



Lr. No: RGM CET/IQAC-1/2015-16

Dt: 30-06-2015

Internal Quality Assurance Cell (IQAC)

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 07/07/2015

Time: - 3.00 PM

Venue: - Board Room – Principal office

All the members are requested to remain present for the meeting.

Agenda:-

1. Review of AQAR for 2014-15
2. Planning for Academic year 2015-16.
3. Plan for more research proposal to funding agency.
4. Discussion of Academic and Research activities.
5. Any points with permission of chair

Coordinator

IQAC



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref: Lr. No: RGM CET/IQAC-1/2015-16 Dt: 30-06-2015

The first IQAC meeting was held on 07/07/2015. The following work was transacted in this meeting.

Academic Activities:

- Review of Academic Record Book - review of academic record- for further refinement and improvement the discussion on following activities were made academic record book was thoroughly reviewed and suggestion were made by the committee and also asked department for further suggestion if any.
- Class test for performance check - on the basis class test results the committee has verified the performance of the student and suggested for further improvement in the way of teaching and including quality content.
- Organized Industrial training to enhance practical knowledge. – Committee recommended emphasizing on increasing the frequency of industrial visits in order to expose the student to explore various practical aspects and development in the industry.
- Expert lectures / Seminars - committee suggested that the institution should increase the number of seminars and expert lectures in order to inbuilt the knowledge in faculty and student about latest technologies and recent development in various organizations.

Research Activities:

- Enhance Collaborative Research Projects - the committee appreciated the efforts taken by the institution for establishing collaboration with various government agencies and industries. It also suggested that



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faculty should also take a research projects in collaboration in various industries for improving industry- institute interaction.

- Review of Laboratory in perspective of PG Course – Committee emphasized on improving the instrumentation and systems available in PG laboratory to be upgraded with the respect to the syllabus and latest technology.
- Research grants - institution needs to explore more avenues for getting research grants for all disciplines.

Extension Activities:

- New books, Journals to be procured - the library has good no. of books and journals. The committee has requested dept. to recommend books and journals to be purchased for enhancing the exposure of student and faculty in all discipline
- Enhance Testing and Consultancy activity - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all dept to undertake testing and consultancy.
- Organizing Workshops/ Seminars/ Conferences etc. - The dept should arrange workshops. Seminars conferences in the respective discipline for peer interaction.

Coordinator

Copy to:

1. All members of IQAC
2. All HODs
3. Library
4. PD Sports
5. Director R & D
6. Training & Placement Office
7. Coordinator First Year
8. Admin Office



Lr. No: RGM CET/IQAC-3/2015-16

Dt: 08-10-2015

Internal Quality Assurance Cell (IQAC)

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 13/10/2015

Time: - 3.00 PM

Venue: - Board Room - Principal Office

All the members are requested to remain present for the meeting.

Agenda:-

1. Review of the previous meeting
2. Discussion on the review(Odd Semester) reports of the departments
3. Review of academic record book
4. Qualification enhancement
5. Study opportunity for MoU with industry
6. Any points with permission of chair.

Coordinator
IQAC



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref: Lr. No: RGM CET/IQAC-3/2015-16 Dt: 08-10-2015

The IQAC meeting was held on 13/10/2015. The following work was transacted in this meeting.

Academic Activities:

- The committee reviewed the Academic record book and suggested modification to be included and also asked departments for further suggestions.
- The committee insisted on the faculty to use various teaching aids available to create a healthy teaching learning environment.
- Reviewed the New Courses/subjects and confirm the adequacy of facilities

Research Activities:

- The committee suggested that faculty should undertake qualification enhancement

Extension Activities:

- The committee requested the departments to recommend books/ journals to be purchased/ subscribed to enhance the availability in the library.



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- All the departments are requested to arrange the Workshops/ Seminars/Conferences etc. in the respective disciplines.
- All departments are requested to review and suggest requirement of new equipments in the laboratory.

