

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING NO.

RIT/IQAC/06/2019

Venue: IQAC Office, Rajarambapu Institute of Technology, Rajaramnagar

A meeting of all the members of IQAC was conducted on Friday, 1st February 2019 at 10.30 a.m.

Following members were present –

1. Dr. Mrs. S. S. Kulkarni, Director & Chairperson
2. Hon. R. D. Sawant, Management representative, Kasegaon Education Society
3. Mr. R. T. Patil, Industrial representative
4. Dr. A. M. Gurav, University representative, SUK, Kolhapur
5. Prof. Dr. S. K. Patil, member, Dean-Academics, RIT
6. Prof. Dr. A. B. Kakade, member, Dean-R&D, RIT
7. Prof. Dr. S. M. Sawant, member, Dean-Student Development, RIT
8. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
9. Prof. R. D. Padval, member, The Registrar, RIT
10. Mr. Akash Gokul Bharate, member, Student representative, RIT
11. Ms. Komal Jitendra Pawar, member, Student representative, 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. Dr. S. R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

Following members could not attend the meeting

1. Prof. Dr. R. M. Kurlapkar, External member
2. Mr. J. V. Khade, member, External member

Dr. S. R. Patil, coordinator IQAC welcomed all the members of the IQAC.

The meeting started with a permission of the chairperson.



Agenda Item No. 1: Welcome of newly appointed members.

- Dr. S. R. Patil, coordinator IQAC welcomed newly appointed members industry representative, Mr. Raju T. Patil, boy's student representative Mr. Akash Gokul Bharate, girl's student representative Ms. Komal Jitendra Pawar and faculty members Mrs. Savita P. Patil, Mr. VRSV Bharath Pulavarthi also were felicitated at the hands of Chairperson.

Agenda Item No. 2: To confirm previous minutes of meeting dated 11th May 2018

IQAC coordinator read the minutes of 5th IQAC meeting held on Friday, 11th May 2018. Discussions were held on the following major points.

- Dr. S. K. Patil Dean Academics informed that conducting feedback for IIP students from industries is in process through Head of the departments of concerned students.
- IQAC Coordinator informed that Dr. A. C. Attar has applied for NAAC assessor to NAAC office, Bangalore.
- Prof. Rajan Padval informed that Gender audit is conducted as per the norms for students of Academic Year 2017-18.
- Dr. S. R. Patil, IQAC coordinator informed that Academic and Administrative Audit is conducted on 22-23/11/2018 for Academic Year 2017-18.
- Dean Infrastructure Dr. P.M. Mohite mentioned that RIT is in the process to conduct green audit and the visit by external committee members from Shivaji University, Kolhapur is scheduled from 11th – 14th February, 2019. The green audit for 2017-18 is conducted.
- Prof. Rajan Padval, Member IQAC discussed about Social welfare schemes and activities of RIT as follows:
 - Organizing Thyrocare blood testing camp for subsidized rates for the staff.
 - Arranging Awareness program on Mediclaim policies.
 - Providing birthday gifts to employees through Hon. Director.
 - Arranged Additional training on how to write email for non-teaching staff.
 - Awarding 1st, 2nd and 3rd prizes for class toppers.
 - Planning session of the term insurance policy in future for the employees of RIT.



- Dr. A. M. Gurav suggested to Place various boards with quotations regarding saving of energy and water at various places of organization to bring awareness among students and employees.
- Dr. A. M. Gurav suggested conducting structural audit of RIT, Sakharale internally.
- Dr. A. M. Gurav appreciated the initiation taken on student activity “Vivekavahini” and suggested to prepare and display posters/boards for the same in the premises of the institute.
- Dr. A. M. Gurav suggested these points to strengthen activities of RIT in the view of NAAC accreditation.
 - Booklets with 10 to 15 pages of each of the welfare and other schemes implemented in the institute year wise and show case to the committees visiting the institute.
 - Arrange or include Cholesterol test for employee for subsidized rates.
 - Consider thyroid test also in Thyrocare blood testing camp for female faculties.
 - Suggested to include families (parents, life partners, and children) of the staff for blood testing camp and other welfare schemes for subsidized rates.
 - Suggested to arrange subsidized food at college canteen at least once in a week. However, Prof Rajan Padval opined that this has some limitations but the prices of the food items are reasonable and controlled by the management.
 - Suggested to keep records of serving tea and snacks in all departmental and institutional meetings.
 - Appreciated the activity conducted for Administrative staff “**Pasayadaan**” and suggested to keep record in the form of hand written feedback of the participants, videos and photo graphs.
 - Suggested to focus and improve quantity of participants in various activities in the view of NAAC score calculations.
 - Suggested to correlate KRA awards to staff welfare.
 - Suggested to do awareness program for the students to understand NAAC questionnaire, instructed each faculty to discuss with students in this



regard. Also suggested to make students aware of all the activities conducting in the institute

Agenda Item No. 3: Brief presentation by IQAC coordinator

- IQAC coordinator Dr. S. R. Patil presented in brief quality assurance practices at RIT. He briefed about Institute Strategic Plan, Academic and Administrative Audit (AAA) of RIT, AQAR 2017-18 and a workshop on “Insights into NAAC Accreditation process” on 13th December, 2018 for the faculty.

