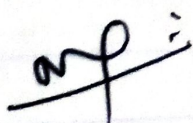


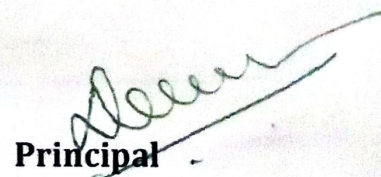
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY, AKKIKAVU

Minutes of the IQAC Meeting

Name of the meeting: IQAC	Date: 04/06/2020
Name of the Facilitator : Principal, IQAC Director	Time: 02.00PM
Meeting type: Scheduled	Venue: Conference Hall
Agenda: - NAAC Visit and related Document filing, 3rd and final stage of NAAC Principal, IQAC Director, Head of the departments, Director of Placement and Training Cell, IQAC team members and the in charges of various committees attended the meeting.	
NAAC Visit and related Document filing, Coordination Meeting- I	
Prof. Nasser Yoonez, Director, Placement and Training Cell Presented about the preparations for 3 rd and final stage of NAAC Accreditation process	
<ul style="list-style-type: none">• HODs are requested to divide the staffs of their department into groups of 2 members such that each criteria among 7 is assigned to the groups.• Each Team with a Head and an assistant should collect the copies and keep it as files in order.• HODs should monitor, verify and confirm the daily progress of the work	
IQAC director appreciated him for his presentation.	



IQAC Director/NAAC Visit Coordinator



Principal

Minutes of IQAC Meeting

Name of the meeting: IQAC	Date: 22/06/2020
Name of the Facilitator: NAAC coordinator	Time: 12.00
Meeting type: Scheduled	Venue: Training and Placement office, I

Attendees

Mr. Nasser Yunus- NAAC Auditing Coordinator	Ms. Able Alex-NAAC Auditing Co Coord
Mr. Bineesh ASH Dept	Ms. Anitha CSE Dept
Mr.Shoy CE Dept.	Ms. Rubina ECE Dept
Ms .Jency CSE Dept	Mr. Raison ME Dept
Mr.Yousuf P P, ME Dept	Ms.Radhika ECE Dept
Ms. Sruthy Menon ME Dept.	Ms. Sandhya ASH Dept

Agenda: NAAC E-Filing documents audit based on NAAC Criteria

Sl No	Decision	Responsibility	
1	NAAC Auditing Coordinator had given an introduction to the NAAC accreditation process. He had reiterated the need of keeping updated and proper documentation in each department; especially it is very essential during the proposed NAAC Peer time visit.	HODs	
2	NAAC Auditing Co-Coordinator reported on the essentiality of auditing each department for the correctness and fullness of documentation based on the NAAC Criteria.	HODs	
3	Audit process has to be carried out from 29th June 2020 onwards continuously for eight days.	Auditors	
4	The NAAC Auditors and Ms. Radhika, ECE Dept have shared many concerns over the issues regarding the e filing audit and accordingly auditing schedule has prepared and deployed auditors for each department.	Mr. Nasser Yunus/ NAAC Auditing Coordinator	
	The Committee has further appealed to all auditors to take the effort to achieve uniformity in regard to documentation in all departments by sharing the views and communicating with the department concerned and NAAC Coordinators.	Auditors	

Minutes of IQAC Meeting

Name of the meeting: IQAC		Date: 08/07/2020
Name of the Facilitator: NAAC coordinator		Time: 10:00 AM
Meeting type: Scheduled		Venue: Training and Placement office
Attendees		
Mr. Nasser Yunus/NAAC Auditing Coordinator		Ms. Able Alex/NAAC Auditing Co Coc
Mr. Shoy/ CE Dept.		Ms. Jency / CSE Dept.
Ms. Rubina/ ECE Dept		Mr. Raison /ME Dept
Mr. Yousuf .P P/ ME Dept.		Mr. Bineesh/ ASH Dept.
Ms. Anitha/ CSE Dept		
Agenda: NAAC E-Filing documents 1st Audit completed: To discuss the Feedback from the Auditors.		
Sl No	Decision	Responsibility
1	All auditors have been remarked on all the 7 criteria e-filings which are attached and they have expressed for the next cycle of audit requirements.	Auditors
2	The NAAC Coordinators decided to request to all departments to submit the revised e-submittals with compliance report on or before 15th July for the next cycle of final audit.	HODs
3	Departments are supposed to maintain all the detailed proof of program, activities, minutes etc for all criteria to give an impression that such activities are undergone in the department.	Faculties assigned for each criteria
4	Decided to monitor NAAC E-FILING process of all departments.	NAAC coordination committee
	Asked all departments to report to the committee on daily basis (9th July onwards)	HODs

