

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MEETING NO. RIT/IQAC/14/2021**

**Venue:** Online via MS Teams application

A meeting of all the members of IQAC was held on Friday, 28<sup>th</sup> May, 2021 at 11.00 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. Dr. Sandip Jagdale, Parent representative
5. Dr. S. K. Patil, member, Dean-Academics, RIT
6. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
7. Dr. A. B. Kakade, member, Dean-R&D, RIT
8. Dr. L. M. Jugulkar, member, Dean-Student Development, RIT
9. Mrs. Sarika D. Patil, Administration representative, Registrar, RIT
10. Mr. V. L. Hase, Librarian, RIT
11. Mr. Ramrao S. Patil, Sr. IT Technical Analyst, RIT
12. Prof. S. U. Mane, member, faculty, RIT
13. Prof. Mrs. S. P. Patil, member, faculty, RIT
14. Prof. VRSV Bharath Pulavarthi, member, faculty, RIT
15. Mr. Abhishek Vijay Kumbhar, member, Student representative, RIT
16. Ms. Shivani Sanjay Karande, member, Student representative, RIT
17. Dr. Satyajit R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

The following members could not attend the meeting and informed earlier.

1. Mr. Sachin Shirgaokar, Industry representative
2. Mr. Nitin Dalvai, Alumni representative

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



The meeting began with permission of the Hon. Chairperson.

**Agenda Item No. 1: To confirm Minutes of Meeting and informing about ATR of 13<sup>th</sup> IQAC meeting dated 30<sup>th</sup> January, 2021.**

IQAC coordinator read the MoM and ATR of 13<sup>th</sup> IQAC meeting held on Monday, 30<sup>th</sup> January, 2021. Discussions were held with reference to ATR of the same.

- Prof. P. M. Mohite, Dean-Infrastructure informed that the Department of Civil Engineering organized an expert session by Mr. Sachin Desai, Xylem Water Solutions India Pvt. Ltd., Vadodara on “Recent advances in Waste Water Treatment” for students of Civil Engineering on 15<sup>th</sup> February, 2021. Also, mentioned that Dr. S. S. Kumbhar from Civil Engineering Department and Dr. R. M. Kurane from Science & Humanities Department are working on installation of treatment and recycling of waste water from laundry at RIT campus.
- Dr. D. G. Thombare, The Rector, RIT conveyed that the action plan was communicated to the mess contactors and staff at hostel to avoid food wastage at mess and cleanly maintenance of mess surroundings. He also conveyed that after students resuming at college hostel, the physical actions will be implemented.
- 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. Also, mentioned that the documentation process of Gender Audit for AY2020-21 is completed and will be submitted to the university after the lockdown.
- Prof. P. M. Mohite, Dean-Infrastructure presented the report and findings of Green Audit for AY2019-20. Hon. R. D. Sawant, Management Representative suggested to conduct the audit for number of trees and carbon yielding capacity of trees at the campus and surroundings of RIT campus. Prof. P. M. Mohite, Dean-Infrastructure agreed and also mentioned that Green Audit process for AY2020-21 is initiated. Dr. R. K. Kamat, University representative, SUK, Kolhapur asked to share report of Green Audit to work out with further improvements and specifics.



- Mrs. Sarika D. Patil, Registrar, RIT informed that mechanism for the Document Journey Management System (DJMS) at RIT is completed by the group of students and faculty of Computer Science Engineering Department and handed over to the Central computing facility center. Also, she mentioned that the DJMS mechanism will be implemented by July 2021.
- Dr. Satyajit R. Patil, Dean-Quality Assurance informed that considering preparedness towards NBA committee visit of the applied programs, the following actions were taken.
  - 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.
  - All central facility in-charges presented the status in front of Hon. Director and appraised about their preparations.
  - Mock NBA accreditation of all respective programs were carried out.
  - A central level IT committee was established to facilitate the online accreditation.
  - Central and department-level documentation according to NBA guidelines was ensured.
- Dr. Satyajit R. Patil, Dean-Quality Assurance conveyed that a comprehensive report regarding decline in Automobile Engineering admissions was prepared by a committee comprising Dr. S. R. Kumbhar, Head of the Department, himself and Dr. L. M. Jugulkar, Dean-Student Development and; presented in front of Hon. Director. Also, mentioned that the department is working in a direction to attract students for the admission with different initiatives and opined that the initiatives being taken by the department would elevate the admissions of Automobile Engineering Department in couple of years. Hon. Chairperson added that the report was presented in BoG meeting and it is decided to change the nomenclature of the program to B. Tech. Automotive Technology for UG and M. Tech. Automotive Technology for PG programs. Further she mentioned that RIT has received consent from ARAI, Pune for the collaboration to offer M. Tech program jointly so that the students will get an opportunity to work at ARAI, Pune for minimum six months on industrial projects. Hon. Bhagatsinh R. Patil, Chairman, BoG-RIT and Hon. R. D. Sawant, Management representative had conveyed in one of earlier meeting to upgrade the curriculum and competencies of



