

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MEETING NO. RIT/IQAC/13/2021**

Venue: Online via MS Teams application

A meeting of all the members of IQAC was held on Saturday, 30<sup>th</sup> January, 2021 at 11.30 a.m.

Following members were present –

1. Dr. Mrs. S. S. Kulkarni, Director & Chairperson
2. Hon. R. D. Sawant, Management representative
3. Prof. Dr. R. K. Kamat, University representative, SUK, Kolhapur
4. Mr. Sachin Shirgaokar, Industry representative
5. Dr. Sandip Jagdale, Parent representative
6. Mr. Nitin Dalvai, Alumni representative
7. Dr. S. K. Patil, member, Dean-Academics, RIT
8. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
9. Dr. A. B. Kakade, member, Dean-R&D, RIT
10. Dr. L. M. Jugulkar, member, Dean-Student Development, RIT
11. Mrs. Sarika D. Patil, Administration representative, Registrar, RIT
12. Mr. V. L. Hase, Librarian, RIT
13. Prof. S. U. Mane, member, faculty, RIT
14. Prof. Mrs. S. P. Patil, member, faculty, RIT
15. Prof. VRSV Bharath Pulavarthi, member, faculty, RIT
16. Mr. Abhishek Vijay Kumbhar, member, Student representative, RIT
17. Ms. Shivani Sanjay Karande, member, Student representative, RIT
18. Dr. Satyajit R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

Dr. Satyajit R. Patil, IQAC coordinator welcomed the Chairperson Dr. Mrs. S. S. Kulkarni, Hon. R. D. Sawant, Management representative, Kasegaon Education Society and all the members of the IQAC.

The meeting began with a permission of the Hon. Chairperson.

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### **Agenda Item No. 1: Welcome and introduction of IQAC members**

- Dr. S. R. Patil, coordinator IQAC thanked the former IQAC members Dr. A. M. Gurav (University Representative), Mr. R. T. Patil (Industry Representative), Mr. J. V. Khade (Alumni representative), Dr. R. M. Kurlapkar (Parent representative), Ms. Ketaki D. Kole (Student representative) on behalf of IQAC team for their valuable contribution and welcomed newly appointed members Dr. R. K. Kamat (University representative), Mr. Sachin Shigaokar (Industry representative), Mr. Nitin Dalvai (Alumni representative), Dr. Sandeep Jagdale (Parent representative), Ms. Shivani S. Karande (Student representative), Mr. V. L. Hase (Librarian), faculty member Mr. Aniket A. Prabhavalikar and introduced IQAC team to the newly appointed members. Dr. Sushma Kulkarni, Hon. Director presented a brief profile of RIT and Dr. Satyajit R. Patil presented the role and various functions of IQAC with regard to overall development of institute. Hon. R. D. Sawant appreciated the role of IQAC and encouraged the team to work for future developments of the institute so as to be recognized at global level.

### **Agenda Item No. 2: To confirm minutes of meeting and informing about ATR of 12<sup>th</sup> IQAC meeting dated 19<sup>th</sup> October, 2020.**

IQAC coordinator read the MoM and ATR of 12<sup>th</sup> IQAC meeting held on Monday, 19<sup>th</sup> October, 2020. Discussions were held with reference to ATR of the same.

- Prof. P. M. Mohite, Dean-Infrastructure informed that the session by the MNC on the Waste Water Management System to recycle the water resources for the faculty will be conducted in February, 2021.
- Dr. D. G. Thombare, The Rector, RIT conveyed that they have planned to conduct the following activities related to control of food waste at college hostel and once students return at college hostels, these activities will be carried out.
  - A meeting of mess contractors was called and communicated to promote “No Food Wastage” movement from academic year 2021.
  - Mess contractors will be rewarded for the implementation of innovative ideas to reduce food waste to zero.
  - Display boards “No to waste food” will be displayed in mess as soon as mess starts.



- All necessary measures to maintain quality of food and cleanliness in kitchen will be taken.
- Mrs. Sarika D. Patil, Registrar, RIT informed that office has submitted a report on Gender Audit for AY2019-20 to Shivaji University on 8<sup>th</sup> December 2020 and the result is awaited. Dr. Satyajit R. Patil, Dean-Quality Assurance suggested to carry out Gender Audit for AY2020-21.
- Prof. P. M. Mohite, Dean-Infrastructure informed that Green Audit for AY2019-20 is conducted by the committee and findings will be presented in the next IQAC meeting. Dr. Satyajit R. Patil, Dean-Quality Assurance suggested to carry out Green Audit for AY2020-21.
- Mrs. Sarika D. Patil, Registrar, RIT informed that a group of students and faculty from Computer Science Engineering department are working on implementation of the Document Journey Management System (DJMS) at RIT and it is in progress.
- Dr. L. M. Jugulkar, Dean-Student Development opined that for AY2020-21, some of the meritorious students opted RIT through Centralized Admission Process (CAP) but was compromised to attract meritorious students for the seats under management category due to delay in admission process because of COVID19 pandemic. He assured special efforts for attracting meritorious students for AY2021-22 under CAP and management category seats.
- Dr. L. M. Jugulkar, Dean-Student Development informed that the policy guidelines for accessing Gymnasium and Sports facilities in adherence to social distancing norms for odd semester of 2020-21 is submitted for the approval of Hon. Director and he mentioned that the access will be given to the limited number of students at Gymnasium by implementing social distancing norms as per directions by the Govt. of Maharashtra.
- Mrs. Sarika D. Patil, Registrar, RIT presented the preventive measures taken by the office by considering findings from overall institutional feedback from students, faculty and staff related to the grievances, welfare policies and office records in front of IQAC members.
- Dr. L. M. Jugulkar, Dean-Student Development suggested to include an audit course at second year and final year in alignment with the participation and active involvement

