

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM
INTERNAL QUALITY ASSURANCE CELL MEETING – 15


Circular

07.12.2023

The 15th meeting of the IQAC is scheduled for 19th December 2023 (Tuesday) at 02.30 P.M, at IQAC Cell [Hall No.A0L04]. 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.	Inferences of two internal mock audit findings in terms of Quantitative analysis	Dr.V.Sivakumar, ASP/Mech.
2.	Action taken/to be taken for the external mock audit conducted on 02.12.2023.	Respective NAAC Criteria Coordinators / In Charges
3.	HR Manual: Policy & Procedure	Dr.O.Senthilkumar, Prof. and Head / Chemistry
4.	Divyangjan Policy	Dr.M.Anand, Asso. Prof. and Head / English
5.	Energy, Environmental and Green Energy policy	Dr.S.Dharmar, Prof. and Head / Civil Engg. Dr.M.Venkatesh Perumal, AP(SG)/ Chemistry
6.	E- Governance and E-Waste Policy	Dr.K.Vijayalakshmi, Prof. and Head / CSE Dr.C.Arunachala Perumal, Prof. and Head / ECE
7.	OBC Cell	Dr.R.Srinivasan, AP/Physics
8.	Minority Cell	Dr.K.Basarikodi, Prof. and Head / Mathematics
9.	Any other points	


7/12/23
Signature of the Coordinator
IQAC


7/12/23
Vice Principal


7/12/23
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

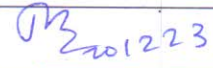

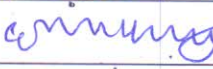
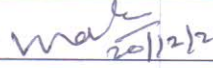
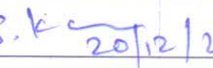

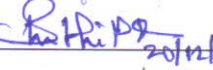
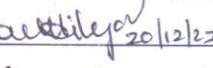
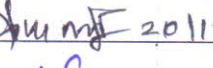



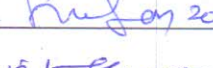
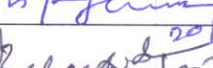
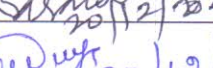
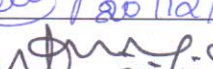
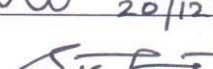
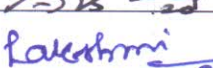


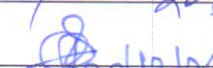
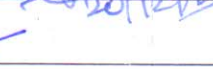


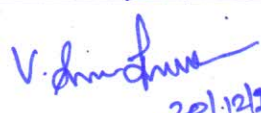
RAMCO INSTITUTE OF TECHNOLOGY

15th Internal Quality Assurance Cell Meeting

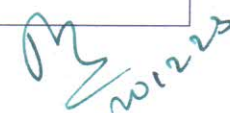
Attendance Sheet

Date: 20.12.2023

Sl.No.	Name with Designation	Signature
1.	Dr. L. GAMESAN. PRE	 20/12/23
2.	J. Rajakannakarum up	 20/12/23
3.	K.S.SELVARAJ GM(A)	 20/12/23
4.	M. Kalappan ; prof/ass/AD	 20/12/23
5.	Dr. S. KANNAN, Prof & HOD/EEE	 20/12/23
6.	Dr. S. DHARWAR, ASP/CIVIL	 20/12/23
7.	Dr. O. Senthilkumar	 20/12/23
8.	Dr. N. Karthikeyan	 20/12/23
9.	Dr. M. Anand	 20/12/23
10.	Dr.M. GOMATHY NAYAGAM.	 20/12/23
11.	R. Chandran.	 20/12/23
12.	Dr. A. Azhages Jainudhan Pazhani	 20/12/23
13.	Dr. R. Surenivasan AP/PHY	 20/12/23
14.	Dr. K. Vijayalakshmi/ass	 20/12/23
15.	Dr. K. Basari kodi/prof/maths	 20/12/23
16.	Dr. V. Anusuya, ASCP/IT	 20/12/23
17.	Mr. A. Arun Kumar, AP(SW)/EEE	 20/12/23
18.	Dr. R. RAISHWARYA DEVI	 20/12/23
19.	Dr. A. Lakshmi ASP/EEG	 20/12/23
20.	V. Sivakumar, ASP/Mech.	 20/12/23
21.	Dr. P. THIRU RAMANATHAN, AP/PHY	 20/12/23
22.	P. Sureshkumar	 20/12/23


20/12/23
V. SIVAKUMAR, ASP(mech.)


