



*Kasegaon Education Society's*  
**Rajarambapu Institute of Technology, Rajaramnagar**  
(An Autonomous Institute & Affiliated to Shivaji University, Kolhapur)

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**Internal Quality Assurance Cell (IQAC) Meeting**  
**(Meeting No. 10-A)**

**Day and Date:** Monday, 23<sup>rd</sup> March 2020  
**Time:** 11.00 am  
**Venue:** Virtual meeting using Zoom platform

**MEETING AGENDA**

1. Brief about instructions regarding work from home by AICTE
2. Brief about RIT's academic planning to complete the academic activity on the backdrop of recent COVID-19 pandemic threat
3. Any other point with permission from Hon. Chairperson

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MEETING NO. RIT/IQAC/10-A/2020**

**Venue: Online via Zoom Platform**

A meeting of IQAC members was held on Monday, 23<sup>rd</sup> March 2020 at 11.00 am.

Following members were present –

1. Dr. Mrs. S. S. Kulkarni, Director & Chairperson
2. Dr. S. K. Patil, member, Dean-Academics, RIT
3. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
4. Dr. A. B. Kakade, member, Dean-R&D, RIT
5. Dr. L. M. Jugulkar, member, Dean-Student Development, RIT
6. Dr. R. D. Padval, member, The Registrar, RIT
7. Prof. S. U. Mane, member, faculty, RIT
8. Prof. Mrs. S. P. Patil, member, faculty, RIT
9. Prof. P. Bharat, member, faculty, RIT
10. Dr. S. R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

Following members could not attend the meeting and informed earlier.

1. Hon. R. D. Sawant, Management representative, Kasegaon Education Society
2. Dr. A. M. Gurav, University representative, SUK, Kolhapur
3. Dr. R. M. Kurlapkar, External member
4. Mr. R. T. Patil, Industry representative
5. Mr. J. V. Khade, External member
6. Mr. Abhishek Kumbhar, Student representative, RIT
7. Ms. Ketaki Kole, Student representative, RIT

Dr. S. R. Patil IQAC Coordinator welcomed the Chairperson Dr. Mrs. S. S. Kulkarni and all the members of IQAC.

The meeting started with the permission of the Hon. Chairperson.

**Agenda Item No. 1: Brief about instructions regarding work from home by AICTE**

Dr. S. K. Patil, Dean-Academics informed about the instructions received from AICTE to ensure the safety of faculty and staff, permitted and advised to work from home. He also informed the guidelines given by HRD and departments of Higher education/School education & Literary to



utilize the pandemic period for various academic activities. It includes development of online content, online teaching and online evaluation.

Dr. A. B. Kakade, Dean-R&D informed to utilize the pandemic period to write article and do research from home, as per the received guidelines.

**Agenda Item No. 2: Brief about RIT's academic planning to complete the academic activity on the backdrop of recent COVID-19 pandemic threat**

Dr. S. K. Patil, Dean-Academics discussed the plan and guidelines prepared by RIT to avoid hampering of academic activities of students in Covid-19 pandemic situation. He has presented the guidelines for theory and lab courses of UG and PG. He has informed that, the online sessions will be conducted using Zoom application. Prof. D. P. Kshirsagar and Dr. S. A. Thorat will conduct the session on 'Use of Zoom application' for all the faculty and staff. To complete the remaining theory content, faculty has to plan minimum 12 lectures. Smooth conduction of theory and lab sessions will be ensured by Dean Academics office with HOD and Department Academic Coordinator. He has also informed to complete the in semester evaluations (ISE) using Moodle. Also the four track mid-reviews are to be completed using Skype.

Hon. Chairperson instructed that, all faculty should ensure the active participation of students in online classes. Faculty should use various online active learning tools, such as Moodle to Conduct Topic-wise MCQ Quizzes and Topic-wise Discussions, Online survey, Videos, etc.

Dr. S. K. Patil, Dean-Academics informed that, once Institute reopens the remaining practical will be conducted as crash-course.

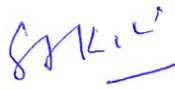
**Agenda Item No. 3: Discussion on other point with permission of Hon. Chairperson**

No other points was raised for further discussion.

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

  
Dr. Satyajit Patil  
Dean-Quality Assurance & IQAC Coordinator



  
Dr. Mrs. S. S. Kulkarni  
Director & Chairperson IQAC