of students in co-curricular/extra-curricular activities. It could increase the percentage participation of the students in general.

- Dr. A. P. Shah, Head, TPO conveyed that team is consistently focusing on exploring opportunities for the student placements, internships, training for competitive exams and skill development activities. Hon. Director informed IQAC members that RIT has received funding from AICTE under different categories named Student Professional Skill Development scheme (SPDP) and Prerana scheme for the professional development and skill improvement of the students and these funds are being utilized for the developing infrastructure to develop communication skills and soft skills of the students.
- Dr. Satyajit R. Patil, Dean-Quality Assurance informed that the preparedness of two PG programs, namely, MBA and PG Electronics and one Diploma program i.e. Automobile Engineering are in progress for applying the NBA accreditation process for cycle AY2020-21.
- Prof. P. M. Mohite, Dean-Infrastructure informed IQAC members that in order to ensure safety from Covid19 spread at RIT campus, trained security guards have been deployed at all the entrance gates and automatic hand sanitizer machines are installed at all the departments. Also, he mentioned that all class rooms, laboratories and common places are being sanitized with sodium hypochlorite solution by lab attendants and cleaning staff every day. Dr. Satyajit R. Patil appreciated the efforts taken by the Dean-infrastructure and his team for the successful implementation of Covid19 safety measures at RIT campus.

**Agenda Item No. 3: Brief about RIT's academic planning and execution for even semester 2020-21 and response during COVID-19 pandemic**

- Dr. S. K. Patil, Dean- Academics briefed the progress on conducting academic activities i.e. theory and practical sessions and examinations through online for the odd semester of AY2020-21 and the mechanisms implemented for the ensuring effectiveness of online academic activities at RIT. He also informed about the academic planning for even semester of 2020-21.

**Agenda Item No. 4: Brief about RIT's product development initiatives during COVID-19 pandemic**

- Dr. A. B. Kakade, Dean-R&D presented the product development efforts at RIT during the lockdown period in response to COVID-19 pandemic. He also informed about the consultancy projects and funding received to RIT from various agencies.

**Agenda Item No. 5: Brief about the new developments**

- Admission status at institute level  
Mrs. Sarika D. Patil, Registrar, RIT presented the admission status of RIT for AY2020-21.
- Closure of two PG programs viz. PG Mechanical and PG Embedded system & VLSI design  
Mrs. Sarika D. Patil, Registrar, RIT informed IQAC members about approval from DTE, Govt. of Maharashtra for the closure of applied programs and a visit of committee from Shivaji University at RIT on 15<sup>th</sup> January 2021. She mentioned that the final approval letter is awaited from the committee.

**Agenda Item No. 6: Declining admissions towards Automobile Engineering program**

- Dr. L. M. Jugulkar, Dean-Student Development presented the statistics of admission scenario of Automobile Engineering Program and discussed the concerns towards declining the admissions and not being popular in the vicinity to attract students. Hon. Chairperson suggested for the renaming of program. Mr. Abhishek V. Kumbhar, student representative opined that the current trend is towards soft branches however by introducing name related to emerging technologies could attract students from various parts of India. Ms. Shivani S. Jagadale, student representative suggested to highlight various activities, achievements of the students and clubs from the Automobile Engineering department during the admissions campaign. However, concerned team is already taking care of advertising about these activities through posters, social media platforms etc. Hon. R. D. Sawant, Management representative and Hon. Chairperson directed the department to perform the analysis and study on this issue. It was decided to table a comprehensive report covering various admission



related aspects by the department on the basis of which future of course of direction could be decided.

