ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date:16-05-2022
Name of the Facilitator: Principal	Time: 3.00 PM
Meeting type: Scheduled	Venue: Conference Room, RCET

Attendees

Dr.Devi.V Principal	Ms.Najiya Abdul rahman /AP ECE
Ms.Amrutha M Chemmanur , IQAC Director	Mr. Sabith/ AP CE
Dr. N.Muthukumaran , IQAC Coordinator	Mr.Dinto Thomas AP/EEE
Mrs.Asheera AP/ AS&H	Ms.Ishana Mohamed AP/CSE
Mrs.Mini Ittoop AP/CSE	Ms.Sruthy Menon

Agenda

NAAC IQAR files

SL.NO	DECISION	RESPONSIBILITY
1	Reviewed the previous meeting mintues and the progress has been evaluated	IQAC Coordinator
2	It was decided to complete the NAAC AQAR files before the end of may and Audit is scheduled on 3.6.2022 and 4.6.2022	IQAC members
3	Audit check list and Auditors list will be prepared and sent to all auditors through IQAC coordinator.	IQAC Coordinator
4	IQAC director informed all department IQAC Coordinators to inform the faculty members regarding the preparation of files as per the format given by IQAC	Department IQAC Coordinators
5	IQAC Director thanked all the members present in the meeting	

Prepared by

Dr.N.Muthukumaran
IQAC Coordinator

Verified by

Mrs.Amrutha M Chemmanur
IQAC Director

Approved by

Dr. Devi V
Principal

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY:THRISSUR
INTERNAL QUALITY ASSURANCE CELL

SL.NO	16.05.2022 ACTION TAKEN
1.	NAAC AQAR files verification and audit is scheduled on 3.6.2022 and 4.6.2022
2.	Auditors list and audit check list was circulated to all departments for the smooth conduct of Audit.
3	NAAC AQAR related files were updated

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

Minutes of IQAC Meeting

	Date:23-02-2022
Name of the meeting: IQAC Meeting	
Name of the Facilitator: Principal	Time: 12.15 PM
Meeting type: Scheduled	Venue: Conference Room, RCET

Attendees

Mr.V.P .Salim , CEO	Ms.Najiya Abdul rahman /AP ECE
Ms.Amrutha M Chemmanur , IQAC Director	Mr. Sabith/ AP CE
Dr. N.Muthukumaran , IQAC Coordinator	Ms.Sabitha C.B /AP CSE
Mrs.Asheera AP/ AS&H	Ms.Sunena Rose M.V/ AP AD
Dr.Kiran .P/HoD AD	Mr.Sajeesh N /AP MECH
Mr.Vishnu	Mr.Sterlin P.S
Ms. Shahida K.M AP/AS&H	Mrs.Mini Ittoop AP/CSE
MS.Nithya N Menon AP/EEE	

Agenda

1. KTU Internal Audit AY 2021-2022 (ODD SEM)
2. Annual stock verification
3. NAAC IQAR file updation

Sl No.	Decision	Responsibility	Scheduled Date
1	Reviewed the previous meeting minutes and progress has been evaluated.	IQAC Coordinator	
2	IQAC Director briefed about the KTU internal audit for the AY 2021- 2022 (ODD SEM)		
3	IQAC Coordinator requested all the Department coordinators to take initiative for the completion of all files related to audit	HODs, All faculty	
4	IQAC Director announced the dates for the audit. It is decided to conduct the audit on 2.4.2022 and 3.4.2022	Department IQAC Coordinators	02.03.2022 03.03.2022
		IQAC Coordinator	
5	List of auditors and checklists have been sent to all departments		
	KTU Coordinator have to consolidate the audit reports and it should be submitted to IQAC	Mrs.Mini Ittoop	07.03.2022

