

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

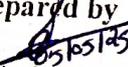
Minutes of IOAC Meeting

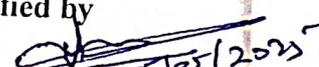
Name of the meeting: IQAC Meeting	Date: 30-04-2025
Name of the Facilitator: Principal	Time: 2.00 PM
Meeting type: Scheduled	Venue: Conference Room, RCET
Attendees	
Mr V P Salim, CEO	Dr. Anfaz Mukkram Assoc./AD
Dr. P. Suresh Venugopal, Principal	Ms. Najiya A. AP/AD
Ms. Amrutha M Chemmanur, IQAC Director	Mr. Dinto Thomas. AP/EEE
Ms. Vidya, NAAC Coordinator	Ms. Princy P P. AP/CE
Dr. B. Rahul, NAAC Co-coordinator	Ms. Radhika. AP/ECE
Ms. Sabira AP/CSE	Ms. Nisha Unni AP/AS&H

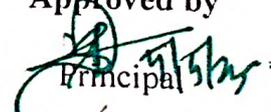
Agenda

1. NAAC Second Cycle Preparation
2. Any other matter of Discussion

Sl.No.	Decision	Responsibility	Scheduled Date
1	<p>Preparations for the upcoming NAAC Second Cycle Accreditation process have commenced, with the Peer Team Visit tentatively scheduled for the December-January period. To coordinate NAAC accreditation-related activities and streamline the documentation process, institution-level criterion coordinators have been assigned. This is aimed at ensuring smooth and timely execution of all required tasks. The following faculty members have been designated as Criteria Coordinators:</p> <p>List of Criteria Coordinators:</p> <ul style="list-style-type: none"> • Criterion I (Curricular Aspects): [Ms. Sabira AP/CSE] • Criterion II (Teaching-Learning and Evaluation): [Ms. Nisha Unni AP/AS&H] • Criterion III (Research, Innovations and Extension): [Ms. Najiya A. AP/AD] • Criterion IV (Infrastructure and Learning Resources): [Mr. Dinto Thomas. AP/EEE] • Criterion V (Student Support and Progression): [Ms. Princy P P. AP/CE] • Criterion VI (Governance, Leadership and Management): [Ms. Radhika. AP/ECE] • Criterion VII (Institutional Values and Best Practices): [Dr. Anfaz Mukkram Assoc./AD] 	NAAC Coordinator	
2	<p>In order to improve our institutional grade in the upcoming NAAC Second Cycle, all are requested to work and coordinate activities effectively. It has been decided to convene a meeting on [5/05/2025] to review the deficiencies highlighted by the NAAC Peer Team during the First Cycle visit and to discuss about the improvement strategy. All members are requested to thoroughly review the previous NAAC documents and come prepared for the meeting.</p>	Criteria Coordinators	05/05/2025
3	<p>In order to fine tune the documentation system for the upcoming NAAC Second Cycle, it has been decided to strengthen the internal audit process. The audit schedule for NAAC documentation is as follows:</p> <ul style="list-style-type: none"> • Zeroth Review: 22 May 2025 • First Interim Audit: 30 June 2025 • Second Interim Audit: 14 August 2025 • Third Interim Audit: 16 October 2025 • Final Audit: 27 November 2025 	NAAC Coordinator	

Prepared by

 Rahul.B

Verified by

 IQAC Director

Approved by

 Principal