



# R. R. Institute of Technology

Chikkabanavara, Bangalore-560090

## Internal Quality Assurance Cell (IQAC)

R.RI/IQAC/2-1-/2016-2017/

December 01, 2016

### MEETING NOTICE

A Meeting of Internal Quality Assurance Cell (IQAC) of R.R. Institute of Technology is convened at 12.00pm in Board Room on December 12, 2016, with the following agenda:

1. ✓ Feedback system
2. ✓ Proctor System
3. Academic and Administrative Audit
4. ✓ Student Sensitization programme
5. ✓ Orientation for non-teaching staff
6. News letters
7. Any other matter

All are requested to make convenient to attend the same.

  
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IQAC - Coordinator

Copy to:

- The Chairman & Members of the Committee



# R. R. Institute of Technology

## Chikkabanavara, Bangalore-560090

R.R.I.T./IQAC/2-2-/2016-2017/

December 16, 2016

### Internal Quality Assurance Cell (IQAC)

#### PROCEEDINGS

2<sup>nd</sup> Meeting of IQAC was held on December 12, 2016 at 12.00 pm at Board Room.

Following members have attended the meeting:

1. Dr. M S Bhagyashekar	Principal RRIT	Chairperson
2. Shri. H R Arun	Director- RRIT	Member
3. Prof. Ramakrishna Reddy	CEO- RRIT	Member
4. Prof. Ravi Kumar	Professor & HoD Maths	Member
5. Prof. Parimala Gandhi	G Associate Professor ECE	Member
6. Prof. Niranjana L.	Assistant Professor ECE	Member
7. Prof. R S Patil	Assistant Professor Civil	Member
8. Mr. Anjan C S	Student Representative	Member
9. Ms. Aishwarya K	Student Representative	Member
10. Prof. Vinutha B.T	Alumni	Member
11. Mr. K. S. Krishnamurthy	Parent representative	Member
12. Mr. Chandrasinhv Dilipsinh	Parmar Industrialist	Member
13. Ms. Suchitra V	Office Superintendent	Member
14. Prof. Madhu B K	Prof & Head ISE	IQAC Coordinator

The Chairman IQAC welcomed all the members.

Agenda:

#### **1. Feedback System**

The Chairperson briefed the importance of the feedback in development of the Institute. He also suggested to take the feedback in the various formats and analyse the same. Also requested to the Director and CEO to initiate necessary steps on the analysis of the same.

#### **2. Proctor System**

The Chairperson was of the opinion to strengthen the meetings of proctor with their students, so that the students overall performance can be improved.

#### **3. Academic and Administrative Audit**

All members discussed about the importance of Academic and Administrative Audit which in turn helps in noticing the problems related to teaching learning process to decision makers. The CEO informed the Chairperson to initiate the steps to conduct the AAA. The Chairperson was of the opinion that internal audit will be conducted during the academic review meeting.

#### 4. **Student Sensitization Programme**

Prof. Parimala Gandhi informed the members about the importance of organising Sensitisation programmes in the college. It was decided to organize few programmes on Sensitization/ Awareness programmes.

#### 5. **Orientation for non-teaching staff**

Prof. Ramakrishna Reddy informed to conduct Orientation programme for non-Teaching Staff to improve the efficiency in their work and to upgrade them to the present technology.

#### 6. **News letters**

It was decided to bring the departmental newsletters to showcase the events and achievements of the college to the external world and which helps to build a good brand image of the institution.

#### 7. Any other matter

NIL



ISAC Coordinator

Copy:

Chairman & all Members of the committee



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## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) of R. R. Institute of Technology was held on December 12, 2016 at 12.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1	Feedback System	Noted	Feedback Collected from faculties, students
2	Proctor System	Noted	Meetings conducted
3.	Academic & Administrative Audit	Noted	Conducted during academic review meeting
4.	Student Sensitization Programme	Noted	Initiative taken
5.	Orientation for Non Teaching Staff	Noted	Orientation programme conducted
6.	Newsletters	Noted	Initiative taken to publish Newsletters