



Sri Devaraj Urs Educational Trust (R.)
R. L. JALAPPA INSTITUTE OF TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
Kodigehalli, Doddaballapur- 561 203
Internal Quality Assurance Cell (IQAC)

Ref: RLJIT/IQAC/2021-22/01

Date: 20/08/2021

Circular

It is hereby informed to all IQAC members that IQAC Meeting is scheduled on 26/08/2021 at 11:00 AM.

Agenda:

1. Preparation of Calendar of Events for the ODD Semester.
2. Quality initiatives of IQAC.
3. Improvement of Campus Placements.
4. Development of Centralized Research activities.
5. Review of ongoing semester activities.
6. Conduction of Invited Lectures.
7. Academic Audit.
8. Any other matter with the permission of the Chairperson.

Venue: IQAC Meeting Hall

20/08/2021
IQAC Coordinator
IQAC Coordinator
R. L. Jalappa Institute of Technology
Doddaballapur-561 203.

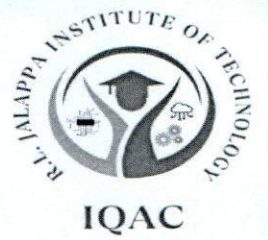
20/08/2021
PRINCIPAL
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur - 561 203, Karnataka

Copy to:

- i. The Director, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Vice Principal
- v. All the HoDs to circulate among the staff
- vi. All IQAC Members of all Depts.
- vii. Mr. Sanjay K Nagendra -Alumni Representative.
- viii. Mr. Jagan Mohan – Industry Representative.
- ix. Placement Officer, Librarian, Student Welfare Officer & PED
- x. Admission Incharge
- xi. All Superintendents (Office, Accounts, Exam)
- xii. Hostel Wardens (Boys & Girls Hostel)
- xiii. Student Representatives.
- xiv. PA to Principal
- xv. o/c



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Bengaluru (Rural), Karnataka, India
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Web: <https://rljit.in> | e-mail : iqac@rljit.in | Phone: 080-27625381 Extn :280



Internal Quality Assurance Cell (IQAC) Minutes of First IQAC Meeting

Meeting Name:	Minutes of First IQAC Meeting		
Date of Meeting:	26/08/2021	Meeting Reference number:	RLJIT/IQAC/2021-22/01
		Time:	11:00 AM
Meeting Facilitator:	Prof. Manjunatha B. N. IQAC – Coordinator	Location:	IQAC Meeting Room

1. Meeting Agenda

1. Preparation of Calendar of Events for the ODD Semester.
2. Quality initiatives of IQAC.
3. Improvement of Campus Placements.
4. Development of Centralized Research activities.
5. Review of ongoing semester activities.
6. Conduction of Invited Lectures.
7. Academic Audit.
8. Any other matter with the permission of the Chairperson.

2. Attendees list

Sl. No.	Name	Designation	Signature
1.	Dr. M. Sreenivasa Reddy	IQAC Chairperson	
2.	Sri J. Rajendra	The Director, RLJGI Management Representative	
3.	Dr. Shivaprasad K M	NAAC Coordinator	
4.	Mr. Manjunatha B N	IQAC Coordinator	
5.	Mr. Ashok A S	IQAC Member (Allied Science)	
6.	Mr. Harish S	IQAC Member (E&CE)	
7.	Mr. Gowrishankar T P	IQAC Member (ME)	
8.	Mr. Iliyaz Pasha M	IQAC Member (CS&E)	



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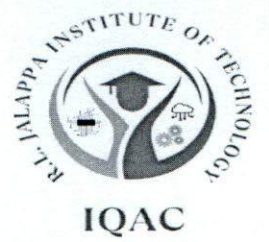
9.	Mr. Sanjay K Nagendra	Alumni Representative	
10.	Mr. Jagan Mohan	Industry Representative.	
11.	Ms. Ghanagiri Nagajyothirmayi.	Student Representative	
12.	Mr. S. Mohammed Ishaq	Student Representative	

