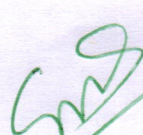


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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 20/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 11.30 AM
Meeting type: Scheduled	Venue: Seminar Hall
Agenda:- Activities of Various Committees	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
Dr.S P Subramanian , Principal of RCET presided over the meeting. He verified all the committee in charges by reading the names once.	
Principal and IQAC Director suggested the following points for the smooth functioning of committees.	
<ul style="list-style-type: none">• Review the Documentation of all committees which is active now.• Next committee meeting should held in the first week of January 2020.• Minimum three activities should be planned and conducted in the next semester by each committee.• Keep minutes of activities.• Proper documents in hard copy should be maintained by the conveners and website updation to be done accordingly.• Pass this information to IQAC and to the person who is presenting this information for NAAC/NBA.	
The meeting ended at 12.15 pm.	


IQAC Director

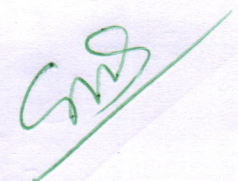

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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 06/01/2020
Name of the Facilitator : Principal, IQAC Director	Time: 10.00AM
Meeting type: Scheduled	Venue: Conference Hall
Agenda:-Second level PPT Presentation by Mr. Yasar Moidutty, Asst. Professor / ECE Department.	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
IEDC by Mr. Yasar Moidutty, Asst. Professor / ECE Department. Mr.Yasar explained indetail about IEDC in RCET. Some of the suggestions for further improvement was to <ul style="list-style-type: none">• To change the order of Mission and Vision.• Keep working models for waste management and other projects under IEDC. IQAC director appreciated him for his Good presentation.	


IQAC Director


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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 03/01/2020
Name of the Facilitator : Principal, IQAC Director	Time: 10.00AM
Meeting type: Scheduled	Venue: Conference Hall
Agenda:-Second level PPT Presentation by Mr. Bijeesh P, Asst. Professor /Physical Education Department, Mr, Ms. Shahida P, Asst. Professor /ASH Department and Shiji K Asst. Professor /ECE Department.	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
Session 1: Sports and Extracurricular Activities by Mr. Bijeesh P, Asst. Professor /Physical Education Department.	
Mr. Bijeesh P, explained about sports and extracurricular activities in our institution. Some of the suggestions for further improvement was to	
<ul style="list-style-type: none">• To change the format of Mission• To highlight how students are interested in sports, safety measures taken, AICTE standards followed etc.• Mention an introduction for each sports activity.• To include newspaper cuttings of sports events.	
IQAC director appreciated him for his presentation.	
Session 2: Result Enhancement and Attitude Building Program (REAP)by Ms. Shahida P, Asst. Professor /ASH Department.	
Ms. Shahida P explained in detail about Result Enhancement and Attitude Building Program (REAP) in RCET. One of the suggestions was to include combined study activity in the attitude building slide.	
IQAC director appreciated Ms.Shahida for her informative presentation.	
Session 3: Mentoring and Tutorial by Ms. Shiji K, Asst. Professor /ECE Department.	
Ms. Shiji K explained in detail about Mentoring and Tutorial .Some of the suggestions was to include separate slides for Mentoring and Tutorial sessions, highlight diffence between mentors and tutor and to mention that all are getting attention through mentoring.	
IQAC director appreciated Ms. Shiji for her good presentation.	
The meeting ended at 11.30AM.	


