

## Minutes of IQAC Meeting

Name of the meeting: UHV Cell Formation	Date: 18/1/2021
Name of the Facilitator: IQAC coordinator	Time: 10.30AM
Meeting type: Scheduled	Venue: Principal's room

### Attendees

Dr. Devi V, Principal	Mr. Yousaf P P, UHV Cell Coordinator
Ms. Asheera. L, UHV Cell student coordinator	Ms. Shiji K., IQAC Coordinator
Ms. Amrutha M Chemmannur, UG Dean	Mr. Krishnakumar R, PG Dean

### Agenda: UHV CELL FORMATION

S#	Decision	Responsibility
1	Decided to create a cell named 'UHV' for improving students' to improve human values of students towards the society.	Mr. Yousaf P P ( AP/ME)
2	Ms. Asheera. L, is nominated as UHV Cell -student coordinator	Ms. Asheera L.(HOD/ASH)
3	UHV Cell Inauguration is decided to conduct on 30/1/2021	Mr. Yousaf P P ( AP/ME) & Ms. Asheera L.(HOD/ASH)

Principal

## Minutes of IQAC Meeting

Name of the meeting: IQAC	Date: 28/01/2021
Name of the Facilitator: IQAC coordinator	Time: 11.30AM
Meeting type: Scheduled	Venue: IQAC Room

### Attendees

Ms. Shiji K., IQAC coordinator	Mr. Dileepan Balakrishnan, KTU cell coordinator
Ms. Rasmi, AP/CSE	Ms. Ihsana (AP/ CSE)
Ms. Radhika E. R.AP/ECE	Ms. Najiya A. R., AP/ECE
Mr. Praveen K. P. (AP/ EEE)	Ms. Anu George (AP/CE)

### Agenda: Academic Audit (Internal) of KTU

S#	Decision	Responsibility	Scheduled Date
1	Decided to conduct KTU Academic Audit (Internal), CO-PO Attainment audit for all departments on 2-2-2021 and submit audit report to HODs.	Auditors	
2	Decided to conduct KTU Academic Re Audit (Internal), CO-PO Attainment audit for all departments on 4-2-2021.  Submit KTU audit report to KTU Coordinator & CO-PO attainment audit report to IQAC Coordinator .	Auditors	
3	Audit report will be uploaded on 9-2-2020	Mr. Dileepan Balakrishnan/ KTU Cell coordinator	
Approved by : Principal		Dated : 28/01/2021	

Principal





### Minutes of IQAC Meeting

Minutes of IQAC Meeting

Name of the meeting: IQAC mock presentation	Date: 4/2/2021		
Name of the Facilitator: IQAC coordinator	Time: 11:00 AM		
Meeting type: Scheduled	Venue: Conference Hall		
Attendees			
Principal	Ms. Shiji K., IQAC Coordinator		
Ms. Amrutha M ,HOD/EEE	Mr.Nasser Yunus. NAAC Coordinator		
Mr.Krishnakumar R, HOD/ECE	Mr. Shanid M,HOD/CSE		
Agenda: EEE department - PPT Mock Presentation			
S#	Decision	Responsibility	Scheduled Date
1	IQAC Benchmarking slide need to be corrected	Ms. Shiji K., IQAC Coordinator	
2	Participation of students online courses need to be added	Ms. Shiji K. IQAC Coordinator	

Principal

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## Minutes of IQAC Meeting

Name of the meeting: IQAC-Meeting	Date: 25-03-2021	
Name of the Facilitator: IQAC Coordinator	Time: 11.30 AM	
Meeting type: Scheduled	Venue: IQAC Room	
<b>Attendees</b>		
Ms. Shiji K., IQAC coordinator	Mr. Bineesh K. B., AP/ASH	
Mr. Sabith K., (AP/ CE)	Ms. Athira Shanker (AP/ ECE)	
<b>Agenda: AQAR Data Collection, NEP2020</b>		
S#	Decision	Responsibility
1	One part of data collection for AQAR should be completed before 10-4-2021.	Dept. Coordinators.
2	Conduct NEP 2020 scheduled on 31-03-2021, with maximum participation	Dept. Coordinators.
Approved by : Principal		Dated : 25-03-2021

Principal



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## Minutes of IQAC Meeting

Name of the meeting: IQAC	Date: 09/04/2021
Name of the Facilitator: Principal	Time: 2.00PM
Meeting type: Scheduled	Venue: Conference Room
<b>Attendees</b>	
Mr. Salim V., CEO/ RCET	Dr. Devi V., Principal
Ms. Shiji K., IQAC coordinator	Mr. Praveen K. P., AP/ EEE
Mr. Bineesh , AP/ASH	Ms. Athira Sankar, AP/ECE
Ms. Meera V.M, AP/CSE	Mr. Geno John K., AP/ ME
Mr. SabithK., AP/ CE	

### **Agenda: NBA Work Initiation**

S#	Decision	Responsibility
1	RCET decided to start the work of NBA. Self evaluation of respective department (CSE, CE & ME) based on NBA prerequisites is to be prepared.	IQAC Coordinators
2	Strategic plan for development should submit to management before 22/4/2021.	IQAC coordinators
3	Institution wise preparation of NBA is allotted to ASH Department.	IQAC coordinator
4	Student Feedback analysis of each subject should be done by respective faculty and will be monitored by IQAC.	IQAC coordinator
5	Library Magazine is initiated in co operation with RCET central Library	Librarian & IQAC coordinators
6	Regular monitoring of departmental activities, that are to be uploaded to the Website.	IQAC coordinators
7	Awareness class related to NEP2020 shall be conducted to students.	IQAC coordinators
Approved by : Principal		Dated : 09/04/2021

