MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
MEETING NO. RIT/IQAC/12/2020

Venue: Online via MS Teams application

A meeting of all the members of IQAC was held on Monday, 19th October, 2020 at 3.00 p.m.

Following members were present –

1. Dr. Mrs. S. S. Kulkarni, Director & Chairperson
2. Hon. R. D. Sawant, Management representative
3. Prof. Dr. R. M. Kurlapkar, External member
4. Mr. J. V. Khade, External member
5. Dr. S. K. Patil, member, Dean-Academics, RIT
6. Prof. P. M. Mohite, member, Dean-Infrastructure, RIT
7. Dr. A. B. Kakade, member, Dean-R&D, RIT
8. Dr. L. M. Jugulkar, member, Dean-Student Development, RIT
9. Mrs. Sarika D. Patil, In-charge Registrar, RIT
10. Prof. S. U. Mane, member, faculty, RIT
11. Prof. VRSV Bharath Pulavarthi, member, faculty, RIT
12. Mr. Abhishek Vijay Kumbhar, member, Student representative, RIT
13. Dr. Satyajit R. Patil, IQAC Coordinator, Dean-Quality Assurance, RIT

The following members could not attend the meeting and informed earlier.

1. Dr. A. M. Gurav, University representative, SUK, Kolhapur
2. Mr. R. T. Patil, Industry representative
3. Prof. Mrs. S. P. Patil, member, faculty, RIT
4. Ms. Ketaki Deepak Kole, member, Student representative, RIT

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

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

Agenda Item No. 1: To confirm minutes of meeting and informing about ATR of 11ᵗʰ IQAC meeting dated 14ᵗʰ May, 2020.

IQAC coordinator read the MoM and ATR of 11ᵗʰ IQAC meeting held on Thursday, 14ᵗʰ May, 2020. Discussions were held with reference to ATR of the same.

- Dr. L. M. Jugulkar, Dean-Student Development conveyed that The session by Mrs. Alka Joshi, Social worker, Leading activist in Stree Mukti Sangram from Pune was organized on 11ᵗʰ October 2020 for girl students and their parents 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. Also he mentioned that around 150 girl students and their parents attended this session. Hon. Chairperson appreciated the effectiveness of the session content and delivery of resource person and opined to arrange another session for both boys and girls students with the help of Mrs. Alka Joshi.

- HoD, Department of MBA conveyed that a webinar was conducted by Mr. Kalyan Kumar, Eminence Solutions, HR Professional & Certified Trainer on expectations of the industry before and after the Covid-19 scenario for MBA students on 12ᵗʰ May, 2020.

- Prof. P. M. Mohite, Dean-Infrastructure conveyed that the estimated cost of the proposed system is high and the suggestion was received from the members of construction committee to look for cost-effective solution for the implementation of proposed work on Waste Water Management System to recycle the water resources. Mr. J. V. Khade suggested to arrange a technical session to understand techniques used for such systems by various MNCs and Hon. Chairperson directed Prof. P. M. Mohite, Dean-Infrastructure to arrange a technical session for faculty.

- Dr. S. D. Yadav, Rector, RIT conveyed that they have planned to conduct the following activities related to control of food waste at college hostel.

  - Plan for "No Food Waste" and "value for the food" campaigning among the hostel students during the next semester.
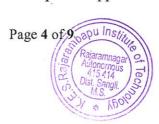
- Plan to display boards "Not to waste food" in the all hostel mess before the next semester.
- The hostel management now onwards with a certain plan shall focus on quality and cleanliness in the hostel food and mess kitchen.

Also he conveyed that around 40 kg food waste out of 80 kg is being used for RIT biogas plant and generated biogas is supplied to mess for cooking food for free of cost. Remaining 40 kg waste food is handed over to nearby farmers who serves it to animals.

- Mrs. Sarika D. Patil, I/c Registrar informed that office has submitted an application letter regarding the conduction of Gender Audit for AY2019-20 to Shivaji University and the process is delayed due to Covid-19 calamity and document will be submitted once permission is received from the University.

- Prof. P. M. Mohite, Dean-Infrastructure informed that visit of auditors for Green Audit AY2019-20 is scheduled in the month of November, 2020 and findings will be presented after the completion of audit work.

- HoD, Mechanical Engineering conveyed that due to the Covid-19 pandemic, the implementation part of conducting physical tests for the employees of SMAK industries with IE lab equipment could not be possible.

