

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NO. RIT/IQAC/11/2019

Venue: Online via Zoom application

A meeting of all the members of IQAC was held on Thursday, 14th May, 2020 at 11 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. Dr. A. M. Gurav, University representative, SUK, Kolhapur
4. Mr. R. T. Patil, Industry representative
5. Prof. Dr. R. M. Kurlapkar, External member
6. Mr. J. V. Khade, member, External member
7. Dr. S. K. Patil, member, Dean-Academics, RIT
8. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
9. Dr. A. B. Kakade, member, Dean-R&D, RIT
10. Dr. L. M. Jugulkar, member, Dean-Student Development, RIT
11. Prof. S. U. Mane, member, faculty, RIT
12. Prof. Mrs. S. P. Patil, member, faculty, RIT
13. Prof. VRSV BharathPulavarthi, member, faculty, RIT
14. Mr. Abhishek Vijay Kumbhar, member, Student representative, RIT
15. Ms. Ketaki Deepak Kole, member, Student representative, RIT
16. Dr. Satyajit R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

Mrs. Sarika D. Patil attended the meeting in the position of In-charge Registrar.

Dr. Satyajit Patil, IQAC coordinator welcomed the Chairperson Dr. Mrs. S. S. Kulkarni, Hon. R. D. Sawant, Management representative, Kasegaon Education Society, Dr. A. M. Gurav, University representative, SUK, Kolhapur, Mr. R. T. Patil, Industry representative, Prof. Dr. R. M. Kurlapkar, External member, Mr. J. V. Khade, External member and all the members of the IQAC.

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

Agenda Item No. 1: To confirm minutes of meeting and informing about ATR of 10th IQAC meeting dated 3rd March, 2020.

IQAC coordinator read the MoM and ATR of 10th IQAC meeting held on Tuesday, 3rd March, 2020. Discussions were held with reference to ATR of the same.

- Dr. L. M. Jugulkar conveyed that counseling/motivational sessions for parents, especially mothers and girl students to bring awareness about sensitization towards gender equality and rising career and employment opportunities for girl students in the corporate and government sector on the backdrop of the need for gender balance could not be conducted due to Covid19 pandemic and Hon. Director informed that these sessions will be arranged online by considering the availability of parents of the girl students. Dr. A. M. Gurav, University representative, SUK appreciated the initiation and offered one session online for the same to engage girl students and their parents.
- It was informed that a session on “Expectation Mapping and Career Counseling” was conducted by DMS for SY MBA students through Bodh Bridge ESPL on Saturday, 19th October 2019. Dr. A. M. Gurav, University representative, SUK, Kolhapur suggested arranging a webinar on expectations of the industry before and after the Covid-19 scenario.
- Hon. Director informed that RIT has received quotations from various agencies and finalized agency and work to be done for maintaining the hygiene of workers at Waste Water Management System. The implementation part of the proposed system will be completed after reopening the institute officially after the lockdown.
- Hon. Director informed that primary discussions were held on controlling food waste at hostels. After the lockdown, it is planned to conduct some more interactive sessions and activities to bringing a complete awareness among the students and hostel staff. Dr. A. M. Gurav appreciated the actions being taken on food waste by RIT and; also shared certain models and suggestions with Hon. Director to control the food waste.

- Mrs. Sarika D. Patil, i/c Registrar informed that data required for the Gender Audit AY 2019-20 is ready. She also informed that physical audit is delayed due to Covid-19 calamity and will be completed after resuming the institute officially.
- Prof. P. M. Mohite, Dean-Infrastructure conveyed that due to lockdown visit of auditors for Green Audit AY2019-20 is postponed and this will be completed after reopening the institute.
- HoD, Mechanical Engineering conveyed that due to unavailability of employee and faculty because of Covid-19 lockdown, the implementation part of conducting physical tests for the employees of SMAK industries with IE lab equipment is postponed and this will be progressed after reopening the institute after completion of lockdown.
- Hon. Director informed that setting appropriate mechanisms for Maintenance of campus infrastructure and frame institutional policy is in progress and is to be finalized.
- Hon. Director, regarding feedback to non-teaching staff based on performance appraisal, informed that a document mentioning given targets and feedback given by the committee members will be attached with appraisal and also will be shared a photocopy of it with the non-teaching staff.
- Hon. Director discussed available software packages and their key features for Document Journey Management System (DJMS), also opined that open-source software packages will bring more advantage for RIT for the same.
- Dr. Satyajit Patil, Dean- Quality Assurance informed that by October 2020, AQAR for AY2018-19 could be submitted to NAAC. He informed that the required data is ready and will be submitted once the institute is reopened. Dr. R. M. Kurlapkar, External member confirmed and shared the notice of the same with the members of IQAC.
- Dr. Satyajit Patil mentioned that PBAS API proforma is shared with all Deans and Heads to seek their feedback with regard to implementation and the final draft will be submitted to Hon. Director for approval after reopening the institute. Hon. Director asked for the opinion on changes included by UGC in PBAS and Dr. A. M. Gurav offered an online webinar and discussion forum for the faculty of RIT to clear all the doubts related to the same.

