

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)
Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilhail



RIT/IQAC /Circular/2023-24/Meeting/04

Date: 24/06/2024

Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 27th June, 2024 at 03:30 pm in Board Room. All members are requested to attend the meeting

Members:

1. Er. Shailendra Jain, , Honorable Secretary, Management Representative,
2. Mr. Jayesh Karia, Director, Management Representative,
3. Dr. Balakrishnan P., Director, Management Representative
4. Dr. Manish Sakhlecha, Principal, Chairperson
5. Dr. Ritesh Diwan, Associate Prof., ET&T, Member
6. Dr. Rajeshwar Verma, Associate Prof, Mechanical, Member
7. Dr. K.L Motghare, Associate Prof, Mechanical, Member
8. Dr. K.K Pathak, Associate Prof., Physics, Member
9. Dr. Vijendra Kumar, Associate Prof., Chemical, Member
10. Mr. Gopesh Dawda, Asst. Prof., Civil, Member
11. Mr. Mahdev Bag Asst. Prof., CSE, Member
12. Mr. Ashwini Bhoi, Asst. Prof., Mechanical, Member
13. Mr. Niranjana Pandit, Asst Registrar, Member
14. Mr. Priyank Jha, Alumni
15. Ms. Yashwini Meshram, Student Member

Agenda points for Meeting are as under:-

1. Review of Previous Meeting
2. Reconstruction of IQAC Committee
3. Academic Calendar 2023-24
4. Session 2023-24 File Completion
5. Add on Courses Details
6. Activity List and One Page Report of session 2023-24
7. Activity planning of odd semester
8. Placement Details
9. Conduction of FDP, Seminar, Conference, Workshop
10. ATAL FDP Submission
11. ICECCT-2024 Project Proposal Submission
12. Academic and Administrative Audit
13. Stock Checking
14. Proposal for Seed Money
15. 6th IEEE, CSVTU International Conference
16. Grants for IQAC
17. Feedback Analysis
18. Any Other Points with the Permission of the Chair

Dr. Tanushree Chatterjee
Coordinator - IQAC



Copy to: All Members of IQAC



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RIT/IQAC/MOM/2023-24/ 04

Date: 27/06/2024

Minutes of Meeting: IQAC

Meeting of IQAC was conducted on 27th June, 2024 at 3:30 pm in Board Room. This meeting was attended by following members:

Attendees:

1. Er. Shailendra Jain, , Honorable Secretary, Management Representative,
2. Mr. Jayesh Karia, Director, Management Representative,
3. Dr. Balakrishnan P., Director, Management Representative
4. Dr. Manish Sakhlecha, Principal, Chairperson
5. Dr. Ritesh Diwan, Associate Prof., ET&T, Member
6. Dr. Rajeshwar Verma, Associate Prof, Mechanical, Member
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11. Mr. Mahdev Bag Asst. Prof., CSE, Member
12. Mr. Ashwini Bhoi, Asst. Prof., Mechanical, Member
13. Mr. Niranjn Pandit, Asst Registrar, Member
14. Mr. Priyank Jha, Alumni
15. Ms. Yashwini Meshram, Student Member

The following points were discussed:

SN	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.	Reconstruction of IQAC Committee	Constructed	27.06.2024	All the auditors
3.	Academic Calendar 2024-25	Prepared	06.07.2024	Dean Academic
4.	Session 2023-24 File Completion	All the Hod's are instructed to prepare and submit the report session 2023-24.	12.07.2024	All HoD's
5.	Add on Courses Details	All the departments have to submit the Add on Course details.	05.07.2024	All HoD's





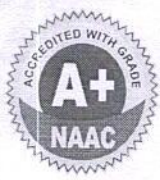
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SN	Points Discussed	Action Plan	Target Date	Responsibility
6.	Activity List and One Page Report of session 2023-24	All the departments have to submit the one page activities report.	02.07.2024	All HoD's
7.	Activity planning of odd semester	All the Hod's are instructed to submit the Activity planning of odd semester.	02.07.2024	All HoD's
8.	Placement Details	Director T&P will send the updated list of placed students & upcoming campus (passing out batch 2024).	29.06.2024	Director T&P
9.	Conduction of FDP, Seminar, Conference, Workshop	All the Hod's are instructed to submit the planning of Conduction of FDP, Seminar, Conference, Workshop for upcoming academic session	05.07.2024	All HoD's
10.	ATAL FDP Submission	Submitted	All HoD's
11.	ICECCT-2024 Project Proposal Submission	Research proposal submitted	28.06.2024	HoD's (CSE)
12.	Academic and Administrative Audit	Academic & Administrative audit for session 2023-24	06.07.2024	All HoD's
13.	Stock Checking	All the Hod's are instructed to verify stock register of all the Lab and consumables item.	29.06.2024	All HoD's
14.	Proposal for Seed Money	Proposal for Seed Money was discussed and instructed to prepare proposal from every departments	05.07.2024	All HoD's
15.	6 th IEEE, CSVTU International Conference	The 6 th IEEE, CSVTU International Conference will be held 29 th of June in CSVTU	29.06.2024	All HoD's
16.	Grants for IQAC	Grants for IQAC preparation under pipeline	18.07.2024	IQAC Coordinator






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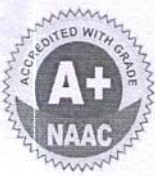
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SN	Points Discussed	Action Plan	Target Date	Responsibility
17.	Feedback Analysis	Feedback data collected through Google form	28.06.2024	Principal


Dr. Tanushre Chatterjee
Coordinator – IQAC

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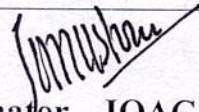


INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 27th June 2024 at 3:30 pm in IQAC Room

ACTION TAKEN REPORT

S. No.	Action Plan	Action Taken
1.	Review of Previous meeting	Last meeting agenda was discussed and work progress was assessed.
2.	Reconstruction of IQAC Committee	Constructed
3.	Academic Calendar 2024-25	Prepared
4.	Session 2023-24 File Completion	Details submitted
5.	Add on Courses Details	Submitted by all Department
6.	Activity List and One Page Report of session 2023-24	Submitted by all Department
7.	Activity planning of odd semester	Only two departments submitted
8.	Placement Details	Details submitted by T&P
9.	Conduction of FDP, Seminar, Conference, Workshop	Conduction of FDP, Seminar, Conference, Workshop details submitted by all HOD,s
10.	ATAL FDP Submission	Submitted on 26 th May 2024
11.	ICECCT-2024 Project Proposal Submission	Research proposal submitted
12.	Academic and Administrative Audit	Academic and administrative audit report submitted by all Department
13.	Stock Checking	Stock checking report submitted by all Department
14.	Proposal for Seed Money	Mechanical Engineering Department received the seed money for project
15.	6 th IEEE, CSVTU International Conference	In 6 th IEEE, CSVTU International Conference six poster presented by faculty & students
16.	Grants for IQAC	Grants for IQAC under pipeline
17.	Feedback Analysis	Feedback analyzed & report submitted


Coordinator – IQAC



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