Agenda Item No. 4: Discussion on NBA accreditation

- Dr. S. R. Patil presented status of NBA accreditation of various programs at RIT as on 1st Feb., 2019. He also informed about submission of compliance reports of UG Electrical Engineering, Computer Engineering, Electronics and Telecommunication Engineering to NBA for extension of accreditation status of UG programs.

Agenda Item No. 5: Research Progress and other developments at RIT.

- Dr. A. B. Kakade informed that Motion sensor based automatic energy saving system is placed at various places and classrooms of RIT and Automatic timer system is installed at hostel to avoid energy wastage through induction heaters and will be extending this facility to remaining parts of the Institute in future.
- Dr. A. B. Kakade informed that GPS based water management system is installed in the institute.
- Dr. A. M. Gurav and Mr. Raju Patil suggested to submit a report on water management system to be circulated in the University to commercialize the product.
- Dr. A. M. Gurav suggested to conduct the cost-benefit analysis for saving of energy and water.



- Dr. A. M. Gurav suggested to apply for the CSR projects for external funding. The lists of various organizations suggested by the members are: HSBC bank, TATA, Infotech, Wipro, Cummins India, Emerson etc.
- Dr. A. M. Gurav suggested to conduct tests on quality of work life of drivers like wrist power, heart rate using Industrial Engineering Lab equipment at RIT, Sakharale. Mr. Raju Patil suggested to prepare a plan for productivity enhancement testing for workers of various industries using same laboratory facility.
- Mr. Raju Patil suggested to start manufacturing of sensor unit for Water Management System.
- Mr. Raju Patil suggested to develop meter-based water management system by taking the reference of Malkapur Nagar Parishad.
- Mr. Raju Patil has suggested to prepare marketing plan for products by taking help from someone like Mr. Hanmantrao Gaikwad and The Director suggested Dean-R&D to arrange discussions on 2nd March 2019.
- Dr. A. M. Gurav suggested encouraging faculty for applying for research fellowships at various organizations and institutes.
- Hon. Director requested Mr. Raju Patil to suggest various training requirements of various industries nearby.
- Dr. A. M. Gurav suggested to allot separate budget for the faculty members to present/publish research papers outside. Such a provision is already in existence, he was informed.

Agenda Item No. 6: Discussion on student satisfaction survey as per NAAC questionnaire.

- Dr. S. R. Patil informed that institute feedback process and analysis will be completed in a month as per NAAC guidelines (before 1st week of March). The members welcomed the move.



Agenda Item No. 7: Faculty appraisal system considering peer evaluation.

- Hon. Director informed all the IQAC members that RIT is planning to adopt a new faculty appraisal system wherein a faculty performance shall be assessed not only by superior but also self and peers.
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Agenda Item No. 8: Discussion on online AQAR.

During the discussions on online AQAR to be submitted for 2018-19, Dr. Gurav suggested following from NAAC accreditation point of view.

- Informed that smart class rooms should have provision for accessing internet and LCD projector. It would be better to have digital pen and pad to write content along with internet facility.
- Given his opinion to start student mentoring in each class from first year to final year through allotting students to faculty teaching respective classes and keep change the faculty mentors each year or maintain same to strengthen the academic activities and also informed to instruct mentors to conduct student meeting every Saturday and keep record of the same.
- Suggested to deploy faculty members for workshop at IPR Institute, Hyderabad, and also to conduct 2 or 3 workshops for students.
- Keep documental evidence of each and every activity conducted in the institute and a copy of student awards with IQAC for NAAC through Department NAAC coordinators and maintain as continuous process.
- Suggested the Director to instruct faculty to conduct training to Industry/ Corporate and consider the remuneration earned as revenue generation of the institute.
- Suggested faculties to prepare video lectures on various concepts and advised to keep it at RIT e-resources bank to make it accessible to the learners.
- Suggested to keep evidence of Building Committee meetings and suggestions and keep record of policies/register of the same.



- Suggested to display posters related to the anti-ragging, bring awareness among the students through interactive sessions by the teachers and to keep record of notices regarding transparencies and frequency of activities.
- The Director instructed to arrange suggestion/ complaint box at Dean-Student Development Office for student grievances.
- Suggested to keep record of donations from Alumni and if donations are in the form of any item, its equivalent cost to be considered for record purpose.
- Suggested to showcase total department activities as a whole as number of activities conducted at institute is important.
- Suggested to conduct at least one parent meeting at each Department every semester and to keep a record of the same.

