



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 SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2018-19)

DATE:07.09.2018

CIRCULAR

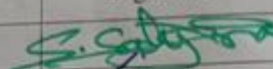
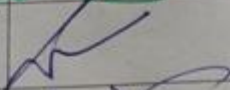

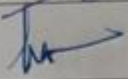


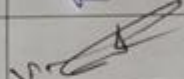
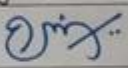
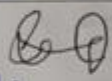
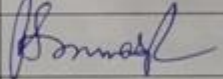
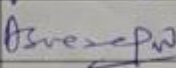
There will be an Internal Quality Assurance Cell (IQAC) committee meeting on 14.09.2018 at 2.30 PM in IQAC Cell. All the committee members are requested to make it convenient to attend the meeting

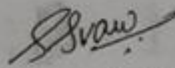
Date: 14.09.2018, Time: 2.30 P.M. Venue: IQAC Cell

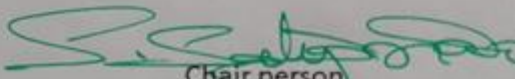
AGENDA

1. Review of minutes of 1st IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Syllabus completion status
4. Performance of students in Mid-1 examination
5. Analysis of students feedback and measures taken
6. Active participation faculty & Students in quality related workshops, Seminars etc
7. Status on NPTEL enrollment of faculty members and the students.
8. NSS Activities

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



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

Ref No.: RIT/IQAC/2018-19/2

Date: 14.09.2018

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC First Meeting

Meeting 2 – 14.09.2018

The 2nd meeting of IQAC was held at 2.30 p.m. on 14.09.2018 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.Vijaya Kumar	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 1st IQAC Meeting

The minutes of the meeting held on 09/06/2018 are approved by the Council

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

S.No	Agenda	Action Taken
1	Strengthening of teaching-learning process	Instructed all faculty to prepare course file and the same is verified as per guideleins
2	Planning of meeting with department heads on Subject allocation and teaching loads.	Verified subject allocation as per subject experts and teaching loads of the faculty as per guidelines
3	Planning of Transport facility for non-residential students	Held departmental meeting with the non-residential students by respective head of the department and the problems are resolved.
4	Framing of Research policies for promoting research culture and organization of Conferences/Workshop/FDP/STTP etc.	Framed the research policies and the same is informed to faculty members
5	Planning for NPTEL enrollment of faculty members and the students.	Motivated the faculty and students to enroll for NPTEL and deputed a faculty in charge to look after these activities
6	Previous Academic year Results and discussion	Previous Academic year Results are discussed and documented
7	Strengthening of student associations and their participation in National Technical Events	Students are requested to form associations and motivated to participate in technical events to gain knowledge on recent trends in engineering.

Agenda 3: Syllabus completion status reports

Dr. S.Satyanarayana, Chair person, IQAC, RIT has discussed on the status of Syllabus completion reports of all departments. He has expressed his good opinion on the progress of syllabus completion that all have completed 3 units of syllabus by the start of 1st mid examination

Agenda 4: Performance of students in Mid-1 examination

Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member, IQAC, RIT expressed that the performance of students

in 1st mid examination is up to the mark and stressed the role of faculty in improving the quality of students in Quiz test conducted on line by NTUK.

Dr S Srinivasan, IQAC Coordinator, has requested the heads of the departments to maintain the same quality of work to get the best performance from students even in 2nd Mid and Final examinations.

Agenda 5: Analysis of students feedback and measures taken

Dr. S.Satyanarayana, Chair person, IQAC, RIT has discussed the analysis of students feedback and informed all the members present that 90 % of students are happy the system work of HOD and faculty.

Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member,IQAC, RIT stressed the need of counseling and motivating the faculty having poor feedback.

Agenda 6: Active participation of faculty & Students in quality related workshops, Seminars etc

Dr S Srinivasan, IQAC Coordinator, has requested the all heads of the departments to motivate the faculty and students to conduct and attend the workshops, seminars etc to gain much information in recent developments in engineering and science.

Dr.P.Vijaya Kumar, HOD, Department of Mechanical Engineering, has opined that faculty attending the workshops, seminars and FDPs can deliver the content to the students beyond academics

Agenda 7: Status on NPTEL enrollment of faculty members and the students.

Dr. S.Satyanarayana, Chair person, IQAC, RIT has requested the heads and members to motivate the faculty to make use of on line courses.

Dr S Srinivasan, IQAC Coordinator, has requested the all heads of the departments to motivate and make the faculty to enroll in NPTEL Courses. He has also expressed that enrolling and writing the NPTEL examination is one way gaining the knowledge

Agenda 8: Planning of NSS Activities

Dr. S.Satyanarayana, Chair person, IQAC, RIT, decided to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

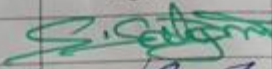
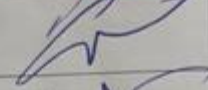
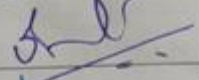
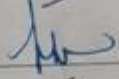



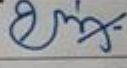

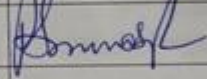
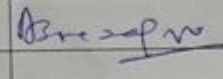
Dr.P.S.R.Chowdary, Vice-Principal and HOD - Department of Electronics and Communication Engineering, Member,IQAC, RIT, has requested all the heads and members to take active part in the NSS activities which may in turn motivate the NSS students.

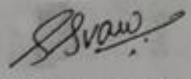
Dr.G.Jogarao, HOD, Department of Electrical and Electronics Engineering, has expressed his happiness on involvement of NSS and NCC cadets in making Independence day celebrations a grand success.


Dr. S.Srinivasan, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of January 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	
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