

RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM

INTERNAL QUALITY ASSURANCE MEETING – 8

Circular

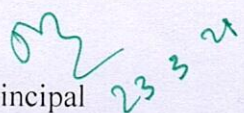
Date : 23.03.2021

The 8th meeting of the IQAC is scheduled on Monday, the 7th April 2021 at 10.45 A.M. at EEE Seminar Hall. We request you to kindly make it convenient to attend the meeting and give your valuable advice.

AGENDA

S.No.	Points of Discussion	By
1.	Introductory Remarks	Principal
2.	Introduction of New Member(s)	
3.	Review and confirmation of 7 th IQAC Meeting held on 11.09.2020	IQAC Coordinator
4.	Status of NBA Accreditation Process	
5.	Presentation of Report on NIRF, ARIIA, IIC and AQAR 2019-20	
6.	Review of Academic process and Action plan for improvement	Dr.S.Periyanayagi
7.	Presentation of ISO 9001-2015 QMS Annual Surveillance report	
8.	Review of Research and Development progress	Dr.S.Kannan
9.	Review of Students admission policy and Plan of action	
10.	Review of Training and Placement progress	Mr.B.Uthra,ATPO
11.	Review of Student Support and Progression [Co-curricular activities and Extra-curricular activities]	Dr.K.Basarikodi
12.	Presentation of Expenditure details for the academic year 2020-21 and Budget proposed for the academic year 2021-22	Mr.S.Dharmar/ DGM(A)
13.	Presentation of Quality objectives proposed for the academic year 2021-2022	Dr.K.Vijayalakshmi
14.	Any other points with the permission of Chair	


23/3/21
IQAC Coordinator


23/3/21
Principal

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- All HODs/IQAC Members
- File

RAMCO INSTITUTE OF TECHNOLOGY
Minutes of IQAC Meeting - 8

Date: 07.04.2021

Agenda:

- Introductory Remarks
- Introduction of New Member(s)
- Review and confirmation of 7th IQAC Meeting held on 11.09.2020
- Status of NBA Accreditation Process
- Presentation of Report on NIRF, IIC, AQAR 20219-20
- Review of Academic process and Action plan for improvement
- Presentation of ISO 9001-2015 QMS Annual Surveillance report
- Review of Research and Development progress
- Review of Students admission policy and Plan of action
- Review of Training and Placement progress
- Review of Student Support and Progression [Co-curricular activities and Extra-curricular activities]
- Presentation of Expenditure details for the academic year 2020-21 and Budget proposed for the academic year 2021-22
- Presentation of Quality objectives proposed for the academic year 2021-2022
- Any other Matter

Minutes of 8th IQAC Meeting:

The 8th meeting for Internal Quality Assurance Cell (IQAC) was held on 07-04-2021 (Wednesday) at EEE Seminar Hall. IQAC Coordinator welcomed the members and Principal gave the introductory remarks about the functioning of Internal Quality Assurance Cell (IQAC).

Item 1: Introduction of New Member(s)

- IQAC Coordinator presented the details of new members added to RIT-IQAC. The new Member is Mr.N.Lakshminarasimhan, General Manager (HR), Brakes India Private Limited, Padi, Chennai-600 050.

Item No.2: Review of Previous IQAC Meeting held On 11.09.2020: Confirmation of Minutes of 7th IQAC Meeting/Action taken report of 7th IQAC Meeting

Sl.No.	Activities/Tasks proposed	Action Taken
1	Find the root causes for lower pass percentage produced by the second year students	Department level analysis was done and the corrective action to prevent such occurrences has been planned
2	Recommended to include the action taken in the strategies adopted in teaching and learning, instead of listing out the number of tools used	Action taken included
3	Proposed to conduct more activities in collaboration with MoU signed industries	Effectiveness improved in few MoU signed industries
4	Advised to find out the reasons for low recruiter score in some parameters and plan for corrective and preventive actions, especially in resume qualify score (2.3/5)	Reasons found. Corrective actions taken.
5	Advised to provide statistics along with action plan	Action plan provided

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6	Student admission policy: Give scholarships for kith & kin of students who have already studied in our institution	Revised admission policy by including this scholarship and the same was implemented.
7	Take steps to improve the lateral entry admissions	Formulated i) separate team for lateral entry admission and ii) Lateral entry admission policy
8	Formulate the clear road map with objectives and action plan	Formulated
9	Recommend to conduct micro services based architecture courses (CSE), Cloud computing (CSE, EEE and ECE), Infrastructure of automation, Infrastructure of clouds and automation with corporate alignment.	To be conducted
10	Advised to collect feedback from hostel students for satisfying their needs and expectations of hostel inmates	Collected and taken appropriate actions

Item 3: Status of NBA Accreditation Process

- NBA Peer team visited our institute on March 5-7, 2021 for four program namely CSE, EEE, ECE and Mechanical Engineering. Results Awaiting.