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY, THRISSUR
INTERNAL QUALITY ASSURANCE CELL

23.02.2022

SL.NO	ACTION TAKEN
1.	KTU internal audit was conducted on 2.4.2022 and 3.4.2022 for the AY 2021-2022 (ODD SEM)
2.	Auditors list and audit check list was circulated to all departments for the smooth conduct of Audit.
3	Stock verification was carried out in all departments
4	NAAC AQAR related files were updated

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date:31-01-2022
	Time: 11.00 AM
Name of the Facilitator: Principal	Venue: Conference Room, RCET
Meeting type: Scheduled	

Attendees

	Ms.Najiya Abdul rahman /AP ECE
Mr.V.P .Salim , CEO	Mr. Sabith/ AP CE
Dr . Devi.V , Principal	Ms.Ihsana Muhammed /AP CSE
Ms.Amrutha M Chemmanur , IQAC Director	Ms.Sunena Rose M.V/ AP AD
Dr. N.Muthukumaran , IQAC Coordinator	Mr.Sajeesh N /AP MECH
Dr.Kiran .P/HoD AD	Ms.Sharmila K.P /AO
Mr. Praveen K P / AP EEE	

Agenda

1. NAAC AQAR verification and finalization
2. NPTEL Course registration for staff and studentsa
3. AICTE Internship
4. Association activities AY 2021-2022
5. University Results and Faculty appreciation
6. Best performance trophy – Year wise
7. UHV Course - Students participation
8. MoU activities with industries / Companies
9. Best project proposal for SSSDF funding
10. Any other matter

Sl No.	Decision	Responsibility	Scheduled Date
1	Reviewed the previous meeting minutes and progress has been evaluated.	IQAC Coordinator	
2	IQAC Director briefed the NAAC AQAR data verification and finalization for uploading the same in the NAAC Portal.	IQAC Coordinator	19.02.2022
3	IQAC Coordinator requested all the Department coordinators to take initiative for NPTEL course registration by faculty and students of S_1 ,S_3 and S_5 students.	Department IQAC Coordinators, HODs Tutors	01.02.2022

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY:THRISSUR
INTERNAL QUALITY ASSURANCE CELL

SL.NO	31.01.2022 ACTION TAKEN
1.	NAAC AQAR documents were verified and uploading process initaiated.
2.	Department association activities were started in every department
3	Best performance rolling trophy was designed and kept ready for each department
4	Students are attending the UHV programme (online)

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

Attendees

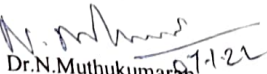|	
Dr. ★.Devi.V , Principal	Mr.Raison Joy, HOD/MECH
Ms.Amrutha M Chemmanur , IQAC Director	Mr. Sabith/ AP CE
Dr. N.Muthukumaran , IQAC Coordinator	Ms.Ihsana Muhammed /AP CSE
Prof.Jacob John/ HoD ASH	Ms.Sunena Rose M.V/ AP AD
Mr. Praveen K P / AP EEE	Mr.Sajeesh N /AP MECH
Dr.Kiran P /HoD AD	

Agenda

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

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

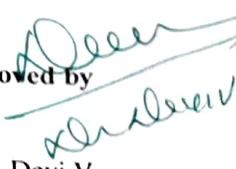|			
3	Criterion wise In charges allotment is done and the same was informed to the faculty concern.	Concern faculty	
4	Decided to update the details in all the criteria and have a criteria wise meeting for data verification and Uploading. **PART A** CRITERIA I CRITERIA II CRITERIA III CRITERIA IV CRITERIA 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 7-1-22
IQAC Coordinator

Verified by:

07/2022
Mrs.Amrutha M Chemmanur
IQAC Director

Approved by

Dr. Devi V
Principal

Royal

College of Engineering and Technology

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NAAC Accredited Institution

22.01.2022

SLNO	ACTION TAKEN
1	NAAC AQAR is preparation and criteria updating are entrusted with NAAC department coordinators and is proceeding with a coordination of IQAC coornator and IQAC director
2.	Referring NAAC SSR necessary information are given to the IQAC cell by NAAC coordinators in order to fill AQAR and present it in front of statutory body on time

PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU