



# **RAGHU INSTITUTE OF TECHNOLOGY**

## **(AUTONOMOUS)**

Approved by AICTE, New Delhi, and Permanently Affiliated to JNTUK, Kakinada

Accredited by NBA (ECE,EEE,MECH and EEE)

NAAC with 'A' Grade, Listed u/s 2(f) & 12(B) of UGC Act 1956

Dakamarri (V), Bheemili (M), Visakhapatnam-531162, Andhra Pradesh

### **Internal Quality Assurance Cell (IQAC)**

**THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(A. Y. 2018-19)**

**DATE:28.12.2018**

### **CIRCULAR**

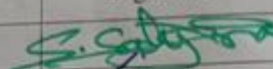
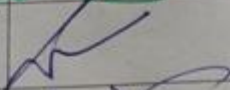

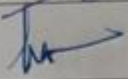


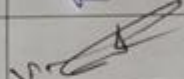
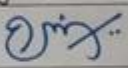
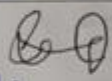
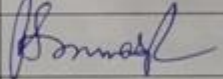
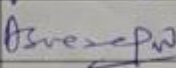
There will be an Internal Quality Assurance Cell (IQAC) committee meeting on 05.01.2019 at 2.30 PM in IQAC Cell. All the committee members are requested to make it convenient to attend the meeting.

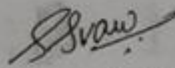
**Date: 05.01.2019, Time: 2.30 P.M. Venue: IQAC Cell**

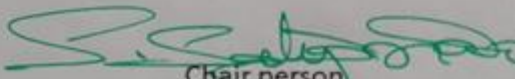
### **AGENDA**

1. Review of minutes of 2<sup>nd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Planning to look after the arrangements for Republic day celebrations.
4. Performance of students in final examinations
5. Research Proposals
6. Final year students Projects
7. Research and faculty publications
8. Activities under Professional Body

**Committee Members:**

S.NO	NAME	Designation	Signature
1	Dr. S.Satyanarayana	Principal	
2	Dr.P.S.R.Chowdary	Vice-Principal and HOD - Department of Electronics and Communication	
3	Dr.V.Sangeetha	HOD, Department of Computer Science Engineering	
4	Dr.P.Vijaykumar	HOD, Department of Mechanical Engineering	
5	Dr.G.Jogarao	HOD, Department of Electrical and Electronics Engineering	
6	Prof. P Venkata Surya Madhusudhan,	HOD. Department of Civil Engineering	
7	Mr.V.Srinivasa Rao	HOD, Department of Science and Humanities	
8	DrE.V.V. Ramana Murthy	Controller of Examinations, RIT	
9	Dr.V.V.S.S.S. Chakravarthy,	Associate Professor, Department of Electronics and Communication Engineering	
10	Mr. P.Srinivasarao ,	Placement Officer	
11	Dr.A.Srinivasarao,	Officer-Student Affairs	
12	Mr.Ch.Ashok Varma	Administrative Officer	

  
IQAC coordinator  
Dr S Srinivasan  
Professor & Dean  
Department of Mechanical Engineering

  
Chair person  
Dr S Satyanarayana  
Principal



# RAGHU INSTITUTE OF TECHNOLOGY

(AUTONOMOUS)

Approved by AICTE, New Delhi, and Permanently Affiliated to JNTUK, Kakinada

Accredited by NBA (ECE,EEE,MECH and EEE)

NAAC with 'A' Grade, Listed u/s 2(f) & 12(B) of UGC Act 1956

Dakamarri (V), Bheemili (M), Visakhapatnam-531162, Andhra Pradesh

Ref No.: RIT/IQAC/2018-19/3

Date: 05.01.2019

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC First Meeting

#### Meeting 3 – 05.01.2019

The 3<sup>rd</sup> meeting of IQAC was held at 2.30 p.m. on 05.01.2019 in IQAC Cell. The following members were present.

S.NO	NAME	Designation	Position
1	Dr. S.Satyanarayana	Principal	Chair Person
2	Dr. S. Srinivasan	Professor– Mechanical Dept.	IQAC Coordinator
3	Dr.P.S.R.Chowdary	Vice-Principal and HOD - Department of Electronics and Communication Engineering	Member
4	Dr.V.Sangeetha	HOD Department of Computer Science Engineering	Member
5	Dr.P.Vijaykumar	HOD, Department of Mechanical Engineering	Member
6	Dr.G.Jogarao	HOD, Department of Electrical and Electronics Engineering	Member
7	Prof. P Venkata Surya Madhusudhan	HOD. Department of Civil Engineering	Member
8	Mr.V.Srinivasa Rao	HOD, Department of Science and Humanities	Member
9	Dr EVV Ramana Murthy	Controller of Examinations, RIT	Member
10	Dr.V.V.S.S.S. Chakravarthy	Associate Professor, Department of Electronics and Communication Engineering	Member
11	Mr. P.Srinivasarao	Placement Officer	Member
12	Dr.A.Srinivasarao	Officer-Student Affairs	Member
13	Mr.Ch.Ashok Varma	Administrative Officer	Member

The meeting started on a welcome note by IQAC Coordinator, Dr S Srinivasan followed by his Presentation on objectives which include basic purposes, activities, and function of IQAC. The IQAC Coordinator proposed to conduct the IQAC meeting twice in an academic year.

The Chairperson Dr S Satyanarayana, Principal and Chair person requested all the members for open house discussion on academic excellence and promote quality aspects in academic institutions.

