

RAMCO INSTITUTE OF TECHNOLOGY
Minutes of IQAC Meeting-I

Date: 19.11.2018

Date of Meeting: 17.11.2018

Venue: Library

Principal welcomed all the stake holders of RIT IQAC for the first meeting. He briefly described the importance of IQAC for an educational institution. Principal explained the steps taken for initiation of various clubs, students projects etc to the members. He also explained about AI research group activities, Steps taken for establishing the Innovation centre for students' practical learning. He informed about the International FIDE Rated Open Chess Tournament, which will be held on 29.11.18 to 02.12.18.

Dr. S. Rajakarunakaran presented an Overview of NAAC and IQAC. The process, procedure and the benefits of NAAC were clearly explained. He further insisted that SSR has to be submitted at the earliest.

Dr. S. Periyanyagi presented and explained the ISO Quality procedure to the stake holders. She elaborated the function of various procedures in detail for the stake holders. She explained about Risk based Management system, issues taken and rectified.

Mr. K.S. Selvaraj, DGM explained the environment friendly practices. He said that, the college maintains eco-friendly atmosphere taking into consideration the good wealth of plants, trees, water and air. Miyawaki scheme of plantation is adopted in the college which has gradual increase in water resource, and in maintaining pollution free environment. Rain Water Harvesting is established, which can hold 5 Lakh liters of water. To maintain green campus, saplings, lawns and trees are planted regularly. The college also encourages recycling of water for gardening.

The members appreciated the following activities of the College:

- i) The college has got good reputation widely.
- ii) The College is giving importance for Sustainable environment. Wherever possible, the college tries to reuse the resources. The waste water is treated and 80% used for watering the plants and 20% used for flushing the toilets.
- iii) A program on "Wildlife Films Filmography" by India's Best Wildlife Cinematographer and National Geographic Channel, Discovery, Animal Planet and BBC famous Mr. S. Nallamuthu on 10.09.2018. More such events need to be conducted, which will spread the information about the College.
- iv) The College is doing very good at the environment front including Green development, Water purification, Softening of water, recycling the water, Solid Waste Management, Miyawaki scheme of forest, etc. But there is no publicity about all these things to the public.
- v) The students involvement in various projects of Two-wheeler, solar vehicle and other vehicle fabrication.

vi) Initiation of various clubs in this academic year and the students are associating themselves in the activities of the club. Students have given positive feedback about the programmes and their performances are uploaded in the college webpage and Social media like facebook.

vii) The Principal added that the college regularly updates the achievements of the students in college website and facebook which cheers the students to achieve more.

The following points were suggested by the members for continual improvement.

1) Infrastructure: Both boys and Girls need to be given Sports facility. The playground facilities may be created for Girls.

2) College Timings: Students can be segregated as slow and fast learners and may be given special training.

After 4.10 PM, i.e., last hour the students may be encouraged to go for Sports, Club activities and Library usage.

3) Library Usage: The resources in the Library, especially the E-journals are less utilized, hence the students in each class may be encouraged to give seminar, so that, they can use the Library effectively.

4) Students performance and Practical Learning: Steps/ corrective measures need to be taken to improve the score of the students every semester.

Students lack practical knowledge. Steps may be taken to improve the students' practical learning. Though the college is conducting i) Value Added courses, ii) February 28, National Science day, encourage the students to do mini-project, participating in various vehicle competitions etc, still more no. of students may be encouraged to get hands-on and practical exposure. Students may be taken for Industrial visit, every semester when the work is in progress or based on the syllabus for that particular semester.

For making the students to learn practically, the faculty members and Lab. Technician may be equipped in hands on training. They can use the resources available in the Lab for doing simple demonstration projects which will create interest in the subject to the students. For this mini-project competition can be conducted for Lab. Technicians and faculty members, which will improve their skills in the long run. From these events, we will be able to identify the potential Lab. Technician and Faculty members, who can guide more projects and given additional responsibility in projects.

5) Admissions: The cut-off for Management quota seats may be fixed as 140 and above as last year. If possible, the cut-off may be raised to 160 and above. Scholarships, tuition fees waiver may be given for higher cut-off students. i.e., 180 and above 50 % waiver etc. In addition to the Digital marketing by Fountainhead, the college may do marketing and promotional activities for attracting the brilliant students for the I year.

