

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
NO. RIT/IQAC/05/2018**

Venue: IQAC Office, Rajarambapu Institute of Technology, Rajaramnagar

A meeting of all the members of IQAC was convened on Friday, 11th May 2018 at 10.30 a.m.

Following members attended the meeting:

1. Dr. Mrs. S. S. Kulkarni
2. Hon. R. D. Sawant
3. Dr. R. M. Kurlapkar
4. Dr. Gurav A. M.
5. Shri. S. V. Ramdurgakar
6. Dr. S. K. Patil
7. Dr. A. C. Attar
8. Dr. S. M. Sawant
9. Prof. P. M. Mohite
10. Prof. Mrs. S. S. Patil
11. Prof. S. R. Kumbhar
12. Mrs. S. D. Patil

Following members could not attend the meeting:

1. Dr. A. B. Kakade
2. Mr. Srikant Garje
3. Prof. R. D. Padval
4. Prof. Ms. A. K. Ingale

Dr. A. C. Attar, Coordinator IQAC welcomed new member, Dr. A. M. Gurav Shivaji University Kolhapur and Girls student representative Ms. Shradha Keripale as well as all the members of the IQAC. Dr. S. R. Kumbhar felicitated at the hands of Dr. A. M. Gurav for getting PhD in Mechanical Engineering.

The meeting started with a permission of the chairperson.

Agenda Item No. 1: To confirm previous minutes of meeting dated 4th September 2017

IQAC Coordinator read the minutes of 4th IQAC meeting held on Saturday, 4th September, 2017. Discussion were held on following major points.

- Dr. Gurav suggested to prepare and submit proposal for student exchange program (students of Electronics and Telecommunications, Electrical) to Shivaji University Kolhapur. Dr. Gurav also provided information about Shivaji University Kolhapur collaboration with South Korean Universities. Dr. Kolekar is incharge of Industry Institute Cell and International Cell.
- Dr. Gurav suggested to prepare two page faculty profile for PhD faculty and have consultancy compulsory for all PhD faculties.
- It is suggested to apply for patent or copyright of PG Project.
- Dr. Mrs. S. S. Kulkarni suggested to Dean Students Development, for carrying out analysis health checkup camp data and accordingly prepare action plan. In line with this Dr. Gurav suggested to provide Jaggery/any other healthy diet to specifically girl students through sponsorship of Rotary Club or NGOs and he also suggested to give diet instructions in Mess.
- Dr. Gurav suggested to conduct and executes various audits and best practices at Institute such as,
 1. Gender audit
 2. Academic and Administrative Audit
 3. Develop in-house system for audits
 4. Green audit by Botany Department, Shivaji University Kolhapur
 5. Replacement of regular bulb by LED/replacement of regular bulbs by donating to needy people as social responsibility
 6. Contact various institutes/organizations for getting funding for various projects under their CSR policies.
 7. Conduct various audits for Nagarpalika with endorsement of Shivaji University Kolhapur
- Student exchange program can be of one week instead of full semester.
- NRI student exchange proposal can be submitted to DRDO, ISRO, etc.
- IIP student feedback by Industry guide should be collected by Institute guide, as it is required for NAAC.
- Shri. Ramdurgkar suggested to send IIP students to small industries. The presentations of IIP students can be collected and uploaded at central repository so that it will be useful for junior students. Also he has suggested to send students for project exhibitions and participations.
- Alumni Portal can be developed to share their experiences.
- Director madam suggested to take follow-up of suggestion box at Dean's office by all Deans. Dr. Gurav suggested to maintain register for suggestion box.

- Dr. Gurav suggested to maintain Help-desk during admission in association with faculty.
- Dr. Gurav suggested to inform faculty and staff about various welfare schemes exists in institute.

Agenda Item No. 2: Data collection for AQAR 2017-18.

- Dean Quality Assurance informed that we have to submit Annual Quality Assurance Report for academic year 2017-18. Dr. Gurav suggested to maintain color coding scheme for NAAC file at IQAC office.

Agenda Item No. 3: Review of UG, PG & Diploma NBA status & finalization of programs to be applied for accreditation

- Prof. R. D. Sawant suggested to Dean QA to prepare status chart of departments NBA accreditation status and recommend programs for reaccreditation, which are eligible for NBA accreditation.

Agenda Item No. 4: Discussion on Institutional Feedback

Dean Quality Assurance presented overall institute feedback analysis.