faculty considering current developments in industry to improve employability opportunities that could lead to increase in admissions. In line with their suggestions, Hon. Director directed the Head of the Department, Automobile Engineering to add courses related to electronics and software technologies in the curriculum to serve the needs of automobile engineering industry. Mr. Abhishek Vijay Kumbhar, member, Student representative, opined that the change in nomenclature of the program and upgrading curriculum will help to improve the admissions at the respective programs of Automobile Engineering Department and could attract the students from various parts of India.

- Dr. Satyajit R. Patil, Dean-Quality Assurance mentioned that the interactive session on preparing for NAAC 2<sup>nd</sup> cycle will be scheduled in June, 2021. Dr. R. K. Kamat, University representative, SUK, Kolhapur discussed about the possibilities of arranging the session and preparedness of AQAR, institute website for committee visit. Also, he suggested to refer SSR of various institutes so that RIT can make some benchmarking and could work towards the best practices and further improvements. He appreciated the efforts taken by the RIT and the faculties in teaching and learning process. However he expressed concern in research activities of the institute and suggested for improvement. Hon. Chairperson thanked for his suggestions and motivational words for progress of the institute.

**Agenda Item No. 2: Brief about RIT's academic planning and execution for ongoing semester 2020-21 on the backdrop of recent lockdown owing to COVID-19 second wave.**

- Dr. S. K. Patil, Dean- Academics briefed the progress on conducting academic activities i.e. theory and practical sessions and examinations through online and blended modes for the even semester of AY2020-21 and the mechanisms implemented for the ensuring effectiveness of online academic activities and examinations at RIT. Hon. Chairperson added the planning of conducting the offline practical sessions of the even semester is mooted, subjected to the rules and regulations of Govt. of Maharashtra, so that the students can be exposed to hands-on practice. In line with the discussion, Dr. R. K. Kamat, University representative, SUK, Kolhapur suggested to implement virtual laboratory sessions, other innovations in examination patterns and



formative assessment methods for the benefit of students. Dr. S. K. Patil, Dean-Academics mentioned that already RIT faculty utilizing the available virtual labs for the applicable courses. Also, mentioned that RIT is practicing innovations in conducting of examinations like open book exams, MCQ type exams etc. Hon. Chairperson explained the assessment methods being practiced at RIT and Dr. R. K. Kamat appreciated the efforts taken by the institute. Mr. Abhishek Vijay Kumbhar, member, Student representative also appreciated the efforts taken by the faculty in designing of such examination schemes for the benefit of students during the online teaching-learning activities.

**Agenda Item No. 3: Findings of NAAC students' satisfaction survey 2020-21.**

- Dr. Satyajit R. Patil, Dean-Quality Assurance shared the findings of NAAC student satisfaction survey for AY2020-21. Also, presented the analysis of past three year scores of the institute and individual departments. The analytics shows significant rise in the overall satisfaction level of the students compared to the previous academic years for majority of criteria. Dr. R. K. Kamat, University representative appreciated Dean-QA for his efforts in presenting such quantitative analysis and suggested to present stakeholder perceptions from various feedback processes regarding the institute, in front of institution governing committee through Hon. Director for further corrective actions and policy making in systematic manner. Also, he discussed about the importance of presenting such findings of various feedbacks. Dr. Satyajit R. Patil, Dean-Quality Assurance mentioned that the questionnaire of various feedbacks will be shared with Dr. R. K. Kamat, University representative for further guidance.