6) Automation and Counselling: ERP can be implemented to maintain the profile of the faculty members and the students. The documentation process of the college can be automated to reduce the use of paper work. The Class advisors can do effective mentoring once all the student data is entered with ERP. Mentors and Class advisors need to involve themselves and interact with the students.

7) Placement: At the time of admission, student's mindset and real interest may be known by the mentor, during the induction program. The student may be evaluated for their level of various skills. Based on their goal, the skill set required for them may be identified/earmarked for their skills improvement. During the 4 years the student may be able to achieve their goals.

Efforts may be increased to improve the communication skills of the students and also to improve their Group discussion skills.

For III and IV year students, Skillrack test and placement activities can be given during the last period. i.e., 4.10 PM - 05.00 PM. The student may practice between 5.15 PM and 6.30 PM, atleast 2 days/week.

Allot 2 hours in a week for placement activities for pre-final and final year students.

8) Other Developments: A butterfly park may be created with funding from external agencies to give Environmental education, for College outreach and outlet for students.

An acre of land may be allotted to have medicinal herbs. The College NSS can plan and maintain.

Like Chess Tournament, similar events like National seminar on Wildlife, Birds Meet, etc., may be conducted in the campus.

Formation of Quality circles is more important. To reduce energy consumption, Energy conservation awareness and Renewable Energy Utilization and for similar other problems, Quality circles can be formed.

Wastage reduction is more important. In all areas, for example, Food wastage may be measured and noted down and efforts may be taken to reduce the wastage.

Energy conservation efforts may increase in the Campus.

Renewable Energy (Solar) may be increased every year.

Like Financial audit, Energy Audit, water Audit and Safety Audit may be conducted in the Campus, which may yield good results.

5s system may be implemented.

9) Research: The AI and other research group activities may be conducted throughout the semester, instead of conducting isolated events.

10) Students Freedom: Students may be given little more freedom.

Interested students may be permitted to go for Sports, which will improve students' academic performance. House matches need to be conducted between 4.00 PM and 05.00 PM

Other than technical activities, students need to be encouraged for other activities, including Club activities, like Photography Club, Nature Club, Eco club etc., to improve their Leadership skills and to satisfy their varied interests.

11) Others: Beyond office hours, a person may be deputed in the Reception to attend Phone calls, if there are any special classes or SMS can be sent to the parents about their wards late arrival.

Dr. O. Senthil Kumar proposed the Vote of Thanks.


11/12/13
IQAC COORDINATOR


11/12/13
PRINCIPAL

Copy circulated to all IQAC members through mail

Copy to

- All Head of Departments
- RIT-Website Incharge
- RIT-ISO MR
- File

Ramco Institute of Technology
Rajapalayam

First Meeting of Internal Quality Assurance Cell (IQAC)
Attendance Sheet

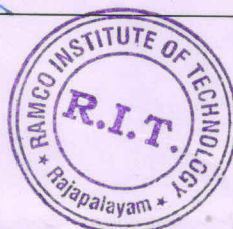
Venue: RIT Library

Date: 17.11.18

Time: 11:00 am

S.No.	Name of the member	Signature
1.	B. NARAYANAN	
2.	S. K. VENKATESWARAN	
3.	T.S. Subramaniam	
4.	R. VENKAT RAJ	
5.	B. VELVENDAN	
6.	M. R. Nishnuran	
7.	K. S. SELVARAJ	
8.	A. S. UMA DHEVI	
9.	M. SWARNA SUDHA AP(SG)/CSE	
10.	S. BHAKAR, AP(SG)/CIVIL	
11.	J. Sathikala, AP(SG)/Math	
12.	P. THIRUBAMANATHAN AP/PHYSICS	
13.	K. KARPAJAVEL AP(SG)/Chemistry	
14.	C. SENTHILKUMAR, ASSO-Prof/chemistry	
15.	Prem Chandric AP/ENG	
16.	Dr. S. KANNAN, Proj & Hod/EEE	
17.	Dr. G. Veeramani, PD	
18.	A. Arun Kumar, AP/EEE	
19.	P. Chandran, Librarian	
20.	P. Dhara Sekaran, Training and Placement	
21.	M. RENGASUBRAMANIAM SE/EE	
22.	S. Periyamayagi, Professor & ECE	
23.	S. Rajakannakarum, Prof & Head/math	
24.	N. Jawahar, Principal, RIT	
25.		
26.		
27.		
28.		
29.		
30.		

J. Rajkumar
17/11/18
IQAC Coordinator



N. Jawahar
17/11/18
PRINCIPAL
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