

RIT/IQAC/ Circular/2022-23/ Meeting 03

Date: 21/02/2023

Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) meeting will be held on 27/02/2023 at 3:00 pm in Board room. The following persons are requested to attend the meeting.

Members:

1. Er Shailendra Jain, Management Representative, Honorable Secretary
2. Mr. Jayesh Karia, Management Representative, Director
3. Mr. P. Balakrishnan, Management Representative, Director
4. Dr. D. Mukhopadhyay, Principal, Chairperson
5. Dr. J. H. Vyas, Professor, MBA, Member
6. Dr. Tanushree Chatterjee, Associate Prof., Biotech, Member
7. Dr. Ritesh Diwan, Associate Prof., ET&T, Member
8. Dr. Vaishali Pendse, Asst. Prof., Chemical, Member
9. Mr. Vivek Sinha, Asst. Prof., CSE, Member
10. Dr. Rajeshwar Verma, Associate Prof., Mechanical, Member
11. Dr. K. K. Pathak, Asst. Prof., Physics, Member
12. Mr. Amit Kandalkar, GMO, Member
13. Mr. Niranjana Pandit, Asst Registrar, Member
14. Mr. Dakeshwar Chandrakar, Head Accounts, Member
15. Mr. Priyank Jha, Alumni, Member
16. Mr. Niraj Kumar Nikkumbh, Director T&P, Member
17. Ms. Shubhika Jain, Industrialist, Director, Aditya Biotech & Research, Raipur
18. Er. Vinay Jain, Managing Director, V Create, Raipur
19. Mr. Kesav Prasad, Student B.Tech (Civil Engg.)
20. Dr. Swapnil Jain, Associate Prof., Mech. Engg., and Coordinator (IQAC)

Agenda points for Meeting are as under:-

1. Review of previous meeting
2. Monthly Activities planning of each department
3. Course Coverage of 8th semester
4. Preparation for proposal submission of Autonomy of the college
5. NASSCOM training details
6. Load distribution and teaching plan of 6th sem and 4th sem
7. M.Tech Thesis submission details
8. Faculty publication detail of last 3 months
9. Professional body membership details
10. Planning for National /International Conference
11. Other co-curricular activities conduction & academic related work
12. Any other point with the permission of chair

Coordinator - IQAC



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RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



Date: 27/02/2023

RIT/IQAC/2022-23/ MOM 03

Minutes of Meeting: IQAC

Meeting of IQAC was conducted on 27th Feb., 2023 at 3:00 pm in Board Room. This meeting was attended by following members:

Attendees:

1. Er Shailendra Jain, Management Representative, Honorable Secretary
2. Mr. Jayesh Karia, Management Representative, Director
3. Dr. Balakrishnan P., Management Representative, Director
4. Dr D Mukhopadhyaya, Principal
5. Dr. J H Vyas, Professor, MBA, Member
6. Dr. K K Pathak, Associate Prof., Physics, Member
7. Dr. Tanushree Chatterjee Associate Prof., Biotech, Member
8. Dr. Ritesh Diwan, Associate Prof., ET&T, Member
9. Dr. Vaishali Pendse, Associate Prof., Chemical Member
10. Dr. Rajeshwar Verma, Associate Prof, Mechanical, Member
11. Mr. Vivek Sinha, Asst. Prof., CSE, Member
12. Mr. Amit Kandalkar, GMO, Member
13. Mr. Niranjana Pandit, Asst Registrar, Member
14. Mr. Niraj Kumar Nikkumbh, Director T&P, Member
15. Mr. Priyank Jha, Alumni, Member
16. Er. Vinay Jain, Managing Director , V Create, Raipur
17. Dr. Swapnil Jain, Associate Prof., Mech. Engg, Coordinator (IQAC)

The following points were discussed:

S. No.	Points Discussed	Action Plan	Target Date	Responsibility
1	Review of previous meeting	Coordinator, IQAC explained the action taken report of the previous meeting.	--	IQAC Coordinator
2	Monthly Activities planning of each department	All the departments have to submit the activities report.	4 th March	All Hods

