



RAMCO INSTITUTE OF TECHNOLOGY

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Accredited by NAAC & An ISO 9001: 2015 Certified Institution
NBA Accredited UG Programs: CSE, EEE, ECE and MECH

INTERNAL QUALITY ASSURANCE MEETING - 12

Academic Year – 2022 -2023

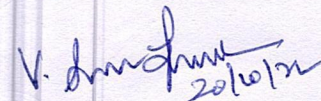
Circular


20.10.2022


The 12th meeting of the IQAC is scheduled for 27th October 2022, Thursday at 03.00 P.M., Venue: Principal sir Cabin. All the IQAC members are requested to kindly make it convenient to attend the meeting and give your valuable suggestions.

AGENDA

S.No.	Points of Discussion
1.	Introductory Remarks
2.	Review of previous IQAC Meeting held on 04.06.2022
3.	Re-Imagining Assessment and Accreditation in higher education in India.
4.	Status of AQAR 2021-2022
5.	Institutional Preparedness for NEP 2020
6.	Any other points with the permission of Chair


20/10/22
IQAC Coordinator


20/10/22
Vice Principal


20/10/22
Chairperson IQAC/Principal

Copy to

- All HODs/IQAC Members
- GM(A)
- Accountant / Librarian / Physical Director/NCC Officer/ NSS Officer
- File

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM

Minutes of IQAC Meeting – 12

20.10.2022

12th IQAC meeting Agenda

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12.1 Introductory Remarks

Chairperson IQAC/Principal welcomed all the internal IQAC members and delivered introductory remarks about 12th IQAC meeting.

12.2 Review of previous IQAC Meeting held on 04.06.2022

The minutes of the 11th IQAC meeting dated 04.06.2022 was acknowledged. The action taken report on the same was discussed and approved.

Sl.No.	Activities/Tasks proposed	Action Taken
1.	Include the salient feedback received from the students and list how was it addressed?	Salient feedback (department wise) which was received from the students, addressed then and there in the class committee meeting (Ref: Respective minutes of CCM) and the summary of the same is presented in external IQAC meeting.
2.	Re-consider the target set in the "Academic Performance Indicators Based on Performance Based Appraisal System": faculty per publication for the AY 2022–2023	To be finalised based on the inputs received from HoDs.
3.	Faculty members must be encouraged and rewarded for producing more high-quality publications (SCI (E)/WoS)	Research incentive is provided to the faculty members since CY-2018 onwards.. Revision of Research incentive is proposed to encourage faculty to publish papers in high impact journals.
4.	Create a natural club like " Flora and Fauna Club " and nominate faculty member interested in development of nature related activities.	The activities related to " Flora and Fauna Club " will be executed through Eco club. Dr.N.Revathi, AP(SG)/Chemistry is assigned the responsibility for it.
5.	Advised to adhere to the revised	The revised guidelines are implemented from

Sl.No.	Activities/Tasks proposed	Action Taken
	guidelines for green, energy, and environmental audits for educational institutions.	the AY2022-2023
6.	Establish a new alumni chapter in Chennai	Nomination of office bearers is completed. Establishment of chapter will be in the month of December 2022.
7.	Revise the formula used for calculating the student progression index	Revision based on IQAC members suggestions and the same are implemented from AY2021-2022.
8.	Recommended to do projects related to social orientation and record the particulars for future reference (NEP 2020)	Considered the recommendation from the AY 2022-2023.
9.	Aligned with Arts and Science colleges and industry, try to organise seminars, workshops, conferences, and science exhibitions, 30 hours of credit add-on courses for the student community.	Department of Mathematics Ayya Nadar Janaki Ammal College and Ramco Institute of Technology are organising an International Conference on Analysis and Applied Mathematics (ICAAM – 2022) from April 26 to 28, 2022)
10.	Recruit a dedicated trainer for soft skill development through the Training and Placement Cell.	To be considered after getting Autonomous status.
11.	Conduct at least one programme per year related to ethics.	Accepted and the same will be executed through the department technical association.
12.	RIT should collaborate with other colleges and do the followings: i) Offers one year diploma certificate courses (Artificial Intelligence, Data Science, Machine Learning, Business Analytics, and Human Resource Analytics.), ii) Increase the scope for blended teaching opportunities iii) Skilling courses connected with industry (virtual mode), bilingual teaching, technical word vocabulary in the local language, and iv) Conduct of vocational courses through online.	To be considered after getting Autonomous status.
13.	Conduct an innovation exhibition for	To be planned on National Science Day 2023.