- Mrs. Sarika Patil, i/c Registrar informed that the required process to get approval from AICTE to start a new UG program 'Mechatronics' with 60 intake under the Department of Mechanical Engineering is completed and uploaded the required documents at the AICTE portal and same the procedure is followed for the closure of two PG programs viz. PG Electronics and PG Mechanical. She also mentioned that the completion of online scrutiny through the AICTE portal is expected by the 3rd week of May 2020.
- Mrs. SarikaPatil, i/c Registrar presented initiations taken to attract quality students for AY2020-21. Also Hon. Director added that a registration facility is provided at the website of the institution for the aspirants of Diploma, UG, PG andBusiness Administration courses at RIT which can be used to identify the interested students and parents. Following points were suggested by the members.
 - Hon. R. D. Sawant opined that due to Covid-19 calamity, most of the engineering education aspirants may avoid colleges which are far from their home town and seek one of the good colleges in nearby vicinity and RIT should take this opportunity to counsel parents and students to attract meritorious students for AY2020-21. He also suggested to consider psychological aspects of parents and students related to the admission process.
 - Dr. A. M. Gurav suggested to instruct faculty to conduct online webinars for the parents and students of SSC and HSC every week and available contact information can be utilized to attract quality students for admissions. He also suggested to conduct a virtual visit to the campus however Hon. Direct informed that a complete virtual tour of RIT is already placed on the institution website.
 - Mr. R. T. Patil, Industry representative opined that android based mobile applications also can be used to convey the message related to the admission process at RIT to the parents and students of HSC. Also, he opined that mobile apps can be utilized to collect the interest of stakeholders related to the admission process. Hon. Director informed that providing mobile apps for the same is in progress and instructed Mrs. Sarika Patil to take the follow-up.

- Dr. A. B. Kakade, member, Dean-R&D demonstrated ritindia.irins.org web portal where overall organization, department and individual faculty wise publication details are available. Hon. Director appreciated the efforts taken by the Dean R&D for the same.

Agenda Item No. 2: Brief about RIT's online course delivery and evaluation initiative.

- Dr. S. K. Patil, Dean- Academics presented initiations taken by RIT during the Covid-19 outbreak to engage students in academics. He explained how RIT has implemented the initiations like “Interrupted classes, Uninterrupted Learning (ICUL)” under the guidance of Hon. Director to benefit around 3500 students through online education. He explained how RIT faculty have conducted regular classes as per regular time table, the organization of monitoring system by the Academicsteam. He informed that total 250 faculties delivered approximately 130 lectures per day by following regular time table slots, e-resources generated were around 1000 and more than 100 online quizzes have been conducted using institute Moodle portal. Also, he conveyed the gratitude given by the faculty for engaging them in the continuous teaching-learning process through online.

Agenda Item No. 3: Brief about the FDPs/PIPs/webinars organized by RIT during the lockdown period.

- Dr. S. K. Patil presented the information about FDPs/PIPs/webinars conducted by various departments of RIT. He mentioned that total 93 webinars were conducted by RIT during Covid-19 outbreak with participants from RIT, outside RIT, national and international platforms.

Agenda Item No. 4: Brief about RIT's proposals for GEDC's virtual internships for national and international students.

- Dr. S. K. Patil briefed about proposed virtual internships under the “Global Engineering Deans Council (GEDC's)” offering by various departments of RIT for the participants of India and various foreign countries. Hon. Director mentioned that due to Covid-19 outbreak, offering physical internships at industry could not be possible and these GEDC certified Five-Week virtual internships which are

equivalent to industry internships will help students to become an industry ready by providing hands-on practices with various cutting edge technologies. Dr. A. M. Gurav, University representative, SUK mentioned that as per the norms of the autonomous institute, this could be possible to implement and appreciated the initiations taken by RIT in this regard.

Agenda Item No. 5: RIT's product development for COVID-19 calamity.

