

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting		Date: 10/06/2024
Name of the Facilitator: Dr. Devi V, Principal		Time: 10.00am
Meeting type: Scheduled		Venue: Conference Room
Attendees		
Mr V P Salim, CEO	Dr. Devi V, Principal	
Ms. Amrutha Chemmannur, IQAC Director	Ms LemyaSainudeen, IQAC Coordinator	
Dr. Shanavas S, HoD/ME	Ms Sandhya, AP/ASH	
Ms Ihsana Muhammed, AP/CSE	Ms. Asheera L -AP/ASH	
Mr Dinto Thomas, AP/EEE	Mr Sabith, AP/CE	
Ms Radhika E R, AP/ECE	Ms Savitha Vasudevan, AP/ECE	
Ms Mini Ittoop, KTU Coordinator	Ms Anumol, AP/AD	
Ms Sharmila K P, Administrative Officer		
Agenda		
Suggestions for the Action Plan for the Academic Year 2024-2025.		
Sl No.	Decision	Responsibility
1	The IQAC suggested organizing a five-day Faculty Development Induction Program under IQAC, TLC and ISTE (Staff Chapter). The FDP must focus on providing Python Hands-on workshop and also covering key aspects of OBE.	Ms NajiyaAbdulrahiman (AP/AD) MsLemyaSainudeen (AP/CSE) Ms Neethu S Kumar (AP/AD)
2	Instruction was given to conduct two internal audits per semester as per the academic calendar. A special review team will be employed to inspect attainment calculations.	IQAC
3	A recommendation was made to witness an International Conference in Hybrid Mode.	Convenor and Co-convenor of ICET.
4	It was decided to conduct a Tech fest (2 days) preferably in the month of October 2024. <ul style="list-style-type: none"> • Key events, competitions, and workshops to propose. • Collaboration with industry partners and sponsors to discuss. 	Prof Krishna Kumar (HoD/ECE)
5	Proposal was given to introduce skill-based courses for students. Courses aligned with industry demands, such as coding or AI can be focussed. The feasibility of offering certifications must also be analyzed.	Department RACE Coordinators

6	Proposed to establish a Memorandum of Understanding (MoU)/Letter of Agreement (LoA) with reputed organizations with an objective to achieve academic collaboration, research partnerships, and student exchange programs.	Royal Training and Placement Cell
7	<p>Review of the current progress and gaps in meeting NAAC requirements was done.</p> <ul style="list-style-type: none"> • Formation of task forces to address documentation, infrastructure, and compliance was discussed. • Principal instructed to attend webinars on NAAC binary accreditation model. 	IQAC

Prepared by

MsLemyaSainudeen

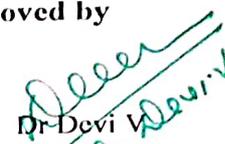
IQAC Coordinator

Verified by


Ms Amrutha M Chemmanur

IQAC Director

Approved by

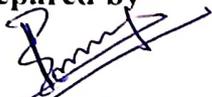

Dr Devi V
Principal

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

26/06/2024	
SL.NO	ACTION TAKEN
1	The Committee members were assigned to each action mentioned in the plan.
2	A review of the Academic calendar was made and a tentative schedule was prepared.
3	NAAC binary accreditation reforms were discussed.

Prepared by


Ms Lemya Sainudeen

IQAC Coordinator

Verified by


Ms Amrutha M Chemmanur

IQAC Director

Approved by


Dr Devi-V

Principal