- Prof. P. M. Mohite, Dean-Infrastructure informed that institutional policy is being framed for mechanisms for Maintenance of campus infrastructure for maintaining and utilizing physical, academic and support facilities and formed separate teams for maintaining infrastructure civil works, housekeeping, electrical-related works, computers and campus security.

- Mrs. Sarika Patil, I/c Registrar presented the proposed mechanism of Document Journey Management System (DJMS) at RIT and names of team members with designations. Hon. R. D. Sawant, Management representative, Kasegaon Education Society suggested to add an appropriate automatic mechanism to sort the inward/outward documents based on a priority basis and Hon. Chairperson positively responded to the suggestion.

- Dr. Satyajit Patil, Dean-Quality Assurance mentioned that AQAR for AY2018-19 is ready and will be submitted at NAAC portal during 20-25th of October, 2020.

- Dr. Satyajit Patil, Dean-Quality Assurance informed that the final draft of PBAS API proforma shall be shared with Hon. Director for approval and for the implementation for AY 2020-21. Hon. Chairperson guided Dean-QA to ensure the measurement of major contributions of the faculty members which are useful for the overall growth of students and research culture at RIT.

- Dr. L. M. Jugulkar, Dean-Student Development informed that for AY2020-21 preference is given to the meritorious student for provisional admissions and admissions under the management category. Hon. R. D. Sawant opined that the responsibility of attracting meritorious students should be shouldered by faculty members and Hon. Chairperson conveyed the efforts taken by the admission committee for AY2020-21 and also informed that RIT is accelerating the admission campaign for AY2021-21 in view of conclusion of CET.

- Mrs. Sarika Patil, I/c Registrar mentioned that O2 breathing application for reaching stakeholders to facilitate the admission process is deployed at Google play store and being used for admission process.

- Dr. L. M. Jugulkar, Dean-Student Development informed that a team under the leadership of Dr. D. G. Thombare is formed and total 7 webinars were conducted for aspiring students and their parents. He further mentioned that two WhatsApp groups have been formed comprising the stakeholders to update with admission related information of RIT. Hon. Chairperson directed Dr. L. M. Jugulkar, Dean-Student Development to conduct such webinars after the announcement of Common Entrance Test results as well.

- Dr. S. K. Patil, Dean- Academics informed that RIT has planned and implemented online teaching activities using Zoom application and examinations through Moodle server for even semester of Academic Year 2019-20. Also mentioned that all online teaching actives are shifted to MS Teams applications for AY 2020-21 and conduction of laboratories are being planned either online or physically, by following social distancing norms.

- Dr. L. M. Jugulkar, Dean-Student Development informed that a program titled 'Maze Kutumba, Mazi Jababdari' for all teaching and non-teaching staff was conducted by NSS on 2nd October 2020. Hon. Chairperson appreciated the efforts taken by the team

for conducting such informative and effective program. He further informed panel members about other NSS activities initiated at RIT campus. Hon. Chairperson informed external members about the Insurance facility regarding Covid-19 pandemic provided for the employees of RIT.

- Dr. L. M. Jugulkar, Dean-Student Development informed that he will present policy guidelines for accessing Gymnasium and Sports facilities in adherence to social distancing norms for odd semester of 2020-21 in next IQAC meeting for the approval.

- Prof. P. M. Mohite, Dean-Infrastructure informed that thermal scanner are placed at all the entrance gates to RIT campus and also mentioned that the training on use of thermal scanners and social distancing norms has been provided to the security staff and effectiveness of the implementation is being monitored from the office of Dean-Infrastructure.

- Dr. S. D. Yadav, Rector, RIT mentioned that 90% of hostel activities are suspended and only 4 students and 30% staff is present to support these students by taking proper care considering the Covid-19 pandemic situation. Wearing mask has been made compulsory to 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. Also conveyed that arrangements have been made on the campus for staff, students or parents - who travel from long distance for staying purpose, including tracking of the movements of guests.

- Prof. P. M. Mohite, Dean-Infrastructure informed that housekeeping staff is sanitizing the whole RIT campus with sodium hypochlorite since April 2020. And sanitizer dispensary units are made available all across the RIT campus and it is being monitored by the office team of Dean-Infrastructure.

- Dr. S. K. Patil, Dean- Academics informed panel members about the online virtual internship programs offered by various departments of RIT, on emerging topics for the students during the pandemic time i.e. June 2020.

- Prof. P. M. Mohite, Dean-Infrastructure mentioned that sanitizing the campus with the help of Municipal Corporation is not possible; however housekeeping staff have been trained and they do the same job effectively.