- Dr. A. B. Kakade, Dean-R&D presented various products developed by RIT for the need of society during Covid-19 calamity. The details of products and team are given below.
 - Pedal-operated hand sanitizer dispenser unit is developed by Mr. Suryakant Dodmise and the students of RIT and a total of 200 units were sold out during March- April 2020.
 - Automatic hand sanitizer dispenser which is available in three different capacities and a total of 40 units were sold out and 20 units were in pipeline.
 - Mr. Harshal Patil (Industry Liaison Officer), Mr. Lokesh Patil (Assistant professor, Department of Mechanical Engineering) and other three laboratory assistants are working to develop these products as per customer requirements.
 - Hon. Director added that Prof. Supriya Sawant from Automobile Engg. Department has developed "**Plasmonic nanoparticles-based anti-pathogen face mask**" and RIT is looking forward for the technology transfer.

Agenda Item No. 6: Presentation of post-COVID 19 rehabilitation plan for RIT.

- Dr. Satyajit Patil proposed post-COVID 19 rehabilitation plan for RIT which was prepared under the guidance of Hon. Director, RIT with the main goal to prioritize health and safety of the students and faculty and requested for the suggestions for the same. Hon. Director added that thermal scanners will be placed to build confidence among the students during the examinations and will take care to bring awareness and maintaining a discipline on the campus. Dr. A. M. Gurav appreciated the efforts being taken by RIT. Hon. R. D. Sawant suggested seeking help from Municipal Corporation of Islampur to sanitize RIT campus. It was decided to share the plan with all external IQAC members for their review and possible suggestions and feedback.

Agenda Item No. 7: Findings of NAAC Student Satisfaction Survey 2019-20.

- Dr. Satyajit Patil presented the findings of the NAAC Student Satisfaction Survey for AY2019-20. Hon. Director instructed all the Heads of the Departments to ensure percentage participation as a minimum of 70-75% in such feedback processes. They were asked to share the findings and suggestions received from the students with the faculty members and hold discussions.

Agenda Item No. 8: Brief on ongoing NBA cycle for PG and Diploma programs.

- Dr. Satyajit Patil informed that visit of NBA committee for two PG programs (Mechanical- Thermal Engineering and Civil – Structural Engineering) and three Diploma programs (Mech., Civil, and Electrical Engineering) is postponed due to unavailability of committee members with NBA due to Covid-19 pandemic. Hon. Director suggested to take follow up regarding probable dates of committee visit from NBA after the lockdown.

Agenda Item No. 9: Current NBA status and identification of programs for NBA cycle 2020-21.

- Dr. Satyajit Patil presented the statistics of NBA accreditation status of various UG, PG and Diploma programs of the institute.

Agenda Item No. 10: NAAC AQAR submission for 2018-19.

- Dr. Satyajit Patil informed that the date for uploading online AQAR is extended up to 31st October 2020. He informed that data is already collected and will be submitted to NAAC after reopening of the institute.

Agenda Item No. 9: Discussion on other points with permission of chairperson.

- Hon. R. D. Sawant suggested providing online access to the library for the benefit of students and faculty. Hon. Director mentioned that such a facility is already in practice by providing online books and research papers and will explore more possibilities to provide access to the students.

- Dr. A. M. Gurav suggested exploring more online applications like Webex, Goto meeting, Google classroom etc. for delivering online lectures.

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

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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 11th IQAC Meeting held on 14th May, 2020.

| Sr. No. | Description of Work | Responsible Person/s | Action Taken |
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| 1. | To arrange online counseling/motivational sessions including one of the session of Dr. A. M. Gurav, SUK, Kolhapur for parents, especially mothers and girl students on sensitization towards gender equality and rising career and employment opportunities for girl students in the corporate and government sector on the backdrop of the need for gender balance in AY2019-20. | Dean- Student Development | The session of Mrs. Alka Joshi, about Gender sensitization was organized on 11 th October 2020 (150 girl students and their parents participated). She is Social worker, Leading activist in Stree Mukti Sangram from Pune. |
| 2. | To arrange a webinar by industrial experts on expectations of the industry before and after the Covid-19 scenario for MBA students in May-June 2020. | HoD, MBA Dept. | A Webinar was conducted by Mr. Kalyan Kumar (Eminence Solutions, Hr Professional & Certified Trained Trainer) on Getting Placement Ready in COVID-19. |
| 3. | To complete proposed work on Waste Water Management System presented during 9 th IQAC meeting by keeping the hygiene of workers in consideration. | Dean-Infrastructure Dr. Y. M. Patil | Detailed estimate is prepared. |