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Lr. No: RGM CET/IQAC-5/2015-16

Dt: 02-01-2016

Internal Quality Assurance Cell (IQAC)

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 05/01/2016

Time: - 3.00 PM

Venue: - Board Room - Principal Office

All the members are requested to remain present for the meeting.

Agenda:-

1. Review of the previous meeting.
2. Participation in cultural events.
3. Upgrade skill development of nonteaching staff.
4. Any other points need to be discussed with permission of chair.

Coordinator

IQAC



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref: Lr. No: RGM CET/IQAC-5/2015 -16 Dt: 02-01-2016

The IQAC meeting was held on 05/01/2016. The following work was transacted in this meeting.

Academic Activities:

- The committee reviews the present status of the class test and asked for suggestions to improve the quality and content to achieve better performance from the students.
- Industrial visits: To improve the exposure to the students on various practical aspects and developments, the committee suggested increasing the industrial visits.

Research Activities:

- Research paper publications-the no. of research publication national as well as international level should be enhanced.
- Memorandum of Understanding with Universities/ Institutions/ industries- MOU with universities institutions industries needs to be undertaken for physical and human resource sharing, and developments, committee is satisfied with MOU's signed by the institution.

Extension Activities:

- Consultancy - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all dept to undertake consultancy.



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- Strengthening of students associations - encourage the students to have active participation in various student association group.

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Lr. No: RGM CET/IQAC-7/2015-16

Dt: 10-04-2016

Internal Quality Assurance Cell (IQAC)

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 14/04/2016

Time: - 3.00 PM

Venue: - Board Room - Principal Office

All the members are requested to remain present for the meeting.

Agenda:-

1. Review of the previous meeting.
2. Organized renowned speakers for ISTE Seminars.
3. Training program to upgrade knowledge
4. Enhance internet capability.
5. Preparation of AQAR for 2015-16.
6. Planning for Academic years 2016-17

Coordinator

IQAC



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref: Lr. No: RGM CET/IQAC-7/2015-16 Dt: 10-04-2016

The IQAC meeting was held on 14/04/2016. The following work was transacted in this meeting.

Academic Activities:

- The committee also insisted that the faculty undertake industrial training /Training programs to upgrade knowledge and improve teaching quality – the committee is satisfied with the training program conducted by the all departments for faculty but insist the faculty should undertake industrial training program to upgrade knowledge and improve teaching quality.

Research Activities:

- Collaborative research projects - the committee appreciated the efforts taken by the institution for establishing collaboration with various government agencies and industries. it also suggested that faculty should also take a research projects in collaboration in various industries for improving industry- institute interaction
- Research grants - institution needs to explore more avenues for getting research grants for all disciplines.

Extension Activities:

- Students Placement - to identify diverse industries and associative to bring them for campus interviews for increasing students placement.
- Financial aid to deserving students - institution should provide financial assistance for deserving student and it is recommend increasing the count of student.
- Infrastructure development – New constructions, renovations has to be made in various departments where ever required.



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- The committee reviewed and analyzed the outcomes of the previous meetings / actions taken /initiated through the highlights of the institution for the academic year 2015-16 provided by the coordinator.
- The committee reviewed and approved AQAR for academic year 2015-16 prepared by the IQAC.
- The committee discussed and suggested various areas for consideration in the academic year

2016-17.

1. To complete infrastructure extension to the existing building.
2. To provide hostel facility to all students.
3. To provide transport facility to the students for industrial visits and tours.
4. To provide Wi-Fi facility in the college.
5. To establish infrastructure and syllabi for value added courses and certificate courses.
6. To establish all digital facilities for all classrooms.
7. To organize an international conference.

The committee requested the Coordinator to submit the approved copy of AQAR for the academic year 2015-16, Review report of 2015-16 and year Plan of Actions for academic year 2016-17 to the IQAC of the college for Further Action.

Coordinator

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