- Prof. R. D. Sawant suggested to take action/prepare action plan on overall Institute feedback analysis.
- Prof. R. D. Sawant instructed to take overall Institute feedback two times at different time interval and take its average. He also suggested to take separate feedback of Faculty and staff.

Agenda Item No. 5: Any other points

- Dr. Gurav Suggested to send applications for NAAC assessor.

The meeting ended with the thanks to all members.



Dr. A. C. Attar
Dean Quality Assurance &
Coordinator IQAC



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

Kasegaon Education Society's

RAJARAMBAPU INSTITUTE OF TECHNOLOGY, RAJARAMNAGAR

Action taken report based on the decisions taken in the IQAC Meeting held
on 11th May 2018

| Sr. No. | Description of Work | Responsible Person/s | Action Taken |
|---------|--|------------------------|--|
| 1. | To prepare two-page faculty profile for PhD faculty and have consultancy compulsory for all PhD faculties. | HoD | <p>Auto: Completed</p> <p>Civil: Latest two page profiles of Ph.D. faculty are prepared. All PhD faculties are involved in consultancy works.</p> <p>CSE: Prepared one page profile of faculty for consultancy</p> <p>Electrical: Informed to concerned faculty and prepared two page document.</p> <p>ETC: profiles have been prepared and consultancy work has been started.</p> <p>IT: Completed</p> <p>Mechanical: Two-page faculty profiles for PhD faculties have been completed. We have made consultancy compulsory to all PhD faculties.</p> <p>MBA: Profile of faculty members is prepared and one consultancy assignment is completed, others are in process.</p> |
| 2. | To apply for patent or copyright of PG Project. | Dean R & D | Scrutiny process has been already implemented in 2015-16 to select ideas for filing patents. |
| 3. | To conduct Gender audit | Registrar | Completed |
| 4. | To conduct Academic and Administrative Audit | Dean Quality Assurance | Academic and Administrative Audit is conducted 22 nd and 23 rd November 2018 |
| 5. | To conduct Green audit by Botany Department, Shivaji University Kolhapur | Dean Infrastructure | Completed |
| 6. | To conduct various audits for Nagarpalika with endorsement of Shivaji University Kolhapur | HoD Civil Engineering | The department has approached nearby Nagarpalika including private and government offices for getting opportunities of consultancy works such as structural audits, surveys, third party inspections, material testing etc. Also, distributed the printed pamphlets giving strengths of the department for providing consultancy services. This activity has helped to get more number of consultancy works and hence dept could earn approx. Rs. 20 lakh during the year 2017-18. |
| 7. | Replacement of regular bulb by LED/replacement of regular bulbs by donating | HoD Electrical | Started replacing old bulbs by LED. So far Placed approx. 345 LED lights. |

| Sr. No. | Description of Work | Responsible Person/s | Action Taken |
|---------|---|---------------------------------|---|
| | to needy people as social responsibility | | |
| 8. | To contact various institutes/organizations for getting funding for various projects under their CSR policies | Dean R & D | We will visit at least 3 companies up to January 2019 to explore possibilities of CSR funding. |
| 9. | To inform faculty and staff about various welfare schemes exist in institute. | Registrar | <ul style="list-style-type: none"> • Staff insurance facility from Shivaji University, Kolhapur • Conducted Sports activities for non-teaching staff • Created awareness programme to teaching & non-teaching staff about insurance, Medclaim and investments • Social media training • Positive thoughts by teaching & non-teaching employees • Distribution of birthday gifts |
| 10. | To prepare status chart of departments NBA accreditation status | Dean Quality Assurance | Chart of departments showing NBA accreditation status is prepared. |
| 11. | To prepare action plan on overall Institute feedback analysis. | Dean Quality Assurance | Overall institute feedback is analysed. Based on feedback action plan is prepared and communicated to concerned authority. |
| 12. | To take overall Institute feedback two times at different time interval | Dean Quality Assurance | Feedback has been taken |
| 13. | To send applications for NAAC assessor. | Director/Dean Quality Assurance | Application of Dr. A. C. Attar has been sent. |
| 14. | To collect IIP student feedback by Industry guide | HoD | <p>Auto: Feedback has been collected.</p> <p>Civil: The feedback by industry guides of students who had opted for IIP is available (in the form of certificates issued by industry)</p> <p>CSE: Informed to TPC for collecting IIP students feedback.</p> <p>Electrical: Collected the rubrics forms consisting industry guide feedback.</p> <p>ETC: IIP student feedback by Industry guide has been collected</p> <p>IT: Completed</p> <p>Mechanical: It is in process, Collecting feedback in the Google form.</p> |