Item 4: Presentation of Report on NIRF, ARIIA, IIC and AQAR 2019-20

- IQAC Coordinator presented the details of report submission for
 - i) The details for AQAR 2019-20 were collected by Internal Quality Assurance Cell and submitted on 29.01.2021
 - ii) The details of NIRF 2021 ranking were submitted. Details including admission, placement, Intellectual property, financial resources, funded & consultancy projects and faculty data were collected for the prescribed year and submitted. The detail of the same is made available in the institute's website (website https://www.ritrjpm.ac.in/images/pdf/NIRF_2020-21.pdf). NIRF report submitted on 04.02.2021
 - iii) The data for ATAL Ranking of Institutions on Innovation Achievement 2021 (ARIIA 2021) was submitted on 29.03.2021 under "Privately/self-financed institution" category. The data was collected based on nine parameters on innovation aspects including programmes hosted by the institute related to innovation, IP filing, short term / elective courses offered, product development during the academic year 2019 - 2020.
 - iv) Institute had successfully registered for the Institution's Innovation Council 3.0 (IIC 3.0). Programmes were conducted under the theme innovation, entrepreneurship, start-up and IPR. Report submission of the programme for quarter 1 and quarter 2 were submitted. 17 programmes were accepted, 4 were disapproved because of non-conformance with the theme and 5 were resubmitted as per the need specified.

Item 5: Review of Academic process and Action plan for improvement

- Dr.S.Periyayagi, HoD/ECE presented the academic progress for the year 2020-21 with action plan for improvement. The details are i) Content delivery: Conducted Classes through online platform – Google meet, Learning Management system – Canvas , Google Classroom, Conducted Laboratory using Virtual Labs, Developed e-Learning Materials and

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Problem Based Learning – using simulation tools; ii) Assessment Tools: Internal Assessment Test, Multiple choice Questions – Canvas, Quizz, Online Teaching Methods – Menti.com, Poll everywhere etc., Online Assignments & Tutorials, Presentation for Laboratory Courses; iii) Reforms in Examination Process: Conducted Internal Assessment Test – Proctored Duty, Conducted Multiple Choice Questions for each unit based on the Anna University Guidelines, Internal Question Paper Audit – External Experts, External Question Paper setting – First Semester

- Plans for the Academic year 2021-22: Academic Documents – Planning Documents, Assessment & evaluation Document – to be revised, Course Exit Survey – to be revised, Collecting Needs and Expectations – to be introduced, Domain Wise Targets for Course outcomes, Co-curricular and extra-curricular activity – to be included for program outcomes

Item 6: Presentation of ISO 9001-2015 QMS Annual Surveillance report

- Dr.S.Periyanayagi, HoD/ECE and ISO-DMR presented the audit details of Academic year 2020-21. Annual Surveillance audit conducted on 28.01.2021 & 29.01.2021- Yet to receive Audit Report from TUV Rhineland, Internal Audit – 14 – 05.10.2020 to 08.10.2020, MRM Meeting – 6 – 15.07.2020, MRM Meeting – 7 – 09.12.2020
- **Annual Surveillance Audit closing meeting good points:** Focus on quality is strong, Plan and Execution of Academic activities during Covid Pandemic is good, The faculty members of RIT having Adapted to the technology and online tools is good. Progress and efforts taken for organization growth is good: Student-transferring the Knowledge, Infrastructure changes like sports facilities and eco green environment, RIT Automation system – It's a good start but needs go long way. At the stage of completion, system vulnerability should be verified, Collaborative learning, self-learning strategies can be planned, Accreditation process and its progress.
- **Annual Surveillance Audit closing meeting points to be improved:** The effectiveness of conducting Internal Audit should be improved. This audit focuses on Effectiveness and continual improvement approach – The effectiveness of class room delivery, mentor system should be done, Review Process: The effectiveness of review process is lacking and Effectives of actions done, The Needs and Expectation of students should be collected every 6 months through which the process can be changed dynamically. Quality objectives: Reviewed the Quality objectives in IQAC meeting – It would be better to spilt the quality objectives a two components, Objectives – Which needs How, When, What, Who, Where (4 W and 1 H approach required), Actionable items - Both Objectives and Actions points can be included in control of non-conformance procedures, Risk Assessment: Risk assessment is made but it should be documented properly, a. Risk Occurrence should be controlled and corrective and preventive actions to be taken and b. Risk Assessment should be proactive assessment rather than reactive assessment. Procedural Part: Many Procedure should be fine-tuned including Online teaching methods, Identify the documents to be merged and incorporate in the system wherever possible, Controller of Examination – Procedure for online proctoring should be framed and circulate among the students before the examination, Strong policy and procedure for training & placement process should framed with Placement calendar, roadmap, strategy for training. Steps to be taken related to lapses in common quality objective Example: Pass Percentage in Internal Assessment Test-I for every class should be greater than 75% - not achieved in all the departments, Corrective and preventive actions for addressing such issues should be done in MRM meeting.