Agenda Item No. 9: Best practices of RIT 2018-19.

Dr. Gurav informed about two separate approaches regarding best practices. One is that the institute continues with the same best practices for five years OR the other is the institute adopts different best practices every year. The members were of the opinion that the best practice/es should be continued long enough in order to achieve the desired results and outcomes.

Agenda Item No. 10: Discussion on Institute distinctiveness

- Dr. Gurav Suggested to address in one line in the document that how RIT is different and innovative from others by mentioning activities like Incubation and Innovation, Student feedback, conducting Competition among fellow students etc. in the criteria for institute distinctiveness.
- Director informed to Dr. A. M. Gurav that RIT awards KRA incentives to faculty members who succeed meeting the allocated targets during the academic year. Separate annual budget of Rs.10,00,000 /- is allocated for KRA awards.



Agenda Item No. 11: Discussion on review of NAAC visit report 1st cycle

It was decided by the committee members to consider this point in next meeting for the discussion as it shall demand more time.

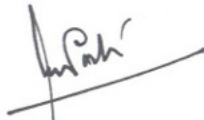
Agenda Item No. 12: Discussion on Intake increment in CSE, CIVIL and starting of MCA program.

- Chairperson mentioned that RIT is in process of applying for increase the intake of under graduate programs Computer Engineering and Civil Engineering and in process to change the nomenclature of the programme 'Information Technology'.
- Members discussed about limitations to apply for starting of MCA program at RIT.

Agenda Item No. 13: Discussion on other points with permission of chairperson.

- With the consent of Hon. Chairperson and Hon. Secretary the discussions were held on AICTE's proposal for B. Voc. Courses. The members expressed the concern in terms of sustainability of such programs in long run.

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



Dr. Satyajit R. Patil
Dean-Quality Assurance &
IQAC Coordinator



Dr. Mrs. S. 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 6th IQAC Meeting held on 1st February, 2019.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
1.	To collect IIP student feedback by Industry guide. The Questionnaire for the same to be prepared.	Dean-Academics, Head T&P	Feedback form is prepared and collecting feedbacks from Industry guide is in process.
2.	To share findings from gender audit conducted for Academic Year 2017-18.	The Registrar	Conducted Gender Audit on 8 th February 2019 and shared findings with IQAC. Report attached
3.	To conduct green audit for Academic Year 2018-19	Dean-Infrastructure	Conducted green audit and certificate is submitted
4.	To plan/conduct session on the term insurance policy for the employees of RIT.	The Registrar	We have conducted the program for awareness and information about mediclaim, term insurance and other investments at RIT Video Conference Hall on 12 th March 2019 Members attended – 73 Following Companies have presented their information - Star Health Insurance Bluechip Corporate Investment Centre Limited Life Insurance Corporation Union Bank of India
5.	To place various boards/displays at various places of organization to sensitize regarding saving of energy and water.	Dean-Infrastructure	In progress
6.	To consider/conduct structural audit of RIT, Sakharale.	Dean-Infrastructure	Planned during vacation. It will be done by Dept of Civil Engg, RIT.
7.	To ensure blood checkup camp with subsidized rates for Cholesterol test, thyroid for families of employees.	The Registrar	Conducted Blood checkup camp on 29 th January 2019 Members benefited – 79 Arranged counselling session of health experts (Dr. R. R. Bhoi, MD, Medicine) for discussion on blood reports
8.	To keep record in the form of hand written feedback of the participants, videos and photographs of activity " Pasayadaan ".	The Registrar	All related record is maintained at Office