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| 4. | To take appropriate steps to control food waste at hostel mess by referring certain rules and models shared by Dr. A. M. Gurav, University representative, SUK and to bring awareness among the students. | Dr. S. D. Yadav | <p>A appropriate steps to control food waste at hostel mess by referring certain rules and models for coming academic year–</p> <ul style="list-style-type: none"> • Plan for “No Food Waste” and “value for the food” campaigning among the hostel students during coming semester. • Plan to display boards “Not to waste food” in the all hostel mess before coming semester. • The hostel management now onwards with certain plan more focuses on quality and cleanness in the hostel food and mess kitchen. <p>(Already we utilize 40 kg waste food for our biogas plant out of 80 kg and generated biogas is supplied to mess for cooking food free of cost. Remaining 40 kg waste food hand over to nearby farmer who serves it to animals.)</p> |
| 5. | To conduct and present the findings of Gender Audit for AY2019-20. | Mrs. Sarika D. Patil | <p>We have submitted the letter to Shivaji University regarding conduction of Gender Audit. Reply is pending due to lockdown. We have kept our documentation ready. After receiving their reply, we will submit it to University.</p> |
| 6. | To conduct and present the findings of Green Audit for AY2019-20. | Dean-Infrastructure | It is not completed due to Covid -19. |
| 7. | To conduct physical tests for the employees of SMAK industries with IE lab equipment by taking help from Mr. R. T. Patil. | HoD, Mechanical Engg. | Due to Covid 19, we are unable to conduct test. Once situation permit we will plan it. |

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| 8. | To set appropriate mechanism for the Maintenance of campus infrastructure and frame institutional policy for the same. | Dean-Infrastructure | It is being set. |
| 9. | To present the progress of implementing DJMS (Document Journey Management System) at RIT | Mrs. Sarika D. Patil | It is prepared and will be presented in the upcoming IQAC Meeting. |
| 10. | To submit AQAR at the NAAC portal for AY2018-19 to NAAC. | Dean-QA | The AQAR is ready and will be submitted during 20-25 th Oct. 2020. |
| 11. | To submit PBAS API proforma final draft to Hon. Director for approval. | Dean-QA | The final draft of PBAS API is being worked upon and shall be shared with Hon. Director by November end. |
| 12. | To take follow up and present progress to explore opportunities to attract quality students for the AY2020-21 admission process. | Dr. L. M. Jugulkar Mrs. Sarika D. Patil | <ul style="list-style-type: none"> • While giving management admissions we are preferring meritorious students only. • We are giving provisional admissions to the students having marks in PCM group above 150 only. <p>We have implemented O2 Breathing app in RIT.</p> |
| 13. | To explore the possibility to arrange weekly webinars for students of HSC and their parents from the viewpoint of admissions. | Dr. L. M. Jugulkar | <p>Team under the heading of Dr. D. G. Thombare was formed and they have conducted 7 webinars for aspiring students and their parents.</p> <p>Two Whatsapp groups are formed to send the admission related information.</p> |
| 14. | To deploy mobile app for reaching out to and facilitating the admissions process. | Dr. L. M. Jugulkar Head CSE Head CS & IT | Dr. A K Kannur, Dr. S A Thorat are jointly working with O2 breathing Pvt. Ltd., Pune and the project is deployed in Google play store and students are using it. |

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| 15. | To execute a plan for academics and examinations for even semester of Academic Year 2019-20 and the odd semester of Academic Year 2020-21, in lieu with UGC, AICTE, DTE, and SU directives. | Dean Academics, | We have planned and executed online teaching and examination for even semester of Academic Year 2019-20. |
| 16. | To prepare and present a detailed plan for conducting academic activities like theory and laboratory sessions (online/offline) in odd semester of AY2020-21 by adhering social distancing norms and considering availability of infrastructure (classrooms, conference halls and laboratories). | Dean Academics | We have prepared plan for conducting academic activities like theory and laboratory sessions (online/offline) in odd semester of AY 2020-21 by adhering social distancing norms and considering availability of infrastructure (classrooms, conference halls and laboratories). At present faculties are conducting online lectures smoothly on MS Teams. |
| 17. | To plan and conduct NSS activities regarding bringing awareness about post COVID-19 challenges in the interest of the nearby community during the odd semester of 2020-21 in adherence to social distancing norms. | Dean- Student Development | ‘Mazi Kutumbha, Mazi Jababdari’ program was conducted by NSS on 2 nd October 2020 for all teaching and non-teaching staff. NSS students are actively participated in campaigning for COVID 19 on social networking platform. (Video and slogan) |
| 18. | To prepare and present policy guidelines for accessing Gymnasium and Sports facilities in adherence to social distancing norms for odd semester of 2020-21. | Dean- Student Development | We are working on it. |
| 19. | To organize Training to maintenance staff and security persons focusing on post COVID-19 challenges and precautions (when the college resumes after the lockdown). | Dean-Infrastructure | They are trained for use of thermal scanners, keeping social distancing. During CET exam they are working well. |
| 20. | To install and use thermal scanners at the RIT entrance gates and RIT Hostel entrance. | Dean- Infrastructure The Rector Prof. S. T. Satpute | Installed. |