IQAC Director


Principal

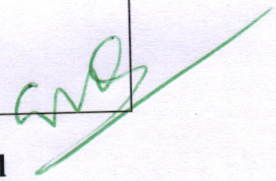
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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 1/1/2020
Name of the Facilitator : Principal, IQAC Director	Time: 10.00AM
Meeting type: Scheduled	Venue: Conference Hall
Agenda:-Second level PPT Presentation by Mr. V K Haridas, Asst. Professor /EEE Department, Mr. Noushad, Asst. Professor /CSE Department.	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
Session 1: MAINTANANCE SECTION (Electrical and Plumbing) by Mr. V K Haridas, Asst. Professor /EEE Department	
Mr. V K Haridas presented well in detail about MAINTANANCE SECTION (Electrical and Plumbing) in our institution. Presentation was very informative and good.	
IQAC director appreciated him for his nice presentation.	
Session 2: E- Governance by Mr. Noushad, Asst. Professor /CSE Department.	
Mr. Noushad explained in detail about E- Governance RCET. Some of the suggestions was	
<ul style="list-style-type: none">• To change the format of Mission and it was a common suggestion for all presentations.• In the website, it is mandatory to disclosure , antiragging, disciplinary action link.	
IQAC director appreciated him for his informative presentation.	
The meeting ended at 11.30AM.	


IQAC Director


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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 20/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 10.00 AM
Meeting type: Scheduled	Venue: Conference Room

Agenda:- Second level presentation for NAAC

1. ROYAL AIM by Ms.Aghna L , Asst. Professor, ME department
2. Transportation by Ms. Savitha Vasudevan, Asst.Professor , ECE department.
3. Scholarship Details by Mr.Geno and Mr. Yoosaf , Asst. Professor, ME department.
4. KTU Related Files by Dileepan Balakrishnan , Asst. Professor, ME department.

Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.

IQAC director appreciated Ms.Aghna L, Asst. Professor, ME department, Ms. Savitha Vasudevan, Asst.Professor , ECE department, Mr.Geno and Mr. Yoosaf ,Asst. Professor, ME department and Dileepan Balakrishnan Asst. Professor, ME department for their presentation.The suggestion for further improvement for each session is as follows.

Session 1 : ROYAL AIM

- Objective and Plan for ROYAL AIM should be listed in the first slide and Outcome should be listed in the last slide.
- The program of First year students should be highlighted.

Session 2: Transportation

Included all the details.

Session 3: KTU Related Files

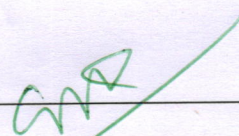
Session was more informative and suggested to include Advisory committee details.

Session 4: Scholarship details

Almost all the details was included in the Slide, and suggested to include Current year details as it is most important in NAAC/NBA accreditation.

The meeting ended at 11. 15 am.


IQAC Director


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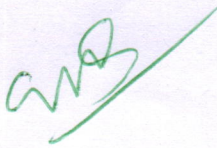
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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 19/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 10.00 AM
Meeting type: Scheduled	Venue: Conference Room
Agenda:- Second level presentation for NAAC 1. RACE by Mr. Leo A J , Asst. Professor, ME department 2. NSS by Mr. Yasir Moidutty, Asst.Professor , ECE department. Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.	
<p>IQAC director appreciated Mr. Leo A J , Asst. Professor, ME department and Mr.Yasir Moidutty, Asst. Professor ,ECE department for their excellent presentation. Under RACE activity slide one of the suggestion was to include all the activities under each MoU signed and to specify how the company is selected for Signing MoU .</p> <p>The meeting ended at 10.30 am</p>	


IQAC Director

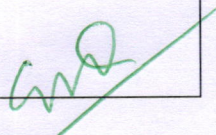

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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 11/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 2.00 PM
Meeting type: Scheduled	Venue: Conference Room
Agenda:- Second level department presentation for NAAC by Civil Engineering Department :By Mr.Sabith K , Asst. Professor. Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.	
<ul style="list-style-type: none">• Mr. Sabith K , Asst. Professor, Department of Civil Engineering presented in detail about Civil department .• IQAC director appreciated Mr. Sabith K for his presentation .For Further improvement ,She Suggested the following points<ul style="list-style-type: none">➤ Faculty profile to be arranged in experience order.➤ For each lab, Outcome, total cost of equipments, safety precaution in CADD lab➤ Result improvement should be highlighted. <p>The meeting ended at 3.00pm</p>	