3. Points discussed during the Meeting

Sl. No.	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Mr. Manjunatha B N, IQAC Coordinator formally welcomed the IQAC Chairperson Dr. M Sreenivasa Reddy and all the IQAC Members and appraised about the agenda points. Preparation of Calendar of Events for the ODD Semester. The IQAC Chairperson informed to prepare the Calendar of Events which has to be in line with University Calendar of Events and monitor the semester activities according to it.	Dept. IQAC Co-ordinators, HoDs and Calendar of Events committee	11:00 AM 11:05 AM
2.	Quality initiatives of IQAC: The IQAC Chairperson suggested to take feedback and analysis the feedback and action taken report has to be uploaded in the Institution website.	Dept IQAC Coordinator and HoDs	11:20AM
3.	Placements: The IQAC Chairperson informed to improve the placement activities by strengthening the Industry – Institute Interactions.	Placement officer	11:30 AM
4	Research activities : The IQAC Chairperson informed to improve the facilities for Research scholars to make the Research work better and publish in Quality Journals.	Research and Development (R&D) Head	11:40 AM
5	Review of ongoing semester activities: The IQAC Chairperson suggested to adopt more Innovative Teaching Methodologies to strengthen the Teaching learning Process.	HoDs	11:50 AM



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6	Invited Lectures: The IQAC Chairperson requested to conduct the Invited lectures in thrust Areas in order to enhance the subject knowledge.	IQAC Coordinator and HoDs	12:00 PM
7.	Mr. Jagan Mohan (Industry Representative) requested to conduct more Add on Courses on Advanced Technologies in all the fields of Engineering.	HoDs	12:05 PM
8.	Academic Audit: The IQAC Chairperson requested to schedule the academic Audit for the ODD semester.	IQAC Coordinator	12:10 PM
9.	Dr. Sanjay K Nagendra (Alumni Representative) has told the IQAC to conduct Alumni series Lecture by inviting Alumni on Latest Trends and Technologies.	HoDs	12:20 PM
10.	The student Representative has requested IQAC to Conduct International Conference to publish their Research Articles.	HoDs	12:40 PM
11	The IQAC Coordinator proposed the vote of thanks after the meeting remarks.	-----	12:50 PM

26/08/2021
IQAC Coordinator
R. L. Jalappa Institute of Technology
Doddaballapur-561 203.
Place : Doddaballapur
Date: 26/08/2021

[Signature]
PRINCIPAL
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Korigehalli, Doddaballapur - 561 203, Karnataka

Copy to:-

- The Director, RLJGI
- The CEO, RLJGI
- Director – HRD
- Vice Principal
- All the HoDs to circulate among the staff
- All IQAC Members of all Depts.
- Mr. Sanjay K Nagendra -Alumni Representative.
- Mr. Jagan Mohan – Industry Representative.
- Placement Officer, Librarian, Student Welfare Officer & PED
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Internal Quality Assurance Cell (IQAC)

Ref: RLJIT/IQAC/2022-23/01

Date: 19/07/2022

Circular

It is hereby informed to all IQAC members that IQAC Meeting is scheduled on 22/07/2022 at 10:00 AM.

Agenda:

1. Conduction of Awareness about NAAC.
2. Preparation of Rubrics for B.E Project Report Evaluation, Internship, Technical Seminar.
3. Preparation of Dept., calendar of Events.
4. Revision of Lesson Plan according to Accreditation standards.
5. Cash Award for the Quality Publications in Research.
6. Local Guardian Audit to be conducted.
7. Any other matter with the permission of the Chairperson.

Venue: IQAC Meeting Hall


IQAC Coordinator
R. L. Jalappa Institute of Technology
Doddaballapur-561 203.