- **Annual Surveillance audit closing meeting- Improvement Potential:** More cooperate style with Business Excellence Model can be implemented, Lesson Plan with micro level planning, Admission: Identify the focus group strength and strategize accordingly for the targeted group based on Trend and Income go for horizontal growth and for long term vision go for vertical growth.
- **Document and Data Control:** 17 – Documents are introduced New, Amendment withdraw

Item 7: Review of Research and Development progress

Dr.S.Kannan, Prof. and Head, EEE / RIT RC Coordinator consolidated and presented the research and development progress carried out in the year 2020-2021 (as on March 2021).

- As per the NAAC Criteria 3 Research and extension activities format, the list of funded projects and its progress, workshops and seminars conducted through IPR, Industry academia practices, awards for innovation by the institute/faculty members/students, research incentive of the calendar year 2020, Journal and conference publications and Scopus, Web of Science h- index, Average Citation Index, Program organized by NSS/YRC/ NCC, Faculty and student exchange activities, IPT/Internship/Project work carried out in industry, and activities carried out through MoUs were presented in this meeting.
- Listed out the work to be done by the Research Council: RIT Journal startup, Completion of book of abstract (Final year project work) for the batches 2014 -18, 2015 -19 and 2016-20, Visit to ISRO and create the opportunity to generate MoU

Suggestions given by members

- To promote interdisciplinary project: Develop a specific policy, Constitute a committee (Principal – Committee Chair / All HoDs – Dept. Committee Head), Formulate a review mechanism and review committee, Get approval from IPDC Meeting, II, III and IV year students from all departments should be a project members, 3 or 4 weeks once the work should be reviewed by the constituted committee and Provide the funding support to 2 or 3 project groups based upon their project outcomes
- Launch the RIT Research News Bulletin with a frequency of three or six months. It should be kept in our central and department libraries.
- Consolidate the research outcomes of quantitative parameters such as number of Journal/Conference publication/research funds received/Patent filed/Consultancy etc. during 2019-2020 and 2020-2021
- Intimate the status of publication to the respective department
- Identify the scope to fulfill the research activities in the NIRF ranking
- Appreciate the faculty members and students involved in the research activities

Item 8: Review of Students admission policy and Plan of action

- Revised students' admission policy for first year was approved by the Chairman on 19.01.2021 and Students' admission policy for lateral entry was approved by the Chairman on 08.02.2021. Both will be adapted in the admission process for the academic year 2021-22.
- To promote quality admissions, actions plans are i) Various committee, are formulated, roles and responsibilities are assigned, ii) Visiting to Schools and Polytechnics are in


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progress, iii) Conduct of Funritz and Techritz for school and polytechnic students, iv) sending brochures, information bulletins to various schools and polytechnics, v) Collecting feedback from schools and polytechnics, analyze and taking appropriate actions for solutions, vi) Proposed to function Admission centres at various places both in local and other districts, vii) Arrange student visits to RIT to see the salient features and infrastructural facilities, ix) Periodical discussions with Principal and CEO for various admission promotional activities such as advertisement, digital promotion, online promotions, etc and x) Promoting Institute-Institute-Interactions.

Item 9: Review of Training and Placement progress

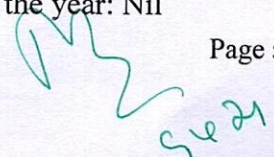
- Mrs.B.Uthra, ATPO presented the details of training provided to the students. Training is given to the students in i) General aptitude, ii) Resume preparation, iii) Company Profile briefing sessions, iv) Mock technical interviews, v) Mock group discussions, vi) Soft skill training, vii) LinkedIn Profile creation, viii) Fundamental revision and ix) Programming Aptitude. She informed that 1st HR Conclave meet was organized in Aug., 2020. For training, Skill Rack and TERV online platforms are used.
- Regarding placements: the following companies recruited our students Amazewit , InfyTQ, TCS Codevita, Virtusa – Contest Hackathon with Highest CTC . Zoho, EmbedUR, Vuram, TCS, Tessolve, Data Pattern , Harita Techserv , TVS ATP – pay package is from 3 – 5 LPA. These cannot be taken as dream companies and mark as placement achievements of the students from the Institution.
- Avasoft, VPG Sensors, BYJUS, Focus Edumatics, Disys, Indium Software, Chain Sys, Aspire Systems, SMI , Maventic. Planet Spark , Soft Square , Sure Soft , Vinsinfo , SV Logistics, Steel Strips Wheels India , Survey Com, Prime Meridian , Lancor , PSK Constructions, Innowell , Munghwa Automation , First Source BPO, Schneider, Karomi , East India Company , Caddycode , Vernalis , Stradegi, Jilaba Software, Lucid Imaging , Lemon VB, Makolet Digital Marketing, RANE , Accenture, Ramco Cements. She presented the details of department - wise placement statistics along with salary range.
- In addition to that, the detailed action plan for Training and Placement to obtain good quality placements was also presented.