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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 05/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 2.00 PM
Meeting type: Scheduled	Venue: Conference Room
Agenda:- Second level department presentation for NAAC by ECE Department :By Ms Radhika E R , Asst.Professor. Principal, IQAC Director ,Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.	
<ul style="list-style-type: none">• Ms.Radhika E R, Asst. Professor, Department of ECE presented in detail about ECE department .She concentrated more on achievements of the department. Her presentation was informative and well arranged.• IQAC director and HOD /ME appreciated Radhika E R for her are<ul style="list-style-type: none">➤ More emphasizing should be given for teaching learning process during presentation.➤ In the presentation slides blank columns should be avoided with proper care.➤ In slides the style of writing can be done with more care.➤ Result comparison with other colleges should be highlighted.	
Decisions Taken	
<ul style="list-style-type: none">• Next level of NACC presentation by departments will be on first week of January 2020.• All dept activities like infrastructure modification, cleaning works, Alumni data collection etc should be completed at the earliest. <p>The meeting ended at 3.30pm.</p>	


IQAC Director

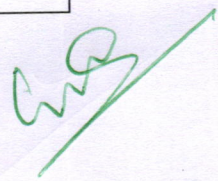

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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 03/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 10.30 AM
Meeting type: Scheduled	Venue: Conference Room
Agenda:- Second level department presentation for NAAC by CSE Department :By Dr. Rasmi A Principal , IQAC Director ,Head of the Departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.	
<ul style="list-style-type: none">• Dr. Rasmi A, Associate Professor, Department of CSE presented the brief history and achievements of CSE department.• Her presentation was good and the IQAC Director and members present gave suggestions for further improvement.<ul style="list-style-type: none">➤ Suggested to include revised Vision and Mission, PEO, PO and PSO in an attractive format in PPT.➤ Outcomes of each laboratory is to be mentioned➤ Area mentioned in infrastructure is to be verified again➤ In Safety aspects - battery safety measures - is to be clearly mentioned as it as an important point for NBA.➤ Over all the slides can be rearranged to make presentation more impressive. <p>The meeting ended at 11.30am.</p>	


IQAC Director


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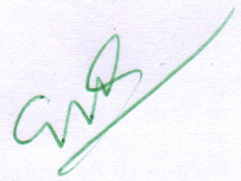
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Minutes of the IQAC Meeting

Name of the meeting: IQAC		Date: 13/11/2019	
Name of the Facilitator : Principal, IQAC Director		Time: 12.10 PM	
Meeting type: Scheduled		Venue: Conference Room	
Agenda: NAAC Mock Presentation			
Sl No:	Decision	Responsibility	Time Span
1	Second level NAAC presentation started	-	-
2.	Mrs. Radhika E. R. presented the ECE department slides for the NAAC accreditation and the IQAC team members made some valuable suggestions.		
2	Decided to conduct the ME department presentation on 20/11/2019.	Committee members	20 th November 2019


IQAC Director

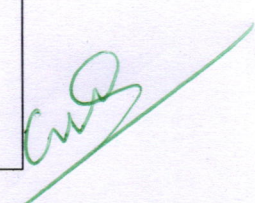

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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 02/12/2019										
Name of the Facilitator : Principal, IQAC Director	Time: 10.30 AM										
Meeting type: Scheduled	Venue: Conference Room										
Agenda:- Second level department presentation for NAAC by EEE Department :By Mr. Dinto Thomas Principal , IQAC Director ,Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting.											
Sl No:	Decision										
1	<ul style="list-style-type: none">Mr.Dinto Thomas AP/EEE presented department level PPT presentation in front of the Academic council and the IQAC members.The Principal and IQAC director appreciated Mr. Dinto Thomas for his presentation.Suggestion by Principal and IQAC director is as follows<ul style="list-style-type: none">➤ To define PEO, PO and PSO in respective slides.➤ To include outcomes of each laboratory in slide presentation under Laboratory facilities.										
2	<ul style="list-style-type: none">Changes in the schedule for the next presentation is listed below.<table border="1"><thead><tr><th>Date</th><th>Department</th></tr></thead><tbody><tr><td>03.12.2019</td><td>CSE</td></tr><tr><td>04.12.2019</td><td>ME</td></tr><tr><td>05.12.2019</td><td>ECE</td></tr><tr><td>06.12.2019</td><td>CE</td></tr></tbody></table>	Date	Department	03.12.2019	CSE	04.12.2019	ME	05.12.2019	ECE	06.12.2019	CE
Date	Department										
03.12.2019	CSE										
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IQAC Director