Agenda Item No. 2: Brief about RIT's ongoing academic planning and execution as well as new programs.

- Dr. S. K. Patil, Dean- Academics mentioned the implementation and effectiveness of the teaching-learning activities and conduction of examinations of even semester of AY2019-20 during the lockdown. Also informed that final end semester examinations were conducted as per GR received from the Government of Maharashtra for AY2019-20.

- Dr. S. K. Patil, Dean- Academics presented the detailed implementation plan, lecture monitoring scheme and Student (SLI) feedback mechanism of academic activities of AY2020-21. He informed panel members that RIT has deployed the licensed version of MS Teams application and online teaching-learning activities are being conducted through MS Teams applications for AY 2020-21 since 1st of August 2020; after imparting one-week faculty training program on "Effective Conduction of Online Lectures Using ICT Tools" and a webinar on "Use of MS Teams for online lectures" for the faculty members of RIT. He mentioned that by considering the current scenario of Covid-19 pandemic and social distancing norms, RIT is planning to conduct laboratories through virtual mode for odd semester of current academic year in November, 2020. He informed that examinations are being conducted (In-semester examinations and unit test examinations) effectively through Institute Moodle server. Hon. Chairperson appreciated the efforts taken by the faculty of RIT for accepting the challenge to teach online from March 2020. Mr. J. V Khade, External member appreciated the efforts taken by the institute for the smooth conduct of the teaching activities through digital platform during the lock-down period.

Agenda Item No. 3: Brief about the new developments

Application for change in nomenclature of Computer Science and IT to Computer science Engineering (Artificial intelligence and Machine learning)

- Mrs. Sarika Patil, I/c Registrar informed that RIT has applied for the change in nomenclature for the two UG programs named Mechanical Engineering Automobile to Automotive Technology; and Computer Science and Information Technology to

Computer Science and Engineering (Artificial Intelligence and Machine Learning) along with a PG program named Mechanical Engineering Automobile to Automotive Technology. She mentioned that RIT office is expecting NOC from the University by January, 2021.

About application for starting Ph. D. program in Management Studies department

- Mrs. Sarika Patil, I/c Registrar informed the panel members that RIT has submitted proposal to Shivaji University, Kolhapur to start Ph. D. program in the Department of Management Studies and expecting approval committee visit by December 2020 - January 2021. Hon. Chairperson informed external members that RIT received approval from AICTE to start a UG Program named Mechatronics with an intake capacity of 60 under the Department of Mechanical Engineering from AY2020-21.

About application of GEDC Diversity award

- Dr. Satyajit R. Patil, Dean-Quality Assurance informed IQAC members that RIT has applied for the Airbus GEDC Diversity Award for Engineering Education based on the design, development and deployment of Engineering Exploration Laboratory course which is being offered to First-year engineering graduates at RIT.

Agenda Item No. 4: Brief about the FDPs/PIPs/webinars organized after 11th May, 2020 and GEDC's virtual internship program for national and international students.

- Dr. S. K. Patil, Dean-Academics presented detailed information about FDPs/ PIPs/ webinars conducted by various departments of RIT. He mentioned that 223 online programs were conducted by RIT after March, 2020 i.e. during Covid-19 outbreak till the date with participants from RIT, outside RIT at national and international platforms.

- Dr. S. K. Patil, Dean- Academics Informed panel members that RIT has conducted 8 five week virtual internship programs in collaboration with Global Engineering Deans Council (GEDC) in the month of June-July, 2020 in various emerging areas for student community and total of 170 students participated from all over India as well as from other countries like USA and UAE. He also mentioned that total Internal Revenue of Rs. 3.29 Lakh was generated through these virtual internship programs.

Agenda Item No. 5: Brief about RIT's product development initiative 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. Details of the products are given below.
  - Automatic hand sanitizer dispenser is available in different models with different capacities. Around 600 machines and 300 circuits were sold out till the date since March 2020 and profit generated is up to Rs. 4 Lakh.
  - Pedal-operated hand sanitizer dispenser unit is developed by the student team of RIT and a total of 355 units were sold out till the date since March, 2020.
  - Prof. Supriya Sawant from Automobile Engg. Department has developed three-layer **"Plasmonic nanoparticles-based anti-pathogen face mask"** has sold out quantity of about 5000 with price of Rs. 90/- each.

Also, he informed that RIT has donated few automatic sanitizer dispensary units to Police Station and Nagarpalika. Hon. Chairperson appreciated Dean-R&D and his team of faculty for their continuous efforts to develop such products.

