

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 05-05-2025
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>Each criterion heads explained the deficiencies of corresponding criterion highlighted by the NAAC Peer Team during the First Cycle visit and discussed about the improvement strategy.</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	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 conduct a zeroth audit in all department on [22/05/2025] to review the current status of the NAAC files.	Criteria Coordinators	05/05/2025
3	<p>Important points discussed:</p> <ul style="list-style-type: none"> • It is required to update the procedure of the feedback system to improve the efficiency of teaching learning process • Faculty details of last 4 years has to be prepared based on the sanctioned intake and faculty cadre ratio • Updated format for department level budget has to be prepared and circulated • Need to take decisions based on the discussions to improve the weightage of criterion 6 		

Prepared by

Rahul. B

Verified by

IQAC Director

Approved by

Principal

21/05/2025

21/5/25