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S. No.	Points Discussed	Action Plan	Target Date	Responsibility
3	Course Coverage and Project details of 8 th semester	Submission of course coverage	Before CT-2	All HoDs
		Instructed 1 st Year coordinator to complete the syllabus	14 th March	
		Final year projects list has been received by the Dean (Chemical & project) and Instructed to all the hods' to motivate all the final year students for paper publication on their project topic	15 th April	Dr. D. Mukhopadhyay
4	Preparation for proposal submission of Autonomy of the college	Preparation of Achievements details of Students	20 th March	Dr. K.K. Pathak
		Preparation of Achievements details of Teachers		Dr. Rajeshwar Verma
		Preparation of details regarding Infrastructure Facilities		Mr. Gopesh Dawda
		Courses offered (including diploma / certificate)		Mr. Niranjan Pandit
		Faculty Strength		
5.	NASSCOM training details	Students of 8 th sem and 6 th sem have attended the training and certification examination has been conducted	14 th March	Mr. Vivek Sinha
6.	Load distribution and teaching plan of 6 th sem and 4 th sem	All the HoDs have submitted the teaching plan and load distribution	5 th March	All HoDs
7.	M.Tech Thesis submission details	Department of Chemical, ET&T, Mechanical, CSE have instructed the submit the details	10 th March	Respective Department

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S. No.	Points Discussed	Action Plan	Target Date	Responsibility
8.	Paper publication details by faculty of last 3 months	All the Hods are instructed to submit the paper publication details and also instructed to motivate the faculty members to increase the peer publication in SCI and SCOPUS or UGC care journal.	Review will be taken in next IQAC meeting	All the faculty Members
9.	Professional body membership details	Instructed to opt any professional body membership	Review will be taken in next IQAC meeting	IQAC
10.	Planning for National /International Conference	Planning to conduct the National /International Conferences.	Within 3-6 months	All the department
11.	NPTEL Registration details	Students and faculties registration in NPTEL portal	30 th March	Dr. D. Mukhopadhyaya


Coordinator of IQAC


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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 27th Feb., 2023 at 3:00 pm in IQAC Room

ACTION TAKEN REPORT

S. No.	Action Plan	Action Taken
1.	Action taken on previous meeting	Last meeting agenda was discussed and work progress was assessed.
2.	All the departments have to submit the activities report	All department submitted the plan
3.	<ul style="list-style-type: none">Load distribution and Course coverage of all the departments have received and Instructed 1st Year coordinator to complete the syllabus till 14th march 2023.Final year projects list has been received by the Dean(Chemical & project) and Instructed to all the hods' to motivate all the final year students for paper publication on their project topic	<ul style="list-style-type: none">Course completion report submitted by 1st yearSome papers published on science and engineering journals by final year student
4.	Preparation of Achievements details of Students	List of Achievements submitted by all HODs
	Preparation of Achievements details of Teachers	List of Achievements submitted by all HODs
	Preparation of details regarding Infrastructure Facilities	List of Infrastructure Facilities as per norms prepared by Mr. Gopesh Dawda
	Courses offered (including diploma / certificate)	List of courses offered prepared by Mr. Niranjana Pandit
	Faculty Strength	Faculty ratio as per Autonomous prepared

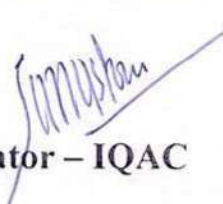
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5.	Students of 8 th sem and 6 th sem have attended the training and certification examination has been conducted	Successfully organized NASSCOM training program
6.	All the HoDs have submitted the teaching plan and load distribution	All department submitted the teaching plan and load distribution
7.	Ph.D. and M.Tech Thesis submission details, Department of Chemical, ET&T, Mechanical, CSE have instructed the submit the details	Details of Ph.D. and M.Tech Thesis submitted
8.	All the Hods are instructed to submit the paper publication details and also instructed to motivate the faculty members to increase the pear publication in SCI and SCOPUS or UGC care journal.	List of papers published submitted by all HODS
9.	Instructed to opt any professional body membership	Most of faculty have taken membership in professional body
10.	Planning to conduct the national conference under some recognized agencies.	National conference detail prepared by Dr. K.K. Pathak
11.	Students and faculties registration in NPTEL portal	NPTEL portal registration progression status submitted


Coordinator – IQAC

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