Sl.No.	Activities/Tasks proposed	Action Taken
	RIT students or combine with other schools and colleges (common to all branches)	
14.	Conduct a programme for the physically challenged as an outreach activity.	It will be conducted through NSS in the forthcoming semester. (AY2022-2023 Even Semester)
15.	Maintain uniformity in budget expenditure for all the departments under various heads	Uniformity will be maintained and the same will be verified by the respective criteria coordinators.
16.	Collaborate with adjunct, reputable institutions and industry, equip all sub-systems with the capability of handling digital generation students, and complete the initiative as quickly as possible without time lag. Associate with manufacturing industries and obtain fruitful outcomes by doing research and technical consultancy activities.	The necessary actions are proposed to Institute Industry/Institute Interaction Cell (IIIC)
17.	Address the students who faced failure and do some fruitful things for their betterment through proper standing operating procedure	The necessary actions are taken through Atmaprasara.
18.	Include the RIT IQAC highlights over the period	RIT IQAC highlights will be presented in the next IQAC meeting with the external members in the following heads: i) Campus recruitment achievements ii) Admission achievements and iii) Other achievements
19.	Library utilisation should be improved	To improve the library utilisation, the library hour is allotted for the students and library is functioning on specific Sundays also for the benefit of hostellers.
20.	Incubation Centre should be started at RIT	On 06.04.2021 RIT is recognized as host institute for implementing MSME Champion scheme. Six ideas submitted through RIT were shortlisted on 30.06.2022 by MSME. Soon RIT will receive a grant of Rs.1 Crore for establishing MSME incubation centre.

Sl.No.	Activities/Tasks proposed	Action Taken
21.	Recommended to concentrate on Sports Quota admission	Scholarship for Sports Quota is accounted in the "Admission policy – I year B.E. Admissions during Academic Year 2022-23" https://www.ritrjpm.ac.in/images/admission/2022-2023/Admission_Policy_22-23_English_Version-V1.pdf
22.	Advised to include the employer survey and deeply look into the status and continual progress in it.	Yes. Training and Placement Centre will do this work and the findings will be presented in next IQAC meeting.
23.	Mess menu can be changed frequently to avoid serving food monotonous to the hostellers.	This will be considered. GM (A) will take the necessary action.
24.	Allocate a mentor for taking an online / offline internship in the industry	Institute level internship coordinator will adhere and implement this suggestion from in next year.
25.	Suggested improvement in student involvement in NGO activities & facilitate RIT students to learn about nature through various club activities.	NGO activities are encouraged through NSS coordinator. RIT – ROTARACT Club is installed on 21.04.2022. RIT Photography Club and Eco Club are conducting Photography contest on Bird watching & Butterflying

12.3 Re-Imagining Assessment and Accreditation in higher education in India

Dr.V.Sivakumar, IQAC coordinator briefed the salient points about Next Model of Assessment & Accreditation as follows:

Ref.:http://naac.gov.in/images/docs/notification/ReImagining_Assessment_and_Accreditation_in_Higher_Education_in_India_2207202.pdf

- As per the existing global practice, accreditation will become a binary process.
- NEP 2020 has not agreed to the present NAAC model of A&A.
- NAAC becomes the National Accreditation Council (NAC).
- The System of Assessment and Accreditation (SAA) in India must be aligned to the National Education Policy 2020 and Sustainable Development Goals 2030.
- In the future, only one set of guidelines for assessment criteria will be used, i.e., "one nation - one data," and "one data - one assessment."
- TEFA (Technology Enabled Formative Assessment) will be implemented for HEIs.
- A national-level test will be conducted to assess student learning outcomes that result in higher-order cognition in all bachelor's degree programs, regardless of specialisation and future career tracks.
- Phase 1: 10% of the total marks are devoted to a set of important learning outcomes that come under higher-order cognition (an ability or set of abilities).

- Phase 2: If found successful, say, after a couple of years, 10% would be increased to 20%, and then gradually to 40%, with the corresponding strengthening of the online education program.
- Phase 3: Phases 1 and 2 are expanded step by step to cover all bachelor's programs.
- A set of national-level online courses should be developed to help all students acquire Higher-Order Cognition.
- The assessment and accreditation criteria are (i) general educationedness, (ii) specialised education skills and abilities, and (iii) contribution to research and innovation.