20/12/23
Vice Principal


20/12/23
Principal

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM
Minutes of IQAC Meeting – 15

20.12.2023

15th IQAC meeting Agenda

S.No.	Points of Discussion
1.	Review of previous IQAC Meeting held on 21.06.2023
2.	Inferences of two internal mock audit findings in terms of Quantitative analysis
3.	Action taken/to be taken for the external mock audit conducted on 02.12.2023.
4.	HR Manual
5.	Divyangjan Policy
6.	Energy, Environmental and Green Energy policy
7.	E- Governance and E-Waste Policy
8.	OBC Cell
9.	Minority Cell

15. Introductory Remarks

Chairperson IQAC/Principal welcomed all the internal IQAC members and delivered introductory remarks about 15th IQAC meeting.

15.1 Review of previous IQAC Meeting held on 21.06.2023

The minutes of the 14th IQAC meeting dated 21.06.2023 was acknowledged. All the internal IQAC action taken will be discussed with the external IQAC members during 16th IQAC meeting. The action taken report on the 14th IQAC meeting is as follows:

S.No.	Activities/Task Proposed	Action Taken				
1.	Conduct of criteria wise periodic review: Weekly or Two weeks once through the IPDC meeting.	NAAC criteria wise progress is discussed in the following IPDC meeting and the inferences are recorded in the minutes and disseminated to all the process owners for further action to be taken:				
		S.No.	IPDC Meeting No.	Agenda	Criteria	Date of Conduct
		1.	44	4	1,4	19.07.2023
		2.	1	6	2,3	26.07.2023
		3.	2	6	5,6,7	02.08.2023
		4.	3	6	QI	09.08.2023
		5.	4	6	Int Mock audit observation	23.08.2023
		6.	5	6	SWOC/IIQA	30.08.2023
		7.	6	5	IIQA	07.09.2023
		8.	7	5	IIQA	13.09.2023
9.	9	5	IIQA / Audit Progress Review	29.09.2023		

		10.	10	8	IIQA	26.10.2023
		11.	11	8	IIQA	01.11.2023
		12.	13	6	Mock Audit Progress	14.11.2023
		13.	15	8	Mock Audit Progress	29.11.2023
		14.	16	6	Mock Audit Progress	06.12.2023
		15.	17	6	Internal IQAC	20.12.2023
2.	The criteria coordinators are requested to review the Quantitative metrics and compare them with benchmark values.	Based on the internal and external Mock auditors' findings/observations the quantitative as well as qualitative metrics were measured and presented in 15 th IQAC meeting held on 20.12.2023.				
3.	Conduct of Mock internal audit [within the criteria/ between the criteria]	<ul style="list-style-type: none"> Conducted 1st internal mock audit for Quantitative matrix comparison with the benchmark value assigned by NAAC for the assessment years (2018-19, 2019-20, 2020-21, 2021-22, 2022-23) between 10th August and 17th August, 2023 as per the convenience of the auditor, auditee, and observer. Conducted 2nd internal mock audit for quantitative and qualitative matrices between September 19th and 22th, 2023 Conducted External Mock audit for NAAC second cycle on 02.12.2023. Resource Persons from Thiagarajar College of Engineering. <ol style="list-style-type: none"> Dr.S.J.Thiruvengadam Dean (Acad. Process) Dr.G.Kumaraguruparam, Prof./ Dept. of Mechactronics Dr.A.M.Abirami, ASP/IT. 				
4.	IIQA submission is planned on September 2023	IIQA is submitted on 03.11.2023 Clarification received on 04.12.2023 IIQA has been accepted on 07.12.2023				
5.	SSR should be ready by first week of August 2023	SSR preparation is going on and it is proposed to submit on or before 11.01.2024.				

15.2 Inferences of two internal mock audit findings in terms of Quantitative analysis

Based on the findings/observations given by the internal and external auditors, Dr.V.Sivakumar, ASP/Mech. analyzed and presented the inferences on the quantitative matrices.