**Agenda 1: Review of minutes of 2<sup>nd</sup> IQAC Meeting**

The minutes of the meeting held on 14/09/2018 are approved by the Council

**Agenda 2: Action taken report on the decisions of the previous meeting**

S.No	Agenda	Action Taken
1	Review of minutes of 1 <sup>st</sup> IQAC Meeting	Reviewed the minutes of 1 <sup>st</sup> IQAC Meeting
2	Action taken report on the decisions of the previous meeting	Action taken report on the decisions of the previous meeting are discussed.
3	Syllabus completion status	Syllabus completion status report is collected in the first week of July and necessary instruction are given to the faculty members to complete the syllabus as per course plan.
4	Performance of students in Mid-1 examination	Performance of students in Mid-1 examination is documented and analyzed
5	Analysis of students feedback and measures taken	Students feedback is taken in month of August and instruction are given to the respective head of the department to take necessary action
6	Active participation faculty & Students in quality related workshops, Seminars etc	Departments have conducted workshop, seminars and guest lecture to improve the quality of the students.
7	Status on NPTEL enrollment of faculty members and the students	All the faculty members and large no of students have enrolled for NPTEL and the same is being monitored by the faculty In charge
8	NSS Activities	The following NSS activities are organized: <ul style="list-style-type: none"> <li>• Cyclone relief donation in Srikakulam.</li> <li>• Special camp Conducted in Dhakamarri village</li> <li>• Dental seminar conducted by Dr.U.Lakshman Varma</li> <li>• Tribute rally for the pulwama attack</li> <li>• ENGINEERS DAY organized NSS students</li> </ul>

**Agenda 3: Planning to look after the arrangements for Republic day celebrations**

Dr. S.Satyanarayana, Chair person, IQAC, RIT has discussed on the arrangements to be made to organize the republic day celebrations.

Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member,IQAC, RIT has requested all the heads of the department to guide the students of NSS and NCC to take active part in the Republic day celebrations

#### **Agenda 4: Performance of students in final examinations I sem**

Dr. S.Satyanarayana, Chair person, IQAC, RIT has discussed the results of I sem final examinations as the results are better than university average. He has expressed his happiness on the performance of students and further emphasized the need to improve the results further. Mr. P.Srinivasarao, Placement Officer, stressed the need to get good results as the no of eligible students for the placements depends mainly on academic results. Further, he explained the kinds of training programs offering by the college and the list of companies to be visited to the college for the placements

#### **Agenda 5: Research Proposals**

Dr.V.V.S.S.S. Chakravarthy, R & D coordinator, member, IQAC, RIT, briefed the list of proposals, eligibility and last dates of submission. He requested all the heads of the department to conduct meeting to make aware of the faculty members on research proposals.

Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member,IQAC, RIT has discussed the importance of applying research proposals. He requested all the eligible candidates having doctoral degree to concentrate on research proposals, consulting and funding from different agencies.

#### **Agenda 6: Final year students Projects**

Dr. S.Satyanarayana, Chair person, IQAC, RIT has enquired about the status of B.Tech Final year students projects. He has stressed all the heads of the department to the quality projects. Further he requested the heads to conduct project reviews as per guide lines.

Dr S Srinivasan, IQAC Coordinator, has requested the heads of the departments to undertake quality projects

#### **Agenda 7: Research and faculty publications**

Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member,IQAC, RIT has addressed the members and heads on importance of doing research, publishing the papers.

Dr.V.V.S.S.S. Chakravarthy, R & D coordinator, member, IQAC, RIT, has requested the members and heads to motivate the faculty to write and publish the quality papers.

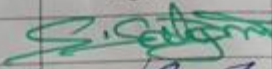
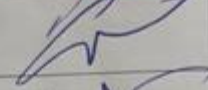
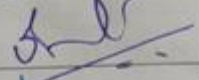
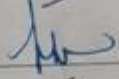



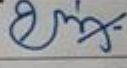

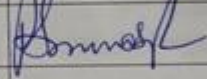
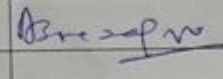
#### **Agenda 8: Activities under Professional Body**

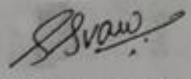
Dr S Srinivasan, IQAC Coordinator, RIT requested all the heads conduct the workshops and technical events under professional bodies. He opined that these kind of programs will fill the gap between academic curriculum and industry needs.


Dr. S.Srnivasan, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the second week of April 2019

The meeting ended with a formal vote of thanks.

Members attended the meeting:

S.NO	NAME	Designation	Signature
1	Dr. S.Satyanarayana	Principal	
2	Dr.P.S.R.Chowdary	Vice-Principal and HOD - Department of Electronics and Communication	
3	Dr.V.Sangeetha	HOD, Department of Computer Science Engineering	
4	Dr.P.Vijaykumar	HOD, Department of Mechanical Engineering	
5	Dr.G.Jogaroo	HOD, Department of Electrical and Electronics Engineering	
6	Prof. P Venkata Surya Madhusudhan,	HOD. Department of Civil Engineering	
7	Mr.V.Srinivasa Rao	HOD, Department of Science and Humanities	
8	DrEVV Ramana Murthy	Controller of Examinations, RIT	
9	Dr.V.V.S.S.S. Chakravarthy,	Associate Professor, Department of Electronics and Communication Engineering	
10	Mr. P.Srinivasarao ,	Placement Officer	
11	Dr.A.Srinivasarao,	Officer-Student Affairs	
12	Mr.Ch.Ashok Varma	Administrative Officer	

  
IQAC coordinator  
Dr S Srinivasan  
Professor & Dean  
Department of Mechanical Engineering

  
Chair person  
Dr S Satyanarayana  
Principal