

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 08/01/2025	
Name of the Facilitator: Dr. Devi V, Principal	Time: 1:10 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	
Dr AnfasMukram, AP/ME	Ms. Asheera L -AP/ASH	
Ms Radhika E R, AP/ECE	Mr Dinto Thomas, AP/EEE	
Ms Mini Ittoop, KTU Coordinator	Ms Savitha Vasudevan, AP/ECE	
Mr Sabith, AP/CE	Ms Nisha Unni, AP/ASH	
Ms Leeva Joyson, AP/ASH	Ms Anumol, AP/AD	
Ms Sabira, AP/CSE	Ms Roshmin Rizuvan , AP/CSE	
Ms Silpa, TS/AD		
Agenda		
Work distribution of NAAC AQAR submission for the AY 2024-25 Review on the second internal Audit. (2024-25 AY)		
Sl No.	Decision	Responsibility
1	The principal congratulated the IQAC team for the successful approval of NAAC AQAR (2022-23 AY).	
2	Principal reminded about the NAAC renewal Timeline (February 2026). The following faculty members are assigned the respective duty of NAAC Accreditation visit (Second Cycle): <u>NAAC</u> 1) Ms Vidya P (AP/CSE)- NAAC Co-rdinator 2) Dr Rahul B (AP/AD)- NAAC Co-coordinator	IQAC
3	The last date for the AQAR online submission (2023-24 AY) for NAAC is on 21.01.2025. The portal will be opened from 16.01.2025. Ms Silpa (TS/AD) is assigned to assist in the AQAR document preparation.	IQAC

4	<p>The coordinators of AQAR containing 7 criteria (Part-B) are divided as follows:</p> <p>Cr-1 : Ms Sabira (AP/CSE) Cr-2 : Ms Leeva (AP/ASH) and Ms Nisha Unni (AP/ASH) Cr-3 : Ms Najiya Abdulrahiman (AP/AD) Cr-4 : Mr Dinto Thomas(AP/EEE) and Ms Roshmin Rizuvan (AP/CSE) Cr-5 : Mr Sabith (AP/CE) Cr-6 : Ms Radhika E R (AP/ECE) Cr-7 : Dr Anfas Mukram (AP/ME)</p> <p>The student satisfaction survey to be completed by Ms Anju (AP/CSE)</p>	Criteria coordinators
5	The deadline for the document submission was scheduled on 15/01/2025.	Criteria coordinators
6	The deadline for Part A submission of AQAR was scheduled on 14/01/2025.	IQAC
7	IQAC has verified the successful completion of the second internal audit (AY 2024-25, odd semester) and the final report is submitted to the Principal.	IQAC

Prepared by


Ms Lomya Sainudeen

IQAC Coordinator

Verified by


Ms Amrutha M Chemmanur

IQAC Director

Approved by

Dr Devi V

Principal