Agenda Item No. 6: Findings of institutional feedback 2019-20

- Dr. Satyajit R. Patil, Dean-Quality Assurance shared the findings of overall Institutional Feedback for AY2019-20. The analytics shows that the overall satisfaction level of the faculty is increased compared to the previous academic years for majority of criteria. Hon. Chairperson appreciated Dean-QA for his efforts and directed to inform and get prepared an action plan from the criteria owners, where the satisfaction level is low.

Agenda Item No. 7: Current NBA status and identification of programs for NBA cycle 2020-21

- Dr. Satyajit R. Patil, Dean-Quality Assurance presented the current NBA accreditation status of RIT and informed that the presentations by the departments in front of Hon. Director and Dean-Academics will be scheduled to check for the readiness of two PG programs named MBA and PG Electronics for cycle AY2020-21, applying for NBA accreditation process. Hon. Chairperson advised monitoring pre-qualifiers of all the

programs whose accreditation status is expired and to initiate the preparing year-wise SAR in order to understand the weaknesses of the programs so that they can focus to work on improving of scores at various criteria. Also suggested to check for the possibilities of the programs named Computer Science & Information Technology (UG), Construction Management (PG), and Automobile Engineering (Diploma) for applying the NBA accreditation process.

Agenda Item No. 8: NAAC AQAR submission for 2018-19

- Dr. Satyajit R. Patil, Dean-Quality Assurance informed that the AQAR for AY2018-19 is ready for the submission at NAAC portal and requested for the permission from IQAC members. IQAC members sanctioned the permission for submitting the AQAR for 2018-19 to NAAC.

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

- Dr. Sushma Kulkarni, Hon. Director informed the IQAC members that the college will be reopened on 26th October, 2020 and all the academic activities will be continued through online mode. Hon. Director directed Prof. P. M. Mohite, Dean-Infrastructure to ensure that the faculty and staff screening at the gates, they follow preventive measures of Covid-19 and availability of required facilities in the campus before college reopens.

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

Dr. Satyajit R. Patil

Dean-Quality Assurance & IQAC Coordinator

Dr. Mrs. Sushma S. Kulkarni

Director & Chairperson, IQAC

Action taken report based on the discussions held and decisions taken in the 12th IQAC Meeting held on 19th October, 2020.

Sr. No.	Description of Work	Responsible Person/s	Action Taken	
1.	To arrange a technical session of an executive of the MNC mentioned by Mr. J. V. Khade, working on Waste Water Management technologies for the students and faculty to understand practices followed by MNCs for such systems.	Dean-Infrastructure and Head- Civil Engg.	Requested & discussed with Er. J V Khade to conduct a technical session on waste water management technologies. Will organize the session in the first week of February for the students and faculty.	
2.	To take appropriate measures for avoiding food waste in hostels when the college resumes.	Dr. S. D. Yadav The Rector, RIT	**Action Taken** 1. Appropriate steps to control food waste at hostel mess by referring certain rules & models for coming academic year. 2. Plan for "No Food Waste" and Value for food campaigning among the hostel students during coming semester. 3. Display boards "No to Waste Food" in the all hostel mess before coming	**Action Taken Report** 1. A meeting of mess contractor were called on Dated: 18/01/2021 and communicated to promote No food wastage movement from coming academic year 2021. 2. Mess contractor were instructed to promote and implement innovative ideas to reduce waste. They will be rewarded if the bring food waste to zero. 3. Display boards "Not to Waste Food" will be displayed in mess as soon as mess starts.

Sr. No.	Description of Work	Responsible Person/s	Action Taken	
			semester. 4. The hostel management now onwards with certain plan more focuses on Quality and cleanness in the hostel food and mess kitchen.	4. All necessary measures to maintain quality of food and cleanness in kitchen will be taken.
3.	To take follow up on the submission of Gender Audit for AY2019-20 and to present the findings.	I/c, Registrar	Report is submitted to SUK on 8th December 2020. Result is awaited	
4.	To conduct Green Audit for AY2019-20 in November, 2020 and to present findings of the same in the next IQAC meeting.	Dean-Infrastructure	Green Audit has been conducted. Report is awaited. Findings will be presented in the next meeting	
5.	To ensure adding an appropriate automatic mechanism to sort the inward/outward documents based on a priority basis and present the progress of implementing DJMS (Document Journey Management System) at RIT	I/c, Registrar	Due to Students Examination it is in Process	
6.	To accelerate process to explore opportunities to attract quality/meritorious students for the AY2020-21 admission process.	I/c- Admissions Dr. L. M. Jugulkar	As this year due to covid process is extended almost 8 months, so the target is to fill all seats. Probably next year I will present different process to have quality students admitted.	

