the marks scored in criteria 2.
- iii. Incubation center has to be established as early as possible and should be registered under Section 8 Company. A CEO along with team has to be appointed for full-fledged functioning of incubation center with the financial support from the institute to improve the score in criteria 3.
- iv. Every department has to enroll their ideas in Yukti portal that falls under TRL 4 to 9 which will be fetched for criteria 4.
- v. Faculty start-ups and student start-ups has to be encouraged and established within the campus to score marks in criteria 5
- vi. Collaboration with potential incubation units to be established to score marks in criteria 6. For the same, Mr.R.Arun Kumar had spoken with Mr.Vinoth Malaikani of Anna Business Incubation Research Foundation, Anna University, Trichy for first collaboration which has to be continued in future.
- vii. All the IPs has to be filed in the name of institute to improve the score in criteria 7.

14.6 NAAC second cycle submission – Action Plan

Dr.V.Sivakumar, ASP/Mech, RIT-IQAC Coordinator detailed the followings:

- i) Criteria wise GPA secured in the NAAC first cycle. [I – Curricular Aspects: 3.67; II – Teaching –Learning and Evaluation: 3.05; III – Research, Innovations and Extension: 2.36; IV – Infrastructure and Learning Resources: 3.40; V – Student Support and Progression: 2.85; VII – Governance, Leadership and Management: 3.10; VII – Institutional values and best practices: 2.49]
- ii) Institutional CGPA – 2.99, Grade – B⁺⁺ & Validity of NAAC Certification: 29.03.2024.
- iii) Online A&A process flow for NAAC Second cycle [<http://naac.gov.in/images/docs/Flowcharts-of-A-and-A-process.pdf>] a) IIQA submission process b) SSR submission process c) DVV process d) student satisfaction survey process e) Infilbnet Bibliometric Data feed and f) SSR QnM Evaluation for Pre-Qualification
- iv) Proposed the following action plan for NAAC second cycle SSR submission:
 - o Conduct of criteria wise periodic review: Weekly or Two weeks once through the IPDC meeting
 - o The criteria coordinators are requested to review the Quantitative metrics and compare them with benchmark values and nominate senior faculty members to consolidate the proof
 - o Conduct of Mock internal audit [within the criteria/ between the criteria]
 - o SSR should be ready by first week of August 2023
 - o Receive an expert opinion, if needed.
 - o IIQA submission is planned on September 2023 and followed by SSR submission
 - o For IIQA, Current Academic Year data has to be provided
 - o For SSR, the data for the last five completed Academic Years has to be provided
 - o The available upload space for supporting data and documents towards clarification for Data Validation and Verification is 5 MB per upload.


11/7/23
IQAC Coordinator


11/7/23
Vice Principal


11/7/23
Chairperson IQAC/Principal

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