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| 21. | To distribute face masks to the cleaning team and hostel staff of RIT. | The Rector | <p>Approximately 90% hostel activities are suspended due to Covid 19 situation, only 4 students and 30% staff is present to support these students by taking proper care considering Covid 19 situation.</p> <p>Already made compulsory to all to wear facemasks for cleaning support staff and hostel staff of RIT hostel and at Hostel Gate, Hostel office made available sanitizers and hand washers to all staff, incoming students and parents.</p> <p>In addition, we provide stay arrangements on the campus for staff, students or parent those who travel from long distance by considering proper mechanism to track movements of them outside the campus.</p> <p>We have a plan to enforce high standards of hygiene for cleaning teams, mess workers, canteen workers and at various places as hostel activities will be started.</p> |
| 22. | To enforce high standards of hygiene for cleaning teams, mess workers, canteen workers and at various places, To make available sanitizers and hand washers at appropriate places. Also to provide stay arrangements on the campus for cleaning teams, canteen staff and hostel mess workers, if required and to set proper mechanism to track movements of them outside the campus. | Dean Infrastructure The Rector | Presently sanitization of verandahs and locations where more number of persons are visiting, sanitization by sodium hypochlorite is regularly done. |

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| 23. | To install sanitizer dispensing units or to make available of Sanitizers and hand washers at various places of RIT campus like at mess, canteen, RIT guest house, Gymnasium, entrance of college and all the departments. | Dean-Infrastructure The Rector Prof. S. T. Satpute | Done |
| 24. | To ensure entry to mask-users only, onto the RIT campus during the odd semester of 2020-21. | Dean Infrastructure | It is observed. |
| 25. | To explore possibilities of virtual internships for students during AY2020-21. | Dean Academics Head-TPO | As per discussion, we have registered our Institute on various platforms for Virtual Internships and also uploaded students data as follows, <ul style="list-style-type: none"> • Internshala • First Naukri • AICTE Internship We are in continuous follow-up with these agencies for confirming IIP Track Students Internship for AY 2020-21 at the earliest. |
| 26. | To explore possibility to revise the current batch size of 20 students to smaller batch sizes at Central Workshop, if required for odd semester of 2020-21. | Head – Mechanical Engg. Central Workshop in-charge | We will work on it once college reopen. |
| 27. | To arrange training to hostel staff, students focusing on post COVID-19 challenges and precautions. | The Rector | We had meeting to guide all hostel staff, students focusing on post COVID-19 challenges and precautions. Also, circulate guidelines related to COVID-19 challenges and precautions. We strictly instructed securities personnel to supervise, with all staff, incoming students and parents wear facemasks, sanitize hand, and make entry details in record at hostel entry gate. |

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| 28. | To review current occupancy of THREE students per room to assess the possibility to accommodate TWO students per room in RIT hostel, if required for odd semester of 2020-21. | The Rector | At present only four International, students are staying in hostel campus and current occupancy of one students per room. When hostel activities will commenced the possibility to accommodate TWO students per room in RIT hostel with proper care. |
| 29. | To ensure the use of face mask, use of sanitizer, following of social distancing norms by students, staff in the department, and conduction of laboratories online wherever it is possible, if required during odd semester of 2020-21. | Dean – Academics | Academic activities for odd semester 2020-21 are conducted in online mode. |
| 30. | To seek cooperation from Municipal Corporation of Islampur to sanitize the RIT campus twice a week. | Dean- Infrastructure | Housekeeping workers are doing the job. |
| 31. | To select various eligible programs for the next cycle of NBA accreditation process. | Dean- QA | The programs selected are: MBA and PG Electronics |