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Minutes of the IQAC Meeting

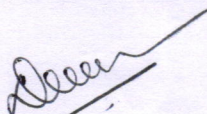
Name of the meeting: IQAC	Date: 21/9/2019
Name of the Facilitator : Principal, IQAC Director	Time: 12.10 PM
Meeting type: Scheduled	Venue: Conference Room

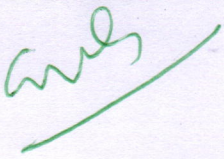
Agenda:- Second level presentation for NAAC by Mechanical Engineering Department :By Dr. Antony Pallan.

Principal ,IQAC Director ,Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting. Principal and IQAC director suggested the modifications to be incorporated for coming presentations. Principal reminded that the presentations should highlight the achievements of each department so that the team members of NAAC/NBA should get a positive spirit about the department.

Sl No:	Decision												
1	The next presentation is scheduled on 27.11.2019 by Ms.Able Alex-Placement coordinator												
2	<p>The dates of presentation for departments are scheduled as follows so that all departments can prepare well for the next presentations.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Date</th><th>Department</th></tr> </thead> <tbody> <tr> <td>02.12.2019</td><td>EEE</td></tr> <tr> <td>03.12.2019</td><td>CSE</td></tr> <tr> <td>04.12.2019</td><td>CE</td></tr> <tr> <td>05.12.2019</td><td>ECE</td></tr> <tr> <td>06.12.2019</td><td>ME</td></tr> </tbody> </table>	Date	Department	02.12.2019	EEE	03.12.2019	CSE	04.12.2019	CE	05.12.2019	ECE	06.12.2019	ME
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03.12.2019	CSE												
04.12.2019	CE												
05.12.2019	ECE												
06.12.2019	ME												
3.	Principal informed that during department presentation all faculty members of the concerned department is to be present without fail.												

5	Decided to make necessary arrangement to highlight the unique features of RCET, to improve the overall appearance of the college.	Committee Members	Before NAAC evaluation.

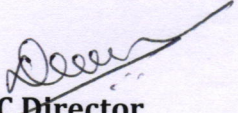

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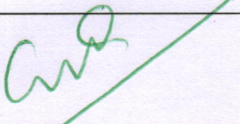

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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 21/11/2019												
Name of the Facilitator : Principal, IQAC Director	Time: 12.10 PM												
Meeting type: Scheduled	Venue: Conference Room												
<p>Agenda:- Second level presentation for NAAC by Mechanical Engineering Department :By Dr. Antony Pallan.</p> <p>Principal ,IQAC Director ,Head of the departments, IQAC team members and the in charges of various committees formed for NAAC attended the meeting. Principal and IQAC director suggested the modifications to be incorporated for coming presentations. Principal reminded that the presentations should highlight the achievements of each department so that the team members of NAAC/NBA should get a positive spirit about the department.</p>													
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IQAC Director