12.4 Status of AQAR 2021-2022

The Chairperson of IQAC/Principal insisted all the criteria coordinators to submit the AQAR 2021–2022, both softcopy and hardcopy, on or before the last week of November 2022. It is suggested to highlight the significant points and add the web links (wherever it is required) to the descriptive part of all criteria.

12.5 Institutional Preparedness for NEP 2020

The IQAC Chairperson/Principal insisted on writing a description of (i) NEP's commitment in promoting holistic and multi-disciplinary liberal education. ii) Merits and demerits of multiple entry/exit points at the end of each year of each program and iii) opportunities for both online and digital learning.

12.6 Any other points with the permission of Chair

The IQAC Coordinator highlighted the AQAR 2021–2022 assessment period as per the 96th meeting of the Executive Committee of NAAC, held on 26th May 2022. The revised period of assessment for the AQAR 2021-2022 is from 1st June 2021 to 31st August 2022 as mentioned in the NAAC circular dated on 17.10.2022.

Discussed the key takeaways from the two day national level workshop "Revised NAAC Accreditation Process- Acing Quantitative and Qualitative Metrics" organised by Kumaraguru College of Technology, Coimbatore, on 12th and 13th October 2022.

All criteria coordinators are advised to use geo-tagged photographs, and any other relevant supporting documents with proper captions and dates.

12.7 Suggestion given by the members for each Criterion

Criteria 1 - Curricular Aspects

- Details about academic audits conducted during this period should be reflected in the AQAR 2021-2022.
- The salient feedbacks (department wise) received from the students, addressed then and there in the class committee meeting (Ref: Respective Minutes of CCM), and the summary of the same will be presented in the external IQAC meeting. The analysis and action taken report should be available on the web site.

Criteria 2 - Teaching - Learning & Evaluation

- Analysis about student enrollment in the AY 2022–2023 through GQ and MQ should be presented in the next external meeting.
- Mechanisms practiced to identify slow learners and advanced learners (department wise) should be compared, and best practices shall be proposed in the next meeting.
- The progress of mentors and mentees should be tracked by department.

- Academic Yearly attainment of CO for all the courses and PO/PSO for all the programmes should be available on the website.

Criteria 3 - Research, Innovations and Extension

- Write up about IIC, EDC, IPR Cell, Patent filed, published, and initiatives of Incubation Centre, should be reflected in innovation and eco system.
- Include the particulars of the journal publication in a detailed approach: link landing to the paper/article, link to the journal website, and indicate in the data template against each paper the presence of the paper in the UGC CARE list/Scopus/Web of Science/other clearly
- Provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year, and author's name if the links and DOI number are not available.
- Ensure that all the enrolled students engage in the extension activities for the academic year 2022–2023. A proper attendance record should be maintained.

Criteria 4 - Infrastructure and Learning Resources

- Ensure the following facilities are available on campus; they should be reflected in the write up: CCTV surveillance of the full campus, certificate of building safety from disaster management authorities (if available), Fire Safety Certificate from Relevant Authorities and Laboratory and Workshop Facility Certification from Some Standard Organizations

Criteria 5 - Student Support and Progression

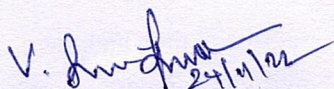
- Conduct a specific program about the various eligible scholarships for all the students enrolled in the program. Educate them on how to inform the office or SPOC about scholarships available from various agencies.
- In student progression, EDC should collect the self-declaration form from the alumni startup, incubator, entrepreneur, or family business where they are yet to register their firm officially.

Criteria 6 - Governance, Leadership and Management

- Audited Income & Expenditure Statement should highlight the expenditure for purchase of books and journals / financial support to teachers to attend conferences/workshops, grants received from government and non- government bodies

Criteria 7 - Institutional Values & Best Practices

- Selected best practices should be reflected in the governance meeting.
- Institutional Distinctiveness should be reflected in all criteria.
- Circulars on implementation of any new initiatives should be informed to all the stakeholders.


24/11/22
IQAC Coordinator


24/11/22
Vice Principal


24/11/22
Chairperson IQAC/Principal

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