NAAC - Quantitative Metric Analysis - Mock Audit I/ II / External Audit (Excluding 2.2.7 Student Satisfaction Survey)								
No.	Criteria Key Indicators	Sub. Criteria	Key indicator Weightage	Bench Mark Value	Weightage obtained	Multiplication factor	Key indicator wise weighted Grade points	
1.2	Academic Flexibility	1.2.1	15	4	12	4	60	
		1.2.2	15	4	12	4	60	
1.3	Curriculum Enrichment	1.3.2	20	4	16	4	80	
1.4	Feedback System	1.4.1	20	4	16	4	80	
2.1	Student Enrolment and Profile	2.1.1	20	3	12	3	60	
		2.1.2	20	3	12	3	60	
2.2	Student Teacher Ratio	2.2.1	40	4	32	4	160	
2.4	Teacher Profile and Quality	2.4.1	15	4	12	4	60	
		2.4.2	25	0	0	0	0	
2.6	Student Performance and Learning Outcomes	2.6.3	45	4	36	4	180	
2.7	Student Satisfaction Survey	2.7.1	Excluded					
3.1	Resource Mobilization for Research	3.1.1	10	4	8	4	40	
3.2	Innovation Ecosystem	3.2.2	5	4	4	4	20	
3.3	Research Publications and Awards	3.3.1	10	1	2	1	10	
		3.3.2	15	1	3	1	15	
3.4	Extension Activities	3.4.3	20	4	16	4	80	
3.5	Collaboration	3.5.1	20	3	12	3	60	
4.1	Physical Facilities	4.1.2	10	3	6	3	30	
4.3	IT Infrastructure	4.3.2	10	4	8	4	40	
4.4	Maintenance of Campus Infrastructure	4.4.1	20	3	12	3	60	
5.1	Student Support	5.1.1	20	3	12	3	60	
		5.1.2	10	4	8	4	40	
		5.1.3	10	4	8	4	40	
		5.1.4	10	4	8	4	40	
5.2	Student Progression	5.2.1	25	4	20	4	100	
		5.2.2	10	4	8	4	40	
5.3	Student Participation and Activities	5.3.1	20	2	8	2	40	
		5.3.2	25	2	10	2	50	

6.2	Strategy Development and Deployment	6.2.2	4	4	3.2	4	16
6.3	Faculty Empowerment Strategies	6.3.2	12	1	2.4	1	12
		6.3.3	15	2	6	2	30
6.5	Internal Quality Assurance System	6.5.2	15	2	6	2	30
7.1	Institutional Values and Social Responsibilities	7.1.2	20	3	12	3	60
		7.1.3	10	3	6	3	30
Total -561						Total	1743
						GPA	3.10

Inferences of the audit findings as follows:

1. All the proofs should be easily traceable by the DVV team.
2. The Student Satisfaction Survey plays a vital role in getting a relatively good GPA in quantitative matrices.
3. More than adequate proof should be submitted for sub criteria which scored less than four benchmark values.
4. There is no possibility of claiming revision in quantitative matrices.

15.3 Action taken/to be taken for the external mock audit conducted on 02.12.2023

Dr.G.Kanthimathi, ASP/Chemistry presented the action taken/to be taken for the external mock audit findings for Criteria I Curricular Aspects

S. No.	External Auditor Findings	Action Taken / Action to be taken
1	The online Course and Internship related clauses and contents in the 2017 and 2021 regulations should be highlighted. The file should be uploaded so that the highlighted portion is visible with a single click	Appropriate corrections were made and the draft is submitted for approval.
2	Proof for the Value-Added courses claimed can be included. especially grade sheet/mark statement	Mark statement\Grade sheet is included with proof.
3	Doubtful programs/4 Week courses can be removed from the list	Appropriate corrections were made and the draft is submitted for approval.
4	Ensure 50% of students have undergone mandatory courses/internship/ value added courses	More than 50% of students have undergone mandatory courses/internship/ value added courses

S. No.	External Auditor Findings	Action Taken / Action to be taken
5	The data for the academic year 2022-23 should be collected and undated in the files	Target Date 21.12.2023 (With proof including regulation and syllabus, Evaluation procedure, credit and credit Distribution Table etc).
6	Online ERP feedback is accepted. In Future Hardcopy feedback can be avoided	Suggestion Accepted and will be implemented in Future.
7	Action Taken for Curriculum feedback	Need to bring the proofs related to "communication made to Anna University" in the existing document to the starting page. Target date: 21.12.2023.

Dr.V.Sivakumar, ASP/Mech. presented the action taken/to be taken for the external mock audit findings for Criteria 3 Research, Innovation and Extension

S. No.	External Auditor Findings	Action Taken / Action to be taken
1	In the write up, please be cautious while choosing the words. Don't say <i>1 crore has been sanctioned</i> to RIT from MSME. Then they will ask for account statements, utilization certificates, audited statements, etc. Instead, the words can be changed to "RIT is eligible for submitting the project proposal for the value of 1 crore." Instead of writing one faculty member, write the name of the faculty member.	Appropriate corrections were made and the draft is submitted for approval
2	In 3.2.1, the details of the patents filed, published, and granted should be incorporated in the written statement. Qualitative write up - Highlight each and every section - Research methodology, IPR, and entrepreneurship. Patents filed, published, and granted can be emphasized in QI.	Programs organized related to the theme of research methodology during the past 5 years are attached as an annexure at the end. (Refer Annexure A)
3	The project with complete documents, including utilization certificate, can be shown to the experts; otherwise, the experts may lose confidence in the claimed data.	The utilization certificate is available for only minor projects (IE(I), TNSCST, etc.). The major projects (DST, MSME, etc.) work progress will be highlighted.