NAAC Committee has decided to give certain guidelines for e- filing documentati departments as detailed below.

1. AMS-FMS Documents:

- a) E-filings as samples are necessary from 2015 -2019
- b) Hard copies should be kept in chronological order before the implem of AMS
- c) For the AY 2019-20, all documents should be kept as e-copy and be ready for NAAC request

Minutes of IQAC Meeting

Name of the meeting: IQAC

Name of the Facilitator: IQAC coordinator

Meeting type: Scheduled

Date: 22/10/2020

Time: 2.00 PM

Venue: Conference Room

Attendees

Mrs. Amrutha M Chemmannur / HOD-EEE

Mr. Shanid Malayil, HOD/CSE

Ms. Shiji K., IQAC coordinator

Ms. Najiya A. R., AP/ECE

Mr. Ajeesh Karippath (AP/ ME)

Ms. Rasmi A (Assoc. Prof., CSE)

Ms. Sruthy Menon (AP, ME)

Mrs. Asheera L, HOD/ASH

Mrs. Nikitha V. P., AP/ECE

Mr. Dileepan Balakrishnan, KTU cell coordi

Ms. Ihsana (AP/ CSE)

Ms. Anu George (AP/CE)

Mr. Praveen K. P. (AP/ EEE)

Ms. Sandhya (AP, ASH)

Agenda: Academic Audit (Internal) KTU

S#	Decision	Responsibility
1	Decided to conduct KTU Academic Audit (Internal) from 02-11-2020 to 03-11-2020.	Faculties and HODs
2	Ms. Amrutha M. Chemmannur (UG Dean) has been deputed as overall coordinator of internal audit process.	Ms. Amrutha M. Chemmannur/ UG Dean
3	It is instructed to conduct the internal e- audit strictly based on the KTU audit manual.	Internal Auditors
4	Detailed audit schedule is to be prepared and circulate on or before 28/10/2020.	Mr. Dileepan Balakrishnan/ KTU Cell coordinator
5	It is instructed to maintain the updated details of various college specific documents as per the audit manual.	Ms. Shiji K/ IQAC Coordinator
6	Department specific documents have to be updated and the details of LMS platform, video databases etc. are required to be made available for the audit.	HODs, Department coordinators
7	Interaction with students regarding the effectiveness of online classes has to be arranged and recorded.	Mr. Haridas V. K./ Students Grievance cell convener, Ms. Jency V./ Dean Student affairs
Approved by : Principal		Dated : 22/10/2020

Principal



Minutes of IQAC Meeting

Name of the meeting: IQAC	Date: 02/11/2020
Name of the Facilitator: IQAC coordinator	Time: 9.30AM
Meeting type: Scheduled	Venue: Conference Room
Attendees	
Mrs. Amrutha M Chemmannur / HOD-EEE	Ms. Shiji K., IQAC coordinator
Mr. Shanid Malayil, HOD/CSE	Mr. Dileepan Balakrishnan, KTU cell coc
Ms. Radhika E. R.AP/ECE	Ms. Najiya A. R., AP/ECE
Mr. Ajeesh Karippath (AP/ ME)	Ms. Ihsana (AP/ CSE)
Mr. Praveen K. P. (AP/ EEE)	Ms. Anu George (AP/CE)
Ms. Sruthy Menon (AP, ME)	Ms. Sandhya (AP, ASH)