Item 10: Review of Student Support and Progression [Co-curricular activities and Extra-curricular activities]

Dr.K.Basarikodi, HoD/Maths presented the following details

- As per the admission policy 2019-20 and 2020-2021, 36 students got financial support in the form of Merit scholarship from our Institution
- She presented details such as i) capability enhancement and development schemes such as soft skill development, remedial coaching, language lab, bridge courses, Yoga, Meditation, Personal counselling and mentoring, ii) Students benefited by guidance for competitive examinations and career counselling offered by the institution, iii) Student progression to higher education, iv) Students qualifying in state/ national/ international level examinations during the year, v) Meetings/activities organized by Alumni Association and vi) Sports and cultural activities/competitions organized
- Institutional mechanism for transparency, timely redressal of student grievances Prevention of sexual harassment and ragging cases during the year: Nil


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Item 11: Presentation of Expenditure details for the academic year 2020-21 and Budget proposed for the academic year 2021-22

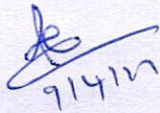
- Mr.S.Dharmar, HoD/Civil and DGM(A) presented the following i) expenditure details for the academic year 2020-21 and Budget proposed for the academic year 2021-22, which was discussed in the second Planning and Monitoring Committee meeting. Accordingly, budget will be proposed for further approval.

Item 12: Presentation of Quality objectives proposed for the academic year 2021-2022

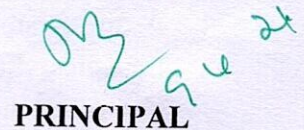
- Dr.K.Vijayalakshmi, HoD/CSE presented the details of achievement status of quality objectives considered for the academic year 2020-21. The total number of quality objectives considered was 89. After the detailed discussions, members suggested to group these objectives into two categories as category 1: 10 objectives and Category 2: 79 Actionable items. The target is also revised and the same is proposed for the academic year 2021-22 as Annexure.

Any other points with the permission of Chair: Nil

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



IQAC COORDINATOR



PRINCIPAL

Copy circulated to all IQAC members through mail

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

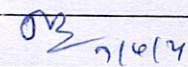
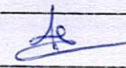
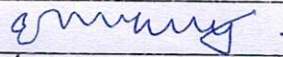
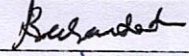


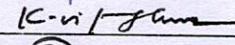
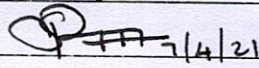
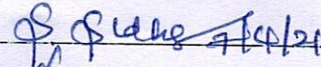

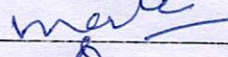

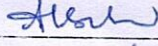
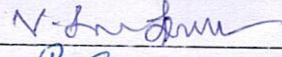
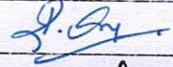
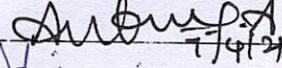
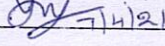
RAMCO INSTITUTE OF TECHNOLOGY


Internal Quality Assurance Cell (IQAC) Meeting: 08
Attendance Sheet


Venue: EEE Seminar Hall

Date: 07.04.2021

Time: 11.00 a.m.

S.No.	Name of the member	Signature
1.	Dr. L. GANESAN PR	 7/4/21
2.	S. Rajakannan, AP/RET	
3.	K.S.SELVARAJ DGM(A)	
4.	Dr. K. BASARI KAD, Prof/Maths	
5.	Dr. S. KANNAN, Prof & HOD/EEE	 S.KC
6.	S. Dharmar, AP(C&S)/CIVIL	
7.	Dr. K. vijaya lalshmi Prof & HOD/CSE	 K-vijaya
8.	Dr. S. Periyamayag, Prof & HOD/ECE	 7/4/21
9.	M. SWARNA SUDHA AP(Sn)/CSE	 7/4/21
10.	Uthra. K. B. ATPO	
11.	Dr. M. Kalhappan Prof/CSE	
12.	P. Sureshkumar, ASCP/NEET	
13.	A. S. Vigneshwar, AP/EEE	
14.	V. Girakumar, ASCP (Med)	 V-Girakumar
15.	R. Chandran, Librarian	
16.	A. Anm Kumar, AP/EEE	 7/4/21
17.	Dr. G. Vee ramani, PD	 7/4/21
18.		
19.		
20.		

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IQAC Coordinator

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Principal