Principal
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur - 561 203, Karnataka

Copy to:

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- ii. The CEO, RLJGI
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- vi. All IQAC Members of all Dept.,
- vii. Mr. Sanjay K Nagendra -Alumni Representative.
- viii. Mr. Jagan Mohan – Industry Representative.
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Internal Quality Assurance Cell (IQAC) Minutes of Second IQAC Meeting

Meeting Name:	Minutes of IQAC Meeting		
Date of Meeting:	22/07/2022	Meeting Reference number:	RLJIT/IQAC/2022-23/01
		Time	10:00 AM
Meeting Facilitator:	Mr. Manjunatha B. N. IQAC Co-ordinator	Location	IQAC Meeting Room

1. Meeting Agenda

1. Conduction of Awareness about NAAC.
2. Preparation of Rubrics for B.E Project Report Evaluation, Internship, Technical Seminar.
3. Preparation of Dept., calendar of Events.
4. Revision of Lesson Plan according to Accreditation standards.
5. Cash Award for the Quality Publications in Research.
6. Local Guardian Audit to be conducted.
7. Any other matter with the permission of the Chairperson.

2. Attendees list

Sl. No.	Name	Designation	Signature
1.	Dr. M. Sreenivasa Reddy	Principal, IQAC- Chairperson	
2.	Sri J Rajendra	Vice Chairman, SDUET Management Representative.	
3.	Dr. Anil Kumar .C	HOD-ECE	
4.	Mr. Manjunatha B N	IQAC Coordinator	
5.	Dr. Shivaprasad K M	NAAC Coordinator	
6.	Mr. Ashok A S	IQAC Member (Allied Science)	



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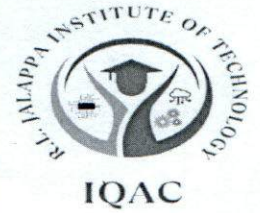
7.	Dr. Harish S	IQAC Member (E&CE)	
8.	Mr. Gowrishankar T P	IQAC Member (ME)	
9.	Mr. Iliyaz Pasha M	IQAC Member (CS&E)	
10.	Mr. Sanjay K Nagendra	Alumni Representative.	
11.	Mr. Jagan Mohan	Industry Representative.	
12.	Ms. Ghanagiri Nagajyothirmayi.	Student Representative.	
13.	Mr. S. Mohammed Ishaq	Student Representative.	

3. Points discussed during the Meeting

Sl. No.	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Mr. Manjunatha B N, IQAC Coordinator formally welcome all the IQAC Committee members and appraised about the agenda points. Conduction of Awareness about NAAC: The IQAC Co-ordinator requested the NAAC Co-ordinator Dr.Shivaprasad K M to give an awareness of NAAC and its significance and its benefits to all the staffs and students of the Institution.	NAAC Co-ordinator	10:00 AM 10:10 AM
2.	Preparation of Rubrics for B.E Project Report Evaluation, Internship , Technical Seminar: The IQAC Co-ordinator has instructed the Dept., Level IQAC Co-ordinators to prepare the Rubrics for B.E Project Report Evaluation, Internship, Technical Seminar and we will review the rubrics on next meeting.	Dept., IQAC Coordinators	10:20AM
3.	Preparation of Dept., calendar of Events: IQAC Co-ordinator has requested Dept., level IQAC Co-ordinators to prepare the Dept., calendar of Events which has to	Calendar of Events committee & HoDs	10:30 AM