**Agenda Item No. 4: Draft plan for NAAC second cycle preparations.**

- Dr. Satyajit R. Patil, Dean-Quality Assurance presented informed that draft plan for preparation of NAAC 2<sup>nd</sup> cycle was prepared and shared with Hon. Director.
- 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 also presented the plan for criteria-wise presentations in front of Hon. Director to ensure the



preparedness towards submission of SSR. Hon. Chairperson appreciated the plan and directed to take guidance from Dr. R. K. Kamat, University representative in preparation of SSR from his expertise.

**Agenda Item No. 5: 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 due to lockdown, NBA accreditation committee visit has been postponed till further communication from NBA, New Delhi.
- Dr. Satyajit R. Patil, Dean-Quality Assurance informed IQAC members about cycle 2020-21 as per which are applied three programs i.e. PG Electronics Engineering, Masters of Business Administration (MBA) and Diploma- Automobile Engineering program for NBA accreditation process and mentioned that the submitted pre-qualifiers for respective programs were accepted and submission of SAR will be completed by May 31<sup>st</sup>, 2021. He opined that NBA committee visit could be expected in August, 2021 through online/offline mode.

**Agenda Item No. 6: 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



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Action Taken Report (ATR) based on the discussions held and decisions made in the 14<sup>th</sup> IQAC Meeting held on 28<sup>th</sup> May, 2021.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
1.	To take follow up on proposed installation of RIT Laundry waste-water treatment and recycling scheme at RIT campus.	Prof. P. M. Mohite, Dean-Infrastructure	<a href="#">RIT Laundry waste-water treatment and recycling scheme at RIT campus</a>
2.	To estimate the carbon footprint of RIT campus and present the findings in IQAC meeting.	Prof. P. M. Mohite, Dean-Infrastructure	<a href="#">Findings of Carbon footprints</a>
3.	To share report and findings of Green Audit for AY2019-20 with Dr. R. K. Kamat, University Representative, SUK, Kolhapur to receive his feedback.	Prof. P. M. Mohite, Dean-Infrastructure	Green Audit report is shared with Dr. R. K. Kamat
4.	To take follow up on the submission of Gender Audit for AY2019-20 and to present the findings in next IQAC meeting.	Mrs. Sarika D. Patil, Registrar, RIT	Gender Audit for A.Y.2019-20 is submitted to SUK. Awaiting a reply.
5.	To submit Gender Audit for AY 2020-21 to Shivaji University and present finding in the next IQAC meeting.	Mrs. Sarika D. Patil, Registrar, RIT	Documentation process for A.Y.2020-21 is completed. We have communicated to University for follow-up. They have asked to submit it on 10 <sup>th</sup> July. They will prepare the gender audit report of last 4 years.

6.	To present progress regarding deployment of Document Journey Management System (DJMS) at RIT to manage the inward/outward documents based on priority basis.	Mrs. Sarika D. Patil, Registrar, RIT	Completed. We have started using it on a pilot basis.
6.	To explore opportunities to attract quality/meritorious students at RIT for the AY 2021-22 admission process.	Dr. L. M. Jugulkar, I/c- RIT Admissions	<ol style="list-style-type: none"> <li>1. This year for FN admission through ICCR from Shivaji University we may get admission which is merit based.</li> <li>2. We have purchased Extraage CRM software so we will get meritorious students.</li> <li>3. We signed MOU with shareskill, college dekho for getting admission from Maharashtra.</li> <li>4. We also signed MOU with BIHAR person (Shiksha Salahgar) to get admission from JEE and Bihar government credit card scheme.</li> </ol>
8.	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-QA	As per discussion with Dr. R. K. Kamat Sir, due to his unavailability in the month of June 2021 the interactive session will be planned in the month of July 2021.
9.	To share the questionnaire of institutional feedback with Dr. R. K. Kamat, University Representative for further guidance and needful actions.	Dr. Satyajit R. Patil, Dean-QA	The questionnaire for stakeholder feedback is shared with Dr. R. K. Kamat, University Representative for further guidance and needful actions.