*[Signature]*  
Principal





## Minutes of IQAC Meeting

Name of the meeting: IQAC-Meeting	Date:12-6-2021
Name of the Facilitator: Principal	Time: 5.00 PM
Meeting type: Scheduled	Venue: Online

### **Attendees**

Ms. Shiji K., IQAC coordinator	Mr. Praveen K. P./ AP EEE
Mr. Bineesh K. B./ AP ASH	Ms. Ihsana Muhammed/ AP CSE
Mr. Ajeesh K./AP ME	Ms. Prajitha V. P./ AP CSE
Ms. Athira Sankar/ AP ECE	Mr. Sabith K./ AP CE
Mr. Sajeesh N. /AP ME	

### **Agenda: NBA Status & IQAC activities**

Sl No	Decision	Responsibility
1	Insisted IQAC department coordinators to submit the criteria 8.1, 8.2 & 8.3 on 14/06/2021	IQAC coordinator/ ASH Dept.
2	Co-Po attainment calculation for the years 19-20 and 20-21 shall be submitted on 14/06/2021	IQAC coordinator/CE, CSE & ME
3	Various activity report of departments shall be mailed to IQAC coordinator by 15/06/2021	IQAC department coordinators
4	Insisted Coordinators to categories all subjects based on area. Allot two senior staffs for each area to verify the CO- PO mapping and attainment calculations.	IQAC department Coordinator.
5	Awareness class on NBA will be held on 13/06/2021 at 11:00 am by Ms. Shiji K and Ms. Prajitha V. P	Dept. IQAC Coordinators.
Approved by : Principal		Dated : 12-06-2021

Principal

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# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 16-8-2021
Name of the Facilitator: Principal	Time: 10:00 AM
Meeting type: Scheduled	Venue: Conference Room, RCET

### Attendees

Dr. Kiran P, IQAC Coordinator	Ms. Mini / AP CSE, KTU coordinator
Ms. Asheera L/ AP ASH	Ms Najiya / AP ECE
Mr. Praveen / AP EEE	Mr. Sabith K/ AP CE
Ms. Athira / AP ECE	Ms. Athira/ AP CE
Mr. Leo Mathew/ AP ME	

### Agenda

1. KTU audit
2. Department inventory audit
3. Updation of NAAC related files
4. NBA Work Completion Status

SI No.	Decision	Responsibility	Scheduled Date
1	Reviewed the previous meeting minutes and progress has been evaluated.	IQAC Coordinator	
2	Decided to complete the works related to KTU audit at the earliest.  KTU External audit – Update AMS & FMS of odd and even semesters, Tutor Files. Date not yet received from KTU.  Uploading of course materials/lectures/recording links in AMS/FMS [2020-21 both odd and even semesters]  Course file completion - Faculty record book - Subjects/ Lab/Project, Lab EPRV sheet, Lab Manual, Project Files.  KTU Internal audit (Even Semester) – Scheduled on 2 <sup>nd</sup> and 3 <sup>rd</sup> September 2021.	KTU Coordinator, Department IQAC Coordinators, HODs, Faculties	31/08/2021



# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date:07-01-2022
Name of the Facilitator: Principal	Time: 9.30 AM
Meeting type: Scheduled	Venue: Conference Room, RCET
<b>Attendees</b>	
Dr. N.Devi.V , Principal	Mr.Raison Joy. HOD/MECH
Ms.Amrutha M Chemmanur , IQAC Director	Mr. Sabith/ AP CE
Dr. N.Muthukumaran , IQAC Coordinator	Ms.Ihsana Muhammed /AP CSE
Prof.Jacob John/ HoD ASH	Ms.Sunena Rose M.V/ AP AD
Mr. Praveen K P / AP EEE	Mr.Sajeesh N /AP MECH
Dr.Kiran P /HoD AD	

### Agenda

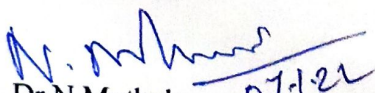
1. NAAC AQAR Preparation
2. Criterion wise allotment
3. Time frame for completion
4. Any other matter

Sl No.	Decision	Responsibility
1	Reviewed the previous meeting minutes and progress has been evaluated.	IQAC Coordinator
2	<p>IQAC Coordinator briefed the Department coordinators about the NAAC AQAR Guidelines.</p> <p>IQAC Director briefed the criterion wise details to be uploaded for AY 2020-2021.</p> <p>Dept Coordinators are informed to refer the NAAC SSR for the details required for updating in AQAR report,</p>	Department IQAC Coordinators, HODs, Faculties




3	Criterion wise In charges allotment is done and the same was informed to the faculty concern.	Concern <sup>ed</sup> faculty	
4	Decided to update the details in all the criteria and have a criteria wise meeting for data verification and Uploading.  <b>PART A</b> CRITERIA I CRITERIA II CRITERIA III CRITERIA IV CRITERIA V CRITERIA VI CRITERIA VII	Department IQAC/NAAC Co coordinators	Criteria wise completion 15.01.22&17.01.22 18.01.22&19.01.22 21.01.22 24.01.22 25.02.22 27.01.22 28.01.22 29.01.22
5	Finally it was decided that NAAC AQAR uploading to be completed on or before 29.01.2022	IQAC Coordinator/NAAC Co- coordinators/  Dept.IQAC coordinators	29.01.2022

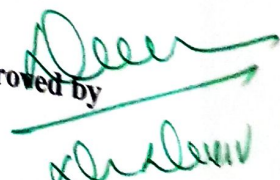
Prepared by

  
Dr.N.Muthukumaran  
IQAC Coordinator

Verified by:

  
Mrs.Amrutha M Chemmanur  
IQAC Director

Approved by

  
Dr. Devi V  
Principal