

RAMCO INSTITUTE OF TECHNOLOGY

Minutes of IQAC Meeting - 4

Date: 17.10.2019

Date of Meeting: 12.10.2019

Venue: EEE Seminar Hall

Agenda:

- Welcome Address
- Confirmation of Minutes of 3rd IQAC Meeting
- Review of the performance during the Odd Semester of this academic year.
- Benchmarks for Academic, R&D, T&P, Industry-Institute-Interaction
- Quality Improvement suggestions and initiatives
- Any other Matter
- Vote of Thanks

Confirmation of Minutes of 3rd IQAC Meeting

Action taken report of 3rd IQAC Meeting held on 24.06.2019

Sl.No.	Activities/Tasks proposed	Action Taken
1	Applying for various awards, recognitions, fellowships at state, national and international levels from recognized bodies	HoD (CSE) is nominated to coordinate the process of applying for various awards, recognitions, fellowships at state, national and international levels from recognized bodies by our faculty and students.
2	Collaborative activities for research	MoU has been signed with following industries with one of the scopes as "R&D": Gowri House Metal Works LLP, InfinityPMC Pvt. Ltd, Medsby, Minniyal Private Limited, Ramco Group Textile Division, Ramco Cements, Ramco Industries and Ramco Systems. All the faculty members are informed to utilize this opportunity.
3	Development of E-content for specialized courses	Mrs.V.Anusuya, AP(SG)/CSE attended the one-day seminar on "e-Learning and MOOCs in Higher Education" on 14th September 2019 at College of Engineering Guindy, Anna University, Chennai to learn more about MOOCs and SWAYAM Platform in addition to preparation of e-content for the MOOCs. After participation, she shared the information about the preparation of e-content for the MOOCs with our faculty members on 30.09.2019. HoD (CSE) has initiated to establish a dedicated room with all required facilities for this activity. Our faculty have shown interest and commitment for developing E-content for specialized courses.
4	Rare book collections to be added in library	Our librarian has initiated collection of rare books for our library. So far 25 books have been added to our library.
5	Alumni Association to be registered. Promoting alumni interaction in the department level	First Alumni Meeting was conducted with Patron, Ex-Officio Members and Members of Alumni Association at RIT on 14.09.2019. Various activities related to promoting alumni interaction with department/institute were discussed. Distinguished alumni members in Executive Committee have agreed to extend all the support for the development of our institution. The preparation of bylaw for Alumni Association is under progress. After completing this, the Alumni association will be registered under Societies Act within this academic year.

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6	Quality improvement strategies	<ul style="list-style-type: none"> • Question paper audit was done by external experts • Promoted our institute's salient feature through social media such as facebook, Youtube and other TV channels for getting good quality student admission. • Hostel organization structure was established and senior faculty members were nominated as Deputy warden(s), Asst. Warden(s) and Resident warden(s).
7	Implementation of e-governance	Mr.C.A.Yogaraja, AP(SG)/CSE is developing the software module for monitoring the details of student admission, attendance, feedback, marks, co-curricular and extra-curricular participations. This module will be put into practice from the forthcoming academic year 2019-20 with annexation of all the preceding year details.
8	Code of Conduct (Handbooks/Guidelines) for various stakeholders such as students, faculty and staff members to be revised for the academic year 2019-2020	Revised the Handbooks/Guidelines for students. The printed version of revised copy is given to the students. The revision of faculty handbook is under progress. It will be completed in the even semester of the academic year 2019-20.
9	Supplementary activities to be planned for promotion of Universal values and ethics for the academic year 2019-20	To promote mental health and values, MoU has signed with M.S.Chellamuthu trust and Research Foundation, Madurai on 11.10.2019.
10	Creation of Eco-friendly sports arena	Establishment of Eco-friendly sports arena is under progress.

Minutes of 4th IQAC Meeting:

The 4th meeting for Internal Quality Assurance Cell (IQAC) was held on 12.10.2019 (Saturday) at EEE Seminar Hall. IQAC Coordinator welcomed the members and briefed about the on-going activities of Internal Quality Assurance Cell (IQAC).

Criteria Coordinators are requested to present the information related to the progress of their criteria for the Odd semester of academic year 2019-20. Based on the presentation, the following are observed:

- Value-added courses imparting transferable and life skills offered during the academic year 2019 - 2020 (Odd semester) was presented. It was suggested to design and develop value added course linked with industries and offer to our students. This will enhance the employability of our students.
- All faculty members are motivated to employ any one of the tools of Learning Management System in their teaching-learning practice.
- Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level were discussed.
- The Pass percentage of students in even semester examination of the academic year 2018-19 and IAT – I & II for the odd semester of the academic year 2019-20 were discussed.
- Student Satisfaction Survey (SSS) on overall institutional performance will be taken during the month of March 2020.
- Faculty and students are encouraged to carry out Interdisciplinary projects/industry projects/Student research projects in all the departments