Agenda: Academic Audit (Internal) of KTU

S#	Decision	Responsibility
1	Decided to conduct KTU Academic Audit (Internal) of CSE, ME & CE departments on 2-11-2020 and submit audit report to UG dean.	Auditors
2	Decided to conduct KTU Academic Audit (Internal) of ECE & EEE departments on 3-11-2020 and submit audit report to UG dean.	Auditors
3	Various college specific documents audit on 4-11-2020	Auditors
4	Uploading of audit report on 4-11-2020	Mr. Dileepan Balakrishnan/ KTU Cell coordinator
Approved by : Principal		Dated : 02/11/2020

[Signature]
Principal



Minutes of IQAC Meeting

Name of the meeting: IQAC	Date: 20/11/2020	
Name of the Facilitator: NAAC coordinator	Time: 9.30 AM	
Meeting type: Scheduled	Venue: Conference Room	
Attendees		
Dr. Devi V., Principal	Dr. Sreeraj/ CSE	
Mr. Nasser Yunus, NAAC Auditing Coordinator	Mrs. Asheera L, HOD/ASH	
Mr. Shanid Malayil, HOD-CSE	Mrs. Nikitha V. P., AP/ECE	
Ms. Shiji K., IQAC coordinator	Mr. Kiran P., AP/EEE	
Mr. Raison , HOD/ME	Mr. Sabith K, AP/CE	
Agenda: Principal's NAAC PPT Presentation		
S#	Decision	Responsibility
1	Updating presentation slides	Principal
2	Improve OBE system	HODs
3	Provide online certification course details	HODs
4	Give awareness of statutory bodies to students and staff.	HODs
5	Updated department presentations from next week onwards.	HODs
Approved by : Principal		Dated : 20/11/2020

Principal



Minutes of IQAC Meeting

Name of the meeting: IQAC-Art & Craft club	Date: 24/11/2020
Name of the Facilitator: IQAC coordinator	Time: 11.30AM
Meeting type: Scheduled	Venue: Principal's room
Attendees	
Dr. Devi V, Principal	Mr. Krishnakumar R, PG Dean
Ms. Amrutha M Chemmannur, UG Dean	Ms. Shiji K., IQAC Coordinator
Ms. Nikitha V. P., AICTE Coordinator	Mr. Praveen K. P., Club Coordinator

Agenda: Art & Craft club

S#	Decision	Responsibility
1	Decided to create a club named 'Art & Craft Club' for improving students' creativity.	Ms. Nikitha V. P.
2	Mr. Praveen K.P.(AP/EEE) as nominated as in charge of this club	Mr. Praveen K. P.
3	Decided to select a coordinator from each department.	Mr. Praveen K. P.

Devi V
Principal



Minutes of IQAC Meeting

Name of the meeting: IQAC-Induction Program		Date: 24/11/2020
Name of the Facilitator: Principal		Time: 11.00AM
Meeting type: Scheduled		Venue: Principal's room
Attendees		
Dr. Devi V, Principal		Mr. Krishnakumar R, HOD/ ECE
Mrs. Asheera L, HOD/ASH		Ms. Shiji K., IQAC coordinator
Agenda: Conduction of Induction Program		
S#	Decision	Responsibility
1	Mrs. Asheera L has been deputed as overall coordinator of Student Induction Programme.	Mrs. AsheeraL/ HOD ASH
2	The inauguration ceremony is scheduled to be conducted on 30th November 2020. It is decided to invite Mr. K Jayakumar IAS as the chief guest and to organize a webinar on the topic 'National Education Policy 2020'.	Coordinators
3	Go to Meeting is finalized as the platform for the upcoming programme sessions.	Coordinators

Coordinators:

1. Ms. Sreedevi K- AP/ECE
2. Ms. Athira Sankar - AP/ ECE
3. Ms. Shefina Ashraf - AP/ ECE
4. Mr. Fawas - AP/ CE
5. Ms. Meera - AP/ CSE
6. Ms. Hima - AP/CSE
7. Mr. Sajeesh - AP/ ME
8. Ms. Sruthi Menon - AP/ ME

[Signature]
Principal