**Agenda Item No. 7: Current NBA status and progress of NBA cycle 2019-20 & 2020-21.**

- Dr. Satyajit R. Patil, Dean-Quality Assurance presented the current NBA accreditation status of RIT. He mentioned that in NBA cycle 2019-20, RIT has submitted SAR for two PG programs and three diploma programs and NBA accreditation committee visit can be scheduled in March- April 2021 through online/offline mode.
- Dr. Satyajit R. Patil, Dean-Quality Assurance informed IQAC team that for NBA cycle 2020-21, three programs have been identified and submission of SAR is in progress.
- Prof. S. U. Mane, Member-IQAC presented the plan, timelines and list of criteria wise in-charges for the preparation of SSR and applying for NAAC second cycle. He mentioned that the criteria-wise presentations are scheduled in May 2021 so that IIQA can be submitted before six months i.e. in June 2021 to the NAAC office through online mode. Dr. Satyajit R. Patil, Dean-Quality opined that preparation of SSR could be the highest priority task for AY2020-21 for applying for second cycle of NAAC accreditation process. Hon. Chairperson appreciated the plan and directed to take help from Dr. R. K. Kamat, University representative in preparation of SSR from his expertise. Hon. R. D. Sawant, Management representative suggested to arrange an interactive session by Dr. R. K. Kamat to guide faculty.

**Agenda Item No. 9: Discussion on other points with permission of Hon. Chairperson.**

No other point was raised for further discussions.

The meeting was concluded with the Vote of Thanks to all the members.



Dr. Satyajit R. Patil

**Dean-Quality Assurance & IQAC Coordinator**



Dr. Mrs. Sushma S. Kulkarni

**Director & Chairperson, IQAC**



Kasegaon Education Society's  
RAJARAMBAPU INSTITUTE OF TECHNOLOGY, RAJARAMNAGAR

Action taken report based on the discussions held and decisions taken in the 13<sup>th</sup> IQAC Meeting held on 30<sup>th</sup> January, 2021.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
1.	To arrange a technical session of an executive of the MNC mentioned by Mr. J. V. Khade, working on Waste Water Management technologies for the students and faculty to understand practices followed by MNCs for such systems.	Prof. P. M. Mohite, Dean-Infrastructure	Organized expert lecture of Mr. Sachin Desai (Team Leader- Design Team) from Xylem India (MNC) on 'Recent Advances in Waste Water Treatment' for students of civil engineering on 15 <sup>th</sup> Feb 2021.
2.	To take appropriate measures for avoiding food waste in hostels.	Dr. D. G. Thombare, The Rector, RIT	Already communicated the action taken by us, thereafter no any change.
3.	To take follow up on the submission of Gender Audit for AY2019-20 and to present the findings in next IQAC meeting and to initiate the process of Gender Audit for AY2020-21.	Mrs. Sarika D. Patil, Registrar, RIT	Gender Audit for A.Y.2019-20 is submitted to SUK. Awaiting a reply. Documentation process for A.Y.2020-21 is completed.
4.	To present the finding of Green Audit for AY 2019-20 in the next IQAC meeting and initiate the process for Green Audit for AY2020-21.	Prof. P. M. Mohite, Dean-Infrastructure	<a href="#">Green Audit</a>

5.	To present progress on the implementation of Document Journey Management System (DJMS) at RIT by ensuring an appropriate automatic mechanism to sort the inward/outward documents based on a priority basis.	Mrs. Sarika D. Patil, Registrar, RIT	Mechanism is completed by Computer Engineering students. It is handed over to the computer center. It is at deployment stage now.
6.	To take follow up on preparedness and progress of NBA committee visits for two PG programs and three Diploma programs of NBA AY2019-20 cycle.	Dr. Satyajit R. Patil, Dean-Quality Assurance	<ol style="list-style-type: none"> <li>1. A series of one-on-one sessions with faculty members from respective programs were carried out with Hon. Director from the view point of NBA preparedness.</li> <li>2. All central faculty i/c presented the status-quo in front of Hon. Director and apprised about their preparations.</li> <li>3. Mock NBA accreditations of all respective programs were carried out.</li> <li>4. A central level IT committee was established to facilitate the online accreditation.</li> <li>5. Central and department level documentation according to NBA guidelines was ensured.</li> </ol>
7.	To present a comprehensive report on decline in Automobile Engineering admissions.	HoD, Mechanical-Automobile Engineering	Prepared comprehensive report and presented in front of Hon. Director on 22 Feb.2021
8.	To take follow-up of the preparedness of two PG programs named MBA and PG Electronics for cycle AY2020-21, applying for NBA accreditation process.	Dr. Satyajit R. Patil, Dean-Quality Assurance	The SARs of respective programs are ready and being uploaded on the portal after verification by IQAC.
9.	To take follow up on preparedness of	Dr. Satyajit R. Patil,	The plan for SSR has been chalked out and shared with Hon. Director. The



	RIT for submitting SSR for NAAC 2 <sup>nd</sup> Cycle i.e. to be submitted to the NAAC office by June 2021.	Dean-Quality Assurance	same shall be shared with Deans and HoDs in due course of time.
10.	To arrange an interactive session by Dr. R. K. Kamat to guide HoDs, Department coordinators and faculty of RIT on preparing for NAAC 2 <sup>nd</sup> cycle.	Dr. Satyajit R. Patil, Dean-Quality Assurance	The said session is being planned in near future considering availability of Dr. Kamat and examination workload of faculty members.