Sr. No.	Description of Work	Responsible Person/s	Action Taken
7.	To present the progress on conducting academic activities like theory and laboratory sessions (online/offline) in odd semester of AY2020-21.	Dean Academics	Will Present in the meeting
8.	To present policy guidelines for accessing Gymnasium and Sports facilities in adherence to social distancing norms for even semester of 2020-21 for the approval.	Dean- Student Development	Ready and Submitted.
9.	Course correction to be made based on findings from overall institutional feedback from students, faculty and staff: 9.1 Office takes a lot of time to respond. (Students – disagree: 44.50%) 9.2 Our grievances are addressed/ problems are solved on time by office. (Students – agree: 62.12%) 9.3 Staff welfare policies like PF, accidental policies and Gratuity are well defined. (Faculty & staff: agree: 65.70%) 9.4 Institute provides facilities for family welfare. (Faculty - agree: 51.20%) 9.5 To ensure maintenance and availability of	I/c, Registrar	Please refer hyperlink

Sr. No.	Description of Work	Responsible Person/s	Action Taken
	employee office records for access as per requirement. (Service book, leave records, personal records etc.) (Faculty and staff – agree: 70.30%)		
10.	Course correction to be made based on findings from overall institutional feedback from students. Only some students take part in co-curricular activities. (Disagree: 35.76%)	Dean- Student Development	We can add an audit course at SY & TY level aligning the participation & active involvement in co-curricular/extra-curricular activities. It may help to surely increase the participation and outreach in cultural/semi-technical activities.
11.	Course correction to be made based on findings from overall institutional feedback from students. 12.1 Training & Placement cell provides enough opportunities for placement and higher studies. (agree:65.41) 12.2 Training provided by Training & Placement cell is supportive for placement. (Agree: 59.07%)	Central TPO	12.1- • The T&P Department is constantly focused on contacting and connecting new companies for the purpose of Placement and Internships. For the same, HR Conclave Meet Database, AICTE CII Database and other relevant database is utilized. In addition, more focus is also given for retaining the Interns as employees to the allocated company through Internship. This improves the placement ratio. • Separate Global Education & Exposure Cell as well as competitive exam cell is there who takes care of GATE Exam, Higher Studies, and Competitive Exams of the interested students. 12.2-

Sr. No.	Description of Work	Responsible Person/s	Action Taken
			The T&P Department is providing various Trainings related to Coding Skills, Soft Skills, and Technical Skills & Software Skills to the multidisciplinary students. In addition, we are successfully utilizing the SPDP Scheme center for providing various Personality, Body Language & Skill improvement trainings to the SC-ST as well as to the other students also during the complete academic tenure.
12.	To take follow-up of the preparedness of two PG programs named MBA and PG Electronics for cycle AY2020-21, applying for NBA accreditation process.	Dean-Quality Assurance	Conducted presentation of Self-Assessment Report (SAR) of programs MBA and PG Electronics in the presence of Hon. Director and instructed respected departments to submit final copy of SAR by second week of February, 2021 Conducting presentation of Self-Assessment Report (SAR) of Automobile Engineering (Diploma) is in progress.
13.	To ensure the effectiveness of preventive measures of Covid-19 at RIT campus for faculty, staff and students when the college resumes.	Dean-Infrastructure	At the college entry gates trained security guards are employed to see that no one enters without mask and without sanitization of hands. Temperature of each entrant is measured. Entrants are informed to keep social distancing in the campus. At all the departments and at strategic locations automatic hand sanitization dispensers are installed. Faculty, staff and students are using the same. We are sanitizing class rooms, labs and common places, passages etc by sodium hypochlorite solution. Once off-line

Sr. No.	Description of Work	Responsible Person/s	Action Taken
			lectures start, these places will be sanitized every day. Labs are provided with sanitizer spray bottles. Lab attendants will clean prior to, during and after the conduction of experiment all the equipment in the labs wherever there is touching by the students, staff or by faculty. Wherever there is gathering of people (e.g. admissions) we have made arrangement so that people will maintain the social distancing and keep their hands sanitized. It is observed that all are following the instructions of wearing the masks, sanitization of hands, measurement of body temperature and social distancing in the college campus.