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	be in line with the Institute calendar of Events and University calendar of events.		
4	Revision of Lesson Plan according to Accreditation standards: IQAC Coordinator has instructed the Dept., IQAC Coordinators to revise the Lesson plan according to the Accreditation standards and Outcome Based Education(OBE).	Department IQAC Coordinators & HoDs	10:40 AM
5	Cash Award for the Quality Publications in Research: IQAC Committee members requested the IQAC Chairperson to honor the faculty Contributions towards Research like publishing only in Scopus / SCI by giving Rs. 5000 cash award. The chairperson has accepted the request and he will discuss with the management to get the approval for the same.	IQAC Co-ordinator	10:50 AM
6	Conduction of Local Guardian Audit: IQAC Co-ordinator has requested to conduct Local Guardian Audit and the formats for conduction of the local Guardian Audits will be send through email. He told to check the level of Effectiveness of Local Guardian in all Departments.	HoDs, IQAC Coordinators, & Local Guardian Co-ordinators.	11:00 AM
7.	Industry Visit : Mr. Jagan Mohan (Industry Representative) has advised the HODs to arrange for the Industrial visit so that students can get the Industry exposure and know the current trends in Companies.	HoDs	11:05 AM
8.	Office bearers of the Alumni: Mr. Sanjay K Nagendra (Alumni Representative) has recommended to the IQAC Chairperson to form the office bearers of the Alumni Association and it helps to improvise the planning and implementing alumni activities.	Alumni Co-ordinator Mrs. Veena K, Asst., .Professor, Dept., of CSE.	11:20 AM



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Internal Quality Assurance Cell (IQAC)

Ref: RLJIT/IQAC/2022-23/02

Date: 18/04/2023

Circular

It is hereby informed to all IQAC members that IQAC Meeting is scheduled on 24/04/2023 at 10:00 AM.


Agenda:

1. Applying for NAAC first cycle during September - 2023
2. Applying for NIRF -2024
3. Conduction of Research Audit and Academic Audit.
4. Analysis of Feedback and action taken report.
5. Organizing International Conference.
6. Conduction of 360 Degree Feedback.
7. Procurement of ERP Software for Complete Automation of the Institution, Plagiarism Software for Library
8. Any other matter with the permission of the Chairperson.

Venue: IQAC Meeting Hall


IQAC Coordinator

R. L. Jalappa Institute of Technology
Doddaballapur-561 203.


Principal 18/4/2023
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur - 561 203, Karnataka

Copy to:

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- iii. Director – HRD
- iv. Director (Quality in Academics and R&D)
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- vii. All IQAC Members of all Dept.,
- viii. Dr.Sanjay K Nagendra -Alumni Representative.
- ix. Mr. Jagan Mohan – Industry Representative.
- x. Placement Officer, Librarian, Student Welfare Officer & PED
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Internal Quality Assurance Cell (IQAC) Minutes of Third IQAC Meeting

Meeting Name:	Minutes of IQAC Meeting		
Date of Meeting:	24/04/2023	Meeting Reference number:	RLJIT/IQAC/2022-23/02
		Time	10:00 AM
Meeting Facilitator:	Dr. Manjunatha B. N. IQAC Coordinator	Location	IQAC Meeting Room

1. Meeting Agenda

1. Applying for NAAC first cycle during September - 2023
2. Applying for NIRF -2024
3. Conduction of Research Audit and Academic Audit.
4. Analysis of Feedback and action taken report.
5. Organizing International Conference.
6. Conduction of 360 Degree Feedback.
7. Procurement of ERP Software for Complete Automation of the Institution, Plagiarism Software for Library
8. Any other matter with the permission of the Chairperson.

2. Attendees list

Sl. No.	Name	Designation	Signature
1.	Dr. P. Vijayakarthish	Principal, IQAC- Chairperson	
2.	Sri J Rajendra	The Vice Chairman, SDUET Management Representative	
3.	Dr. M. Sreenivasa Reddy	Director (Quality in Academics and R&D)	
4.	Dr. Manjunatha B N	IQAC Coordinator	
5.	Dr. Shivaprasad K M	NAAC Coordinator	



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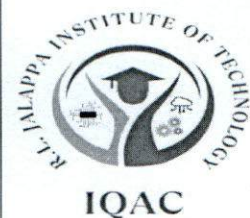
6.	Mr. Ashok A S	IQAC Member (Allied Science)	
7.	Dr. Harish S	IQAC Member (E&CE)	
8.	Dr. Gowrishankar T P	IQAC Member (ME)	
9.	Mr. Narendra N	IQAC Member (CS&E)	
10.	Dr. Sanjay K Nagendra	Alumni Representative.	
11.	Mr. Jagan Mohan	Industry Representative.	
12.	Ms. Ghanagiri Nagajyothirmayi.	Student Representative.	
13.	Mr. S. Mohammed Ishaq	Student Representative.	