4	The name list of faculty members claiming publication should be in the same format as that of extended profile. Even Mrs. or Ms. should be maintained uniformly in all criteria name lists.	Name of the authors mentioned as per the journal format only
5.a	The direct publication link should be given in the data, not the Scopus link. In a single click, the DVV person should be able to see the paper with author and affiliation details. It is clearly mentioned in the SOP that they will not do any further clicks on the website to search for author details and their affiliations.	Direct publication link is replaced with the existing Scopus link.
5.b	The publication details are for the calendar year, not the academic year. Hence, 2023 data cannot be taken, but data from January 2018 to December 2022 can be considered.	Already publication details provided in Calendar Year wise only.
6	The number of programs on research methodology is only two. The recent August 2023 program will not be considered for evaluation. May 2018 may be considered for evaluation. In the future, plan for more events on research methodology.	Identified all the research programs conducted in RIT during the assessment period. The major events having appropriate supporting documents only to be included in the SSR.
7	The approval letter or appreciation letter from the temple authorities or UBA adapted village can be obtained for the programs organized. It is recommended for getting better points in the evaluation. The names of the schemes can be changed in 3.3.4 - For example: rather than a cleanliness scheme, it can be mapped to the outreach activities provided in the title. (including programs such as Swachh Bharat, AIDS awareness, Gender issues, etc.)	The initiatives are taken through NSS and UBA coordinators.
8	Activities done with help of alumni can be highlighted as NGO activity rather than alumni	The alumnus associated with NGO and their contribution will be claimed here.
9	The MoU period should be highlighted in the document and uploaded to the website. The MoU signed up to May 2023 can be considered.	While uploading the proof in our website, it will be reflected.
10	For the Tessolve MoU, the recent 3 year proof is available. But we have been showing it for 9 years. So the old MoU documents can be added to the last page of the new documents.	The proof has been collected from the respective process owner.
11	The events organized by the Institute in association with MoU companies / organizations should fall under the scope of the MoU.	The related activities are only taken into account.
12	Knowledge partner for EDII-TN - Proof need to be kept ready	Proceedings of the director, EDII-TN (Rc.No:II-

		01/72/2023- EDII dated 10.05.2023) will be shown as a proof document. Sanction Order (Roc.No:II-01/44/2022/EDII/2022)dated on 20.03.2023 available with us.
13	Encourage all the faculty members to update their VIDWAN profiles frequently.	It's a continuous process.
14	Adjunct faculty collaboration and their contributions should be shown	Adjunct faculty publication details already included

Dr.S.Dharmar, ASP and Head/Civil presented the action taken/to be taken for the external mock audit findings for Criteria 4 Infrastructure and Learning Resources

S.No.	External Auditor Findings	Action Taken / Action to be taken
1.	4.1.1, 4.2.1,4.3.1 Instead of Table, writeup is preferable	Corrected and updated in revised document.
2.	4.1.2, 4.4.1 Auditor Statement to be prepared in the Name of RIT	Preparation in progress
3.	4.1.1 Classroom database format need to be change	Appropriate corrections were made
4.	4.1.1 Updating of Classroom ICT facilities' photos	Updated
5.	4.3.1 IT facility – Separate sheet to be prepared for student used computer with location	Preparation is going on

Dr.V.Anusuya, ASP and Head/IT presented the action taken/to be taken for the external mock audit findings for Criteria 5 Student Support and Progression

S. No.	External Auditor Findings	Action Taken / Action to be taken
1.	<ul style="list-style-type: none"> All the consolidated scholarship documents should be printed on the letterhead and signed by the principal sir, with green ink and round college seal. The total count and amount on each sheet of the scholarship can be calculated and entered for ready reference by the DVV persons. The proof / evidence for the freship amount credited to the student or reduced fee demand after deducting the freship must be collected and kept in the file and on the website. 	Printouts to the Scholarship documents were taken and circulated to the students for signature