Principal

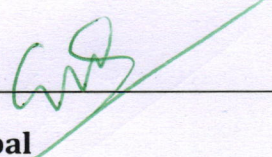
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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 30/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 10.00AM
Meeting type: Scheduled	Venue: Conference Hall
Agenda:-Second level PPT Presentation by Ms. Meera V M, Asst. Professor /CSE Department , Ms. Bhavya K Bharathan, Asst. Professor /CSE Department and Ms.Sruthy K Suresh, Asst. Professor /AEI Department.	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
Session 1: RCET HOSTEL by Ms. Meera V M, Asst. Professor /CSE Department. Ms. Meera V M presented well in detail about the Hostel in our institution. Some of the suggestions from the IQAC director and the team members were as follows. <ul style="list-style-type: none">To include details regarding ISO certification of Hostel, student intake in each year, Students study time facility other than normal study time, water facilities, and details of Horizon App. <p>IQAC director appreciated Ms. Meera V M for her well prepared presentation.</p> Session 2: Student Amenities Cell(SAC) by Ms. Bhavya K Bharathan, Asst. Professor /CSE Department. Ms. Bhavya K Bharathan explained in detail about Student Amenities Cell (SAC) in RCET. One of the suggestions was to include details regarding General store. IQAC director appreciated Ms. Bhavya K Bharathan for her informative presentation. Session 3: Various Clubs and committees by Ms. Sruthy K Suresh, Asst. Professor /ECE Department Ms. Sruthy K Suresh, Asst. Professor /ECE Department explained about Various Clubs and committees of RCET. Some of the suggestions from the IQAC director and the team members were as follows. <ul style="list-style-type: none">To include more awareness programs under anti ragging committee and women cell.To include more details separately on Grievance and Welfare cell. <p>IQAC director appreciated her for the well prepared presentation.</p> <p>The meeting ended at 12.15PM.</p>	


IQAC Director


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Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 31/12/2019
Name of the Facilitator : Principal, IQAC Director	Time: 10.00AM
Meeting type: Scheduled	Venue: Conference Hall
Agenda:-Second level PPT Presentation by Mr. Sreenivasa Prashanth P, Asst. Professor /CSE Department, Ms. Fasna K K , Asst. Professor /ECE Department Ms.Sreedevi K Asst. Professor /ECE Department and Ms.Swathy M Asst. Professor /CE Department.	
Principal, IQAC Director, Head of the departments, IQAC team members and the in charges of various committees attended the meeting.	
Session 1: Time table Management System by Mr.Sreenivasa Prashanth , Asst. Professor /ME Department. Mr.Sreenivasa Prashanth presented in detail about the Time table Management System in RCET. He also introduced about asctimetables.com, a free software for time table setting and IQAC Director and members suggested to try this software in the next semester for time table setting. IQAC director appreciated Mr.Sreenivasa Prashanth for excellent presentation.	
Session 2: Arts and Tech fest by Ms. Fasna K K , Asst. Professor /ECE Department Ms. Fasna K K explained in detail about Arts and Tech fest. Some of the suggestions were to include <ul style="list-style-type: none">• Best Actor and Actress in Arts fest• In tech fest, classify the events as indoor and outdoor events and also to present the conventional activities first and then the newly introduced activities.• Details regarding safety rule taken when techfest is conducted.• Highlight the contribution of AS&H department for participating the first year students in techfest. IQAC director appreciated Ms. Fasna K K for her informative presentation.	
Session 3: Various Clubs and committees by Ms. Sreedevi K, Asst. Professor /ECE Department Ms. Sreedevi K, Asst. Professor /ECE Department explained about Various Clubs and committees of RCET. Some of the suggestions from the IQAC director and the team members were as follows. <ul style="list-style-type: none">• To include placement committee, department wise Newsletters and to update in charges of various committees.• In one of the slide, publicity, include prospectus of the college.	
Session 4: KTU Examination cell by Ms. Swathy M, Asst. Professor /CE Department Ms. Swathy M , Asst. Professor /CE Department presented in detail about KTU Examination cell . Some of the suggestions from the IQAC director and the team members were as follows. <ul style="list-style-type: none">• Mention the instruction given to both invigilators and students.• Mention that separate rooms are provided for medical cases and for those who need scribes. IQAC director appreciated her for the well prepared presentation. The meeting ended at 12.10 PM.	


IQAC Director


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