3. Points discussed during the Meeting

Sl. No.	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	<p>Dr. Manjunatha B N, IQAC Coordinator formally welcome the IQAC Committee members and appraised about the agenda points.</p> <p>Applying for NAAC first cycle during September - 2023</p> <p>The IQAC Chairperson requested to prepare and apply for NAAC during September -2023. He has briefed about the importance of NAAC benefits and its Quality Initiatives for all round development of the Institution.</p>	NAAC Co-ordinator, IQAC Coordinator, HoDs.	10:00 AM 10:10 AM
2.	<p>Applying for NIRF -2024:</p> <p>The IQAC Chairperson requested to take steps and prepare for applying for NIRF and he identified Dr. Anilkumar C HOD-ECE as NIRF Co-ordinator to give a presentation about various parameters in the NIRF ranking and its importance.</p>	Dept., IQAC Coordinator and HoDs	10:20AM
3.	<p>Conduction of Research and Academic Audit:</p> <p>IQAC Co-ordinator has requested to conduct the Research audit</p>	Dr. M. Sreenivasa Reddy	10:30 AM



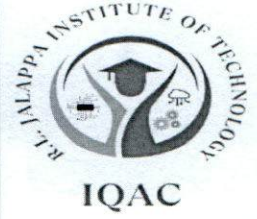
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	to check the level of contribution of the faculty in their Research Areas and he informed to conduct Academic Audit in all Departments with the presence of External Evaluator. The Rubrics will be prepared by the IQAC.	(Director-Quality in Academics and Research and Development) & HoDs	
4	Analysis of Feedback and action taken report: IQAC Co-ordinator has instructed the Dept., IQAC Co-ordinators to Analyze the feedback given by the students and action taken report to be uploaded in the College website.	Dept., IQAC Co-ordinators & HoDs	10:40 AM
5	Organizing International Conference: The IQAC Chairperson recommended to organize the International Conference on “Artificial Intelligence & Machine Learning and Advances in Engineering Sciences and Technologies” during the Month of August-2023.	HoDs, Dr. M. Sreenivasa Reddy (Director-Quality in Academics and Research and Development)	10:50 AM
6	Conduction of 360 Degree Feedback. IQAC Co-ordinator Dr. Manjunatha B N has expressed to conduct 360 Degree Feedback from all the stake holders of the Institution. After conduction of the feedback, we can know the scope for development areas to improve.	Dept., IQAC Coordinators and HoDs	11:00 AM
7.	Certificate Courses: Mr. Jagan Mohan (Industry Representative) has advised the students to register for certificate Courses in NPTEL, SWAYAM, MOOC and other online certifications Platforms.	HoDs	11:05 AM



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8.	Procurement of ERP Software for Complete Automation of the Institution, Plagiarism Software for Library: IQAC Co-ordinator Dr. Manjunatha B N expressed that we are in need of complete Automation of Institution and recommended to purchase ERP software and Plagiarism Software for checking the Research Articles submitted by the staffs and students.	HoDs	11:15 AM
9.	Global Alumni Meet: Dr. Sanjay K Nagendra (Alumni Representative) has informed to conduct Global Alumni meet on 25-December-2023 every year by inviting all alumni working in all the parts of Globe.	Alumni Co-ordinator Mrs. Veena K, Asst., Professor, Dept., of CSE.	11:20 AM
10.	The student Representative has requested to conduct training Programme for improving the basic Communication skills.	Dr. Thirumalesh, HOD-Allied Sciences.	11:40 AM
11.	The IQAC Coordinator proposed the vote of thanks after the meeting remarks.	-----	11:50 AM


IQAC Coordinator
IQAC Coordinator

R. L. Jalappa Institute of Technology
Doddaballapur-561 203.
Place: Doddaballapur
Date: 24/04/2023

Copy to:-

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