2.	<ul style="list-style-type: none"> One student availing of two scholarships is not allowed for calculations. But one student availing of a scholarship and freeship is allowed. The committee may not allow one student to avail of both the First Graduate Scholarship (FG) and the Community Scholarship (MBC, BC). 	It is in progress
3.	<ul style="list-style-type: none"> The feasibility of Travel Allowance and Dearness allowances provided to students for attending sports events can be explored Sports related activities/achievements can be made as a booklet and the same will be presented during the peer team visit. 	The work is in progress in physical education department
4.	National level/State level sports events attended by students need to be accompanied by certificates.	The list is updated by physical education department.
5.	The Placement training policy for soft skills, placement policy can be kept in a file and on the website.	Informed to placement officer and policies will be provided by them. Work is in progress. Once received we will include those documents.
6.	The availability of online grievance redressal system should be known to all stake holders. There is no evidence as of now for timely redress of grievances received from the online system.	Plan to discuss with Principal sir and will take further action.
7.	Student who joined for government service/Any other job/Higher studies within a time span of 1 year alone were considered. It seems that more than one year is also included. Auditors said that the acceptance of the data is questionable.	It is given in the guidelines during the last five years only

Dr.M.Anand. ASP and Head/English presented the action taken/to be taken for the external mock audit findings for Criteria 7 Best practices and Institutional Distinctiveness

S. No.	External Auditor Findings	Action Taken / Action to be taken
1.	So far, five to six numbers of points have been entered in the NAAC AQAR. The team of people can sit together, discuss, and arrive at one or two points. Those points can be entered in the SSR	As said, the topic for best practice is taken after good brainstorming with the authorities of the Institution
2.	The facilities available inside the classroom, such as speakers, amplifiers, projector, and computer, should be taken with	It is in progress and displays are arranged

	good quality photos and projected to the experts/NAAC SSR/college website.	
3.	The measures taken for persons with disabilities should be proudly displayed on the college website/NAAC SSR. It may not be available at many colleges.	The work is in progress and displays are arranged
4.	The Miyawaki method of forest creation should be projected in the SSR. The names of the various trees / plants can be placed in the field.	Plans are made to start the work
5.	The MoU can be signed for E-waste management.	E-waste concerned team is working on it.

Dr.A.Lakshmi, ASP/ECE, and Dr.O.Senthil Kumar, Prof. and Head/Chemistry, are listed out the corresponding action taken/to be taken of the external mock audit findings for Criteria 2 Teaching-Learning and Evaluation, and Criteria 6 Governance, Leadership and Management

15.4 HR Manual

Dr.O.Senthil Kumar, Prof. and Head/Chemistry detailed the revision required in the existing HR manual in the following headings

- Recruitment Process
- Selection Procedure for new faculty members and staff members
- Eligibility Criteria
- Other Procedures
- Service Rules

15.5 Divyangjan Policy

- Dr.M.Anand, ASP and Head/English highlighted the revision required in the existing Divyangjan policy

15.6 Energy, Environmental and Green Energy policy

- Dr.S.Dharmar, ASP and Head/Civil presented the overview of the Energy, Environmental and Green Energy policy.

15.7. E- Governance and E-Waste Policy

- Dr.K.Vijayalakshmi, Prof. and Head/CSE stated that the **E- Governance and E-Waste Policy** formulation is going on and it will be discussed with Vice Principal and Principal.

15.8 OBC Cell

- Dr. R. Srinivasan, AP/Physics discussed the findings in the OBC cell meeting.

15.9 Minority Cell

- Dr.K.BasariKodi, Professor and Head/Maths discussed the findings in the Minority cell meeting.

The following suggestions were derived from the internal IQAC members

- Submit the following policies and get approval in the forthcoming GC meeting to be held on 27.01.2024 (Saturday).
 - HR Manual
 - Divyangjan Policy
 - Energy, Environmental and Green Energy policy
 - E- Governance and E-Waste Policy
- Share the policy document to all the stakeholders and get the feedback before getting approval from the GC meeting.
- Verify the status of completion of quantitative and qualitative matrices of all sub criteria during the first week of January 2024.
- Get proper approval for the documents to be uploaded on the website from the Vice Principal and IQAC Chairperson/Principal
- Address all the comments given by the internal/external auditors during the Mock audit.
- Create awareness to the student community about the significance of Student Satisfaction Survey.


22/12/23
IQAC Coordinator


22/12/23
Vice Principal


22/12/23
Chairperson IQAC/Principal

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- All HODs
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- IQAC Members
- Accountant/Librarian/Physical Director/NCC Officer/NSS Officer
- File