

RIT/IQAC/ Circular/2022-23/ Meeting 02

Date: 05/10/2022

Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) meeting will be held on 12.10.2022 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, 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. Events for Current Session
3. NAAC Progress
4. IQAC initiatives to design and introduce various formats/ forms for different institutional work
5. Any other point with the permission of chair

Coordinator - IQAC



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RIT/IQAC/2022-23/MOM 02

Date: 12/10/2022

Minutes of Meeting: IQAC

Meeting of IQAC was conducted on 12th Oct 2022 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. D. Mukhopadhyay, Principal, Chairperson
4. Dr. J. H. Vyas, Professor, MBA, Member
5. Dr. Tanushree Chatterjee, Associate Prof., Biotech, Member
6. Dr. Ritesh Diwan, Associate Prof., ET&T, Member
7. Dr. Vaishali Pendse, Asst. Prof., Chemical, Member
8. Mr. Vivek Sinha, Asst. Prof., CSE, Member
9. Dr. Rajeshwar Verma, Associate Prof., Mechanical, Member
10. Dr. K. K. Pathak, Asst. Prof., Physics, Member
11. Mr. Amit Kandalkar, GMO, Member
12. Mr. Niranjana Pandit, Asst Registrar, Member
13. Mr. Priyank Jha, Alumni, Member
14. Mr. Niraj Kumar Nikkumbh, Director I&P, Member
15. Er. Vinay Jain, Managing Director, V Create, Raipur
16. Dr. Swapnil Jain, Associate Prof., Mech. Engg., and Coordinator (IQAC)

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 12/07/2022	--	IQAC Coordinator
2	Events for Current Session	List of events awaited from Dr. D. Mukhopadhyay	17 th of Oct.	Dr. D. Mukhopadhyay
3	To discuss the suggestion for NAAC	Principal Sir has enquired about the progress of NAAC to the all Head of Departments and asked them to be ready with the complete document of all criterias.	31 st of Oct	NAAC Coordinator

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S. No.	Points Discussed	Action Plan	Target Date	Responsibility
	IQAC initiatives to design and introduce various proforma for different form under institutional work	Proforma for Consumable Requisition form under Information Technology and Enabled Services (ITeS) to be design	20 th of Oct	IQAC Registrar Office & IT Cell
		Proforma for Hardware Networking Service Requisition Form dept-Section form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Material Move Order form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Material Requisition Slip form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Vehicle Requisition Slip form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Canteen Slip form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Employees Identity Card under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for student move form under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for student library card under Information Technology and Enabled Services (ITeS) to be design		
		Proforma for Employees Leave Form form under Information Technology		

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S. No.	Points Discussed	Action Plan	Target Date	Responsibility
		and Enabled Services (ITeS) to be design		
		Proforma to be designed for Student Consumable Request Form		

Coordinator IQAC



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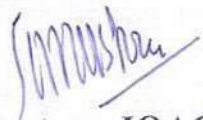


INTERNAL QUALITY ASSURANCE CELL

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

ACTION TAKEN REPORT

S. No.	Action Plan	Action Taken
1	Action taken on previous meeting	Last meeting agenda was discussed and noted
2	List of events awaited from Dr. D. Mukhopadhyay	List of events submitted by Dr. D. Mukhopadhyay.
3	Initiative R& D activities	<ul style="list-style-type: none">➤ BARC project DTDDF Center in RIT.➤ R&D committee meeting conducted on time to time.
4	IQAC initiatives to design and introduce various formats/forms for different institutional work	All formats of forms are being designed and circulated among all departments for implimentation.


Coordinator – IQAC

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