



Lr. No: RGM CET/IQAC-1/2019-20

Dt: 06-06-2019

**Internal Quality Assurance Cell (IQAC)**

The first meeting of IQAC for the academic year 2019-20 is scheduled to discuss the points mentioned in the agenda below. The meeting will be chaired by Principal & Chairperson IQAC Dr. T. Jayachandra Prasad.

Date: - 10/06/2019

Time: - 3.00 PM

Venue: - Board Room – Principal's Office

All the members and HOD's are requested prepare the necessary information pertaining to their department and present it during the meeting.

**Agenda:-**

1. Planning for Academic year 2019-20 (College Wise & Dept. Wise).
2. Report on activities of the previous academic year 2018-19, as per the format circulated earlier by respective HOD's.
3. To devise a mechanism for ensuring the credibility of
  - a. Academics & Admissions,
  - b. Teaching /Learning,
  - c. Evaluation and Examination procedure through regular External Audit, and
4. Strategize for Promotion of Academic, Research & Consultancy, Extension and outreach activities.
5. Upgrading of syllabus and course structure.
6. Any points with permission of chair.

Dr. P.V. Gopi Krishna Rao  
Coordinator - IQAC



Lr. No: RGM CET/IQAC-2/2019-20

Dt: 10-06-2019

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-1/2019-20 Dt: 06-06-2019

The first meeting of IQAC for academic year 2019-20 was held on 10/06/2019. The following work was transacted in this meeting.

Principal addressed the meeting, giving importance of IQAC and need of AQAR.

#### **Academic Activities:**

- Every department was suggested to provide academic schedule incorporating lectures, workshops, extension activities for 12/06/2019 to 31/05/2020.
- Suggested Teaching plan/ Actual must be recorded and regularly verified to keep track of syllabus completed and the remaining part of the syllabus.
- Faculty should use ICT facility in delivery of subject.
- Modifications in the Blue book (attendance register) have to be made according to the above mentioned points.
- Mid Exams/Unit Test performance must be verified on regular basis to monitor the student's performance and their understanding in the subject.
- CO/PO must be considered while setting the question paper.
- Quality projects should be carried out reflecting the aspirations of the nation and Societal needs.
- Drafting of the project reports should be carried out in standard format as prescribed by the university.
- The PG project reports should undergo plagiarism test.
- Record the evaluation of marks like late submission, copy, etc. Acknowledge it with the signature of the student.
- Identify new elective subjects which are interdisciplinary.
- Offering of Minor Degree for other branch students.
- Industrial visits/Training must be emphasized on regular basis so that the student's can gain knowledge about the working culture in industry as well



**RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

as to gain knowledge about the machinery and recent developments in technology.

- Status of expert lecture/seminar - committee suggested that institution should increase the number of seminars and the expert lecture in order to in build the knowledge in faculty and student about latest technologies and recent development in various organizations.
- It is necessary to keep up with pace of development going in the industries so it is recommended by the committee to verify the need for up gradation of syllabus.

**Research Activities:**

- Faculty Development- Qualification Enhancement - institution should have healthy environment by promoting research culture among the faculty and encouraging the faculty member to opt for higher studies.
- Purchase of necessary equipment & Laboratory development for research requirement.
- Creation of research groups among faculty and students should be priority.

**Extension Activities:**

- It is decided to provide dedicated placement training to Final year students on need basis to enhance placement record of the college.
- Up gradation of library facilities with providing digital accesses of – Books, Journals etc. - the library has good number of books and journals. The committee has requested department to recommend books and journals to be purchased for enhancing the exposure of student and faculty in all discipline.
- Status of consultancy - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all departments to undertake consultancy.
- Offering of value added courses in collaboration with industries relating to Deep Learning, Machine Learning, Python.
- Organizing Workshops/Seminars - The dept should arrange workshops. Seminars conferences in the respective discipline for peer interaction.



**RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

- Facilities for students to appear in competitive examinations – The institution should improve the books available for competitive exams and also it is suggested to provide information about the competitive exams.
- It is suggested to send more proposals for funding agencies.
- Keep continuous contact with past students – The alumni should be in touch with the respective departments. Meetings and events should be organized in which the past students participate there by having them with us and play a role in institution development.
- It is decided organise a Alumni meet in Bangalore on 29<sup>th</sup> February 2020.

**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-3/2019-20

Dt: 14-10-2019

**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: - 18/10/2019

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. Placement related training to Third year students.
7. Any points with permission of chair.

