

**ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY**

**Minutes of IQAC Meeting**

Name of the meeting: IQAC Meeting	Date: 22/01/2024
Name of the Facilitator: Dr. Devi V, Principal	Time: 2:00 pm
Meeting type: Scheduled	Venue: Conference Room

**Attendees**

Mr V P Salim, CEO	Dr. Devi V, Principal
Ms. Amrutha Chemmannur, IQAC Director	Ms Lemya Sainudeen, IQAC coordinator
Dr. Shanavas S, HoD/ME	Ms Najiya Abdulrahiman, AP/AD
Mr G Karunanidhi, AP/ME	Ms. Ashcera L -AP/ASH
Ms Radhika E R, AP/ECE	Mr Dinto Thomas, AP/EEE
Ms Mini Ittoop, KTU Coordinator	Ms Savitha Vasudevan, AP/ECE
Ms Athira Premkumar, AP/CE	Ms Sandhya P S, AP/ASH
Ms Anumol P S, AP/AD	Ms Sumithra P M, TS/AD

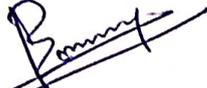
**Agenda**

Work distribution of NAAC AQAR submission.  
Review on the second internal audit. (2023-24 AY)

SI No.	Decision	Responsibility
1	The last date for the AQAR online submission (2022-23 AY) for NAAC is on 29/02/2024. Ms Sumitra (TS/AD) is assigned as the in-charge of document submission for the same.	IQAC
2	The coordinators of AQAR containing 7 criteria (Part-B) are divided as follows:  Cr-1 : Ms Ihsana Muhammed (AP/CSE) ✓ Cr-2 : Ms Sandhya (AP/ASH) Cr-3 : Ms Najiya Abdulrahiman (AP/AD) Cr-4 : Mr Dinto Thomas (AP/EEE) Cr-5 : Mr Sabith (AP/CE) Cr-6 : Ms Radhika E R (AP/ECE) Cr-7 : Mr Gautham Karunanidhi (AP/ME)	Criteria coordinators

3	<p>The deadline for the document submission is scheduled as follows:</p> <p>Cr-1 : February 6<sup>th</sup> and 7<sup>th</sup> - 2024  Cr-2 : February 8<sup>th</sup> and 9<sup>th</sup> - 2024  Cr-3 : February 12<sup>th</sup> - 2024  Cr-4 : February 13<sup>th</sup> - 2024  Cr-5 : February 14<sup>th</sup> - 2024  Cr-6 : February 15<sup>th</sup> - 2024  Cr-7 : February 16<sup>th</sup> - 2024</p>	Criteria coordinators
4	The deadline for Part A submission of AQAR is scheduled on February 5 <sup>th</sup> - 2024.	IQAC
5	IQAC has verified the successful completion of the second internal audit (AY 2023-24, odd semester) and the final report is submitted to the Principal.	IQAC

Prepared by

  
Ms Lemya Sainudeen  
IQAC Coordinator

Verified by

  
Ms Amrutha M Chemmanur  
IQAC Director

Approved by

  
Dr Devi V  
Principal