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- Initiative to set-up incubation centre to be taken
- Faculty members those who are pursuing Ph.D./having Ph.D. are asked to publish research papers in impact factor journals or SCI journals/present papers in reputed conference. This effort will improve our institution's h-index/citation index. It is mandatory that their publication should carry acknowledgement and identity of our Institution.
- HoDs should identify potential faculty members and encourage to write books/book chapters.
- Focus should be given for collaborative research with industries.
- Discussed the percentage of placements in core and software industries
- Good practices implemented/practiced in the odd semester 2019-20
 - ISO 9001-2015 Recertification to be applied in this academic year
 - AMCAT Aptitude Training Program
 - GUVI – Full stack development program for product based company recruitment
 - Programming/coding training program for all branch students with external training provider and internal faculty members from CSE department
 - Entrepreneurship Development Cell [E-Cell] conducted two sponsored Awareness and Orientation programs on entrepreneurship.
 - Coaching for BEC Exam through British council
 - Formed a Scrabble game club
 - Used Learning Management System for teaching and learning through CANVAS
 - Started NCC in this academic year (2019-20).
 - One unit of NSS is converted as Funding unit by Anna University from this academic year 2019-20
 - Institution has signed MoUs with 10 industries to promote Industry-Institute Interaction.
 - Our institution has been recognized to establish “Institution Innovation Council” which will function under MHRD, New Delhi
- Suggestions/improvement options given by members
 - Programming and coding practice through E-Box
 - Take steps to provide training for competitive exams
 - Invite Group-I officers like IAS, IPS, IFS, etc., for delivering motivational lectures and arrange discussion meeting with them.
 - Take steps to motivate more number of students to write GATE Exam and also arrange GATE coaching through GATE Forum
 - Create interest and improve Book reading habits.
 - Reserve classes in the regular time table for programming and coding practice for third year students
 - Build research culture by encouraging our students to do interdisciplinary projects, promote active participation in Hackathon/Hackerrank and other similar activities.
 - Organize Soft skill development program i.e Critical thinking; Campus to Corporate program
 - Start Library Reprographic section.
 - Disseminate our students' achievements to parents and other stakeholders

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- Identify creative and innovative student projects and products, thereby generate more number of patents
- Conduct more number of programs to promote Values and Ethics
- Invite more alumni members for interactive sessions and facilitate more alumni contributions.
- Encourage more students to do online courses in Swayam, NPTEL, edX, etc.

Based on the recommendations received from IQAC members, it was decided to include the following representations to IQAC forum to have more fruitful contribution

- Nominating One member in the capacity of IQAC Coordinator from the nearby Institution which has got good Grade in NAAC.
- Nominating 4 more active RIT-Alumni members representing the departments namely Civil, EEE, ECE and CSE.
- Nominating one entrepreneur from our Graduates.
- Nominating 3 more parents, representing the departments namely Mech, ECE and Civil

Any other matter:

- It has been proposed to submit applications for NBA Accreditation for four branches, namely, Computer Science and Engineering (CSE), Electrical and Electronics Engineering (EE), Electronics and Communication Engineering (EC) and Mechanical Engineering (ME), inviting them preferably during Feb 2020. All the four branches are eagerly preparing and updating the documents needed for NBA.

The Principal appreciated all the IQAC members for their contribution and commitment for continual improvement of our Quality Management System. All the points discussed in this meeting were recorded. IQAC will appraise all the departments with the suggestions given by the IQAC members to accomplish the Quality Objectives for attaining our goals.

IQAC Coordinator finally, thanked all the members for their sincere contribution and more suggestions for making betterment of the status of our students and college.


IQAC COORDINATOR


PRINCIPAL

Copy circulated to all IQAC members through mail

Copy to

- All Head of Departments
- RIT-Website In-charge
- RIT-ISO MR
- File

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Rajapalayam





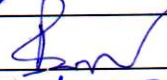
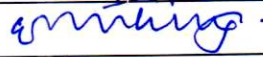
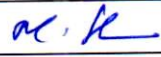


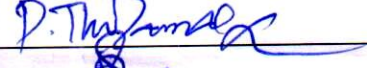




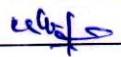
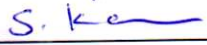
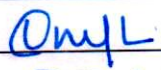




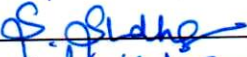

Fourth Meeting of Internal Quality Assurance Cell (IQAC)

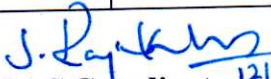
Attendance Sheet

Venue: EEE Seminar Hall

Date: 12.10.2019

Time: 11.00 am

S.No.	Name of the member	Signature
1.	B. Narayanan	
2.	S. K. VENKATESWARAN	
3.	M. Peer Mohamed Sardhar	
4.	T.S. Subramniyans	
5.	B. VELVENDAN	
6.	K.S. SELVARAJ	
7.	M. RENGASUBRAMANIAN	
8.	V. SURANTHIRAN	
9.	R. DHANASEKARAN	
10.	P. THIRUBAMANATHAN	
11.	P. Suresh kumar	
12.	R. CHANDRAN	
13.	K. KARPAJAVEL	
14.	Dr. D. SENTHIL KUMAR	
15.	S. Dharmaraj	
16.	Dr. S. KANWAN	
17.	A.S. Uma Dhevi	
18.	d. Irem Chandli	
19.	L. Sathikala.	
20.	K. Basani kodi	
21.	K. vijayalakshmi	
22.	M. SWARNA SUDHA	
23.	S. RAJAKARUNAKARAN	
24.		
25.		
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 IQAC Coordinator 12/10/19


 Principal 12/10/19