Coordinator

IQAC



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-3/2019-20 Dt: 14-10-2019

The IQAC meeting was held on 18/10/2019. The following work was transacted in this meeting.

#### **Academic Activities:**

- The committee reviewed the academic record book and suggested to conduct more experiments in laboratories than the prescribed in syllabus.
- The mini projects that are being carried out by the students should test the understanding of concepts of subject and they should be a mixture of hardware and software.
- Faculty are requested to take up SWAYAM courses at least one in a year to enhance their skills.
- Reviewed the new courses/Subjects and confirm the adequacy of facilities.

#### **Research Activities:**

- Faculty should be encouraged to enhance their qualifications – institution should have healthy environment by promoting research culture among the faculty and encouraging the faculty member to opt for higher studies.



**RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

- Study more opportunity for MOU with industry/Institutions - 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:**

- Work towards increased internal revenue generation - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all departments to undertake consultancy. Though the activity is being taken up it needs to be scaled up.
- Workshops/seminars must be regularly conducted for faculty benefit and improving there by the knowledge and quality of teaching.
- The faculty should also conduct workshops/ training sessions to enhance their understanding and expertise.
- Interact with Industries for improving the campus selection.

**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-05/2019-20

Dt: 05-03-2020

**Internal Quality Assurance Cell (IQAC)**

The review meeting of IQAC is scheduled to consolidate the year's performance and also discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 07/03/2020

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. Possible Closure of Institute due to COVID -19 Outbreak and safety measures and further academic planning.
3. Conduction of Online Sessions and Webinars in case of Outbreak
4. Introduction of new courses CSE (Business Systems) and CSE (Data Science)
5. Training program to upgrade knowledge through ATAL FDP and Course era in thrust areas
6. Preparation of AQAR for 2019-20
7. Planning for Academic year 2020-21.

Coordinator  
IQAC





## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-05/2019-20 Dt: 05-03-2020

The IQAC review meeting for academic year 2019-20 was held on 07/03/2020. The following activities were taken up for discussion.

Wide spread cause of corona virus (COVID -19), it been decided to be prepared with all measure and discussion from Govt. taking into consideration the health of students and the working people in the institute the following measures are approved

- Sanitization of the premises including hostels, buses and open areas
- To incorporate stringent measures in crowded areas such as canteens, hostels and open spaces.
- To make mask mandatory to all
- The entire faculty should be prepared to handle online classes and also motivate students in case of the closure of the institute based on govt orders.
- Decided to use common flat form for conduction of online sessions through Codetantra.

#### **Academic Activities:**

- Formation of the syllabus for the upcoming II B. Tech students under new regulations to be framed and the respective BoS members of each department have been informed to frame the syllabus in consultation with experts from the industry and academia.
- Decided to incorporate new course for II B. Tech – II Sem students on Design Thinking and Universal Human Values. The faculty are



**RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

advised to take training on the course which is available in NPTEL, Coursera flat forms and get acquainted with it.

- The committee insisted that the faculty must undertake industrial training /Training programs to upgrade knowledge and improve teaching quality through ATAL FDP, NITTR, Course era, Edx.
- The committee has suggested the management to start two new Branches of engineering which are in demand Computer Science & Engineering (Data Science), Computer Science & Engineering & Business Systems from the academic year 2020-21 and also make necessary infrastructure available to start the courses.

**Research Activities:**

- Encourage for Collaborative Research Projects in the college - 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.
- Organise seminars with renowned experts.

**Extension Activities:**

- Recommend financial aid to deserving students.
- Areas requiring Infrastructure development must be concentrated.
- The committee reviewed and analyzed the outcomes of the previous meetings / actions taken /initiated through the highlights of the institution for the academic year 2019-20 provided by the coordinator.
- The committee discussed and suggested various areas for consideration in the academic year 2020-21.
- Research activities and patents
- Provision of internet facility
- To improve training and placement of the students of all branches



**RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)**

- To encourage the students to appear for GATE, GRE, CAT and IAS, IES.
- To extend practical training facility to the faculty members.
- To upgrade the syllabi and structure of all the courses UG and PG.
- To establish technical collaboration with international universities.
- To establish MOU's with various industries.
- To provide facility of Value added and certificate courses to the students.
- The committee requested the Coordinator to submit the approved copy of AQAR for the academic year 2019-20, Review report of 2019-20 and Plan of Action for 2020-21 to the IQAC of the college for Further Action.

**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