

RIT/IQAC/Circular/2022-23/Meeting 01

Date: 05/07/2022

Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) meeting will be held on 12.07.2022 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
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, Associate Prof., Chemical Member
9. Mr. Yogesh Rathore, Asst. Prof., CSE, Member
10. Dr. Rajeshwar Verma, Associate Prof, Mechanical, Member
11. Dr. Swapnil Jain, Associate Prof., Mech. Engg., Member
12. Dr. K K Pathak, Associate Prof., Physics, Member
13. Mr. Amit Kandalkar, GMO, Member
14. Mr. Niranjan Pandit, Asst Registrar, Member
15. Mr. Dakeshwar Chandrakar, Head Accounts, Member
16. Mr. Priyank Jha, Alumni, Member
17. Mr. Niraj Kumar Nikkumbh, Director T&P, Member
18. Ms. Shubhika Jain, Industrialist, Director, Aditya Biotech & Research , Raipur
19. Er. Vinay Jain, Managing Director , V Create, Raipur
20. Mr. Kesav Prasad, Student B.Tech (Civil Engg.)
21. Mr. Mukesh Thite, Associate Prof., Chemical, and Coordinator (IQAC)

Agenda points for Meeting are as under:-

1. Review of previous meeting
2. NAAC visit Preparation
3. Commencement of Session July – Dec 2022
4. Activity Planning in Current Semester
5. Other co-curricular activities conduction
6. Any other point with the permission of chair

Coordinator IQAC



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RAIPUR INSTITUTE OF TECHNOLOGY

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RIT/IQAC/2022-23/MOM 01

Date: 12/07/2022

Minutes of Meeting: IQAC

Meeting of IQAC was conducted on 12th July, 2022 at 3:00 pm in Board Room. This meeting was attended by following members:

Attendees:

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

The following points were discussed:

S. No.	Points Discussed	Action Plan	Target Date	Responsibility
1	Action taken on previous meeting minutes	Coordinator, IQAC explained the action taken report of the previous IQAC meeting held on 18 th March 2022.	--	IQAC Coordinator
2	NAAC visit Preperation	Criteria wise file completion	Dec 2022	All Hods and Criteria I/C
3	Commencement of Session July – Dec 2022	Commencement of classes B.Tech 3 rd , 5 th & 7 th Sem	Aug-Sept 2022	HoDs

[Signature]


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S. No.	Points Discussed	Action Plan	Target Date	Responsibility
4	Activity Planning in Current Semester	Academic Audit Status	June 2021	All the Auditors
		Industrial Visit	Sept- Oct 2022	T&P Coordinator
		Add on Courses for All Branches	Oct-Nov 2022	All Department
		Plan of Action of current Semesters	Sept 2022	
5.	Other activity conduction	Parent Teacher Meeting Conduction	Nov- Dec 2022	All HoDs
		Stake holder feedback analysis	Sept 2022	Dr. Tanushree Chatterjee and IQAC Cell
		Course File Status	Dec 2022	
		Participation and Conduction of CSVTU sports activity	Nov- Dec 2022	Sports Coordinator


Coordinator – IQAC

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 12th July 2022 on 3:00 pm in Board Room

ACTION TAKEN REPORT

S. No.	Action Plan	Action Taken
1	NAAC visit Preparation	<ul style="list-style-type: none">• Various committee formation• NAAC work progress report for each criteria.• Department activities regarding NAAC Work
2	Commencement of Session July – Dec 2022	<ul style="list-style-type: none">• Commencement of classes B.Tech 7th Sem & 5th Sem from 29th Sept 2022• Commencement of B.Tech 3rd Sem Classes from 2nd Nov 2022
3	Activity Planning in Current Semester	<ul style="list-style-type: none">• Orientation program for 1st Sem for session 2022-23 on 20th Oct 2022• Design software training for Civil and Mechanical students on 9th Sept 2022• Plan of industrial visit.
4	Other co-curricular activities conduction	<ul style="list-style-type: none">• Independence day celebration• CSVTU Sports trail of different events from 29th Aug 2022 to 5th Sept 2022• Selections of various students for trial round in CSVTU sports events (Sept-2022)• Conduction of trial round for CSVTU events in RIT campus (20th Sept 2022)• Parents-teacher meeting notice from CSE department on dated 21/12/2022
5	Any Other Point	Vigilance team formation on 10 th Nov 2022


Coordinator – IQAC



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