Sr. No.	Description of Work	Responsible Person/s	Action Taken
9.	To ensure quantity of participants in various activities in the view of NAAC score calculations.	Dean-Quality Assurance, Dean- Academics	Variety of academic, co-curricular and extra -curricular activities are being conducted on RIT campus throughout the year. The documentation and reporting should capture the participants.
10.	To include KRA awards to staff welfare schemes.	The Registrar	Included
11.	To take follow up of the submitted compliance reports of UG Electrical Engineering, Computer Engineering, Electronics and Telecommunication Engineering to NBA for extension of accreditation status of UG programs.	Dean-Quality Assurance	The NBA Compliance Committee visited RIT on 30 th March 2019. The further communication from NBA is awaited.
12.	To conduct the cost-benefit analysis for saving of energy and water through the developed products.	Dean-R&D	We have collected bills of last 10 months, Data analysis is under Progress.
13.	To contact various institutes/organizations for exploring funding for various projects under their CSR policies.	Dean-R&D	We have visited 2 companies for CSR funding; M/S Manorama Infosolutions Pvt. Ptd, Kolhapur. M/S Mohite Textiles, Ambap Phata. Discussion is under progress.
14.	To explore opportunity for assessing physical fitness of industry workers using Industrial Engineering Lab equipment at RIT, Sakharale.	HoD-Mechanical	We have conducted one day workshop on 27 th March for assessing physical fitness of employees using Industrial Engineering Lab equipment. We will organize same workshop for industry peoples.
15.	To consult Mr. Hanmantrao Gaikwad for marketing RIT products on the occasion of Industry Institute Conclave scheduled on 2 nd March 2019.	Dean-R&D, Dr. Mrs. H. V. Gaikwad (MBA)	Dean R&D: As per personal discussion with him, we have sent product presentation by email to Shri. Hanmantrao Gaikwad sir. Next meeting and follow-up is under progress. MBA: We are in touch with the person in charge and are following up the process.
16.	To encourage faculty members to apply for research fellowships at various research organizations and institutes.	Dean-R&D	Central policy for the same will be devised in discussion with Management and Hon. Director.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
17.	To adopt a new faculty appraisal system wherein a faculty performance shall be assessed not only by superior but also self and peers.	Dean-Quality Assurance	The framework for proposed faculty appraisal system is ready. It has been shared with Dr. M. P. Ravindra, Hon. BoG member and Steering Committee members of RIT for their feedback and opinions. The application is being developed and student feedback module is ready with verification and validation run.
18.	To ensure all classrooms are equipped with internet and LCD projectors in working condition. (make availability of digital pen and pad for each department)	Dean-Infrastructure and HoDs	<p>Dean Infra: Class rooms are equipped with internet; LCD projectors are in working condition. In progress.</p> <p>Auto.: 1) All classrooms are equipped with LCD and internet 2) Digital pen and pad is not available</p> <p>Civil: All classrooms (CR-101, 403, 404, PG class rooms-Str. & CM program, dept sem. Hall) are equipped with internet and LCDs projectors. All LCDs are in working condition. The digital pen and pad will be made available through dept purchase process.</p> <p>CSE: All class rooms/labs and PG class room are equipped with internet and LCD projectors</p> <p>Electrical: LCD projectors are in working condition, Internet connection work is in process.</p> <p>ETC: All classrooms are equipped with internet and LCD projectors in working condition.</p> <p>IT: All classrooms are equipped with internet and LCD projectors.</p> <p>MBA: All classrooms are equipped with LCD. Will process for internet , digital pen and pad.</p> <p>Sci & Hum: F Y all classrooms are equipped with internet and LCD projectors in working condition.</p>

Sr. No.	Description of Work	Responsible Person/s	Action Taken
19.	To display posters related to the anti-ragging, bring awareness among the students through interactive sessions and keep record of the same.	Dean-Student Development	Committee details are displayed on boards. Awareness among the students through street plays, library katta, NSS and vivek vahini. Preparation of Anti-ragging related posters is in process.
20.	To arrange suggestion/ complaint box at Dean-Student Development Office for student grievances.	Dean-Infrastructure	Provided the box.
21.	To conduct at least one parent meeting at each Department every semester and to keep a record of the same.	Dean-Student Development and HoDs	<p>Dean Student Development: Conducted Parent Meet At Institute level: - 16th October 2018.</p> <p>Auto.: 1) First Semester conducted on 29/09/2018 2) Second Semester conducted on 09/03/2019</p> <p>Civil: Conducted patent meets on 30th March 2019</p> <p>CSE: Planned to conduct Parents meeting in the first week of May</p> <p>Electrical: Conducted Parent meet on 9th March 2019</p> <p>ETC: Conducted parent meeting in the department</p> <p>IT: Conducted Parent meet on 23March 2019</p> <p>Mech: Conducted Parent meet on 20th March 2019.</p> <p>MBA: We are conducted a parent's meet each semester.</p> <p>Sci & Hum: Parent Meet conducted on 9th March 2019.</p>
22.	To select two best practice approaches among various activities of RIT to showcase to the NAAC committee for the AY 2018-19.	Dean-Quality Assurance	Two best practice approaches suggested are: Reading club activity for faculty members run by Central Library Research awards to faculty members for research contributions and research fundings for the students.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
23.	To prepare findings of NAAC visit report 1 st cycle to be discussed with committee members in next IQAC meeting.	Dean-Quality Assurance	The report highlighting the NAAC committee suggestions and progress so far has been prepared and shall be presented in the 7 th IQAC meeting.
24.	To take follow up of increase in the intake of undergraduate programs Computer Engineering and Civil Engineering and about the process to change the nomenclature of various programmes.	The Registrar	Already scrutiny about this is forced on 16/4/2019 at Mumbai and results are awaited.