



MINUTES OF MEETING

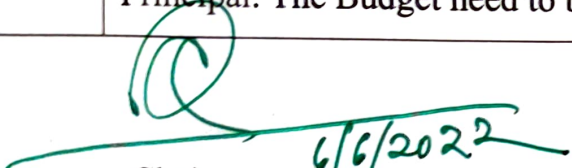
Subject: Meeting of IQAC	Meeting No:2/2022	Started at : 10:30 AM
Venue: Principal Board Room	Date: 06/06/2022	Ended at : 11:00 AM

Agenda :

1. Review of previous meeting minutes
2. Reconstituted IQAC members
3. KTU Academic Audit
4. Internal Academic Audit
5. IQAC Academic Audit Awareness Workshop
6. CO-PO Attainment calculation
7. Department Budget

Sl.No	Subject and Decision
1	<p><u>Review of previous meeting minutes</u></p> <p><u>Item 2;</u> NAAC peer team visit successfully conducted and RIET secured B+ grade. Principal Congratulated all IQAC team members</p> <p><u>Item 3 :</u> Academic Audit conducted</p> <p><u>Item 4 :</u>FDP on cyber security postponed to August due to non availability of recourse person in CDAC</p> <p><u>Item 8 :</u> Placement Training Conducted</p> <p><u>Item 9 :</u> Workshop on _Arduino Microcontroller_ conducted on 23,24 and 25th March 2022</p> <p><u>Item 10 :</u> IPR awareness Programme conducted</p> <p><u>Item 11 :</u> MoU Signed with MAAC</p>
2	<p><u>Reconstituted IQAC members:</u></p> <p>Dr Nalanth (Professor, HoD Civil) has been selected as the IQAC coordinator. Following members from each department are selected as DQAC members</p> <p>Mr Jinu Raj R (CSE), Mr Krishnakumar (ME), Dr Priya Prasad (MBA), Ms Shilpa Suresh (CE), Dr BycilV J (EC), Ms Shaleena Ambujan (EEE), Mr Anuraj S R (BHMCT)</p>
3	<p><u>KTU Academic Audit:</u> KTU External Academic Audit is scheduled between 7th June and 17th June. Two members from other institutes will be coming for the audit. All the department specific filed to be readied by this week</p>
4	<p><u>Internal Audit:</u> It is decided to conduct Internal Academic Audit on 10th June 2022 (Friday). All the department specific filed to be readied. Auditing will be performed by Core members of IQAC. The internal Audit report will be shared to HoDs</p>
5	<p><u>IQAC Academic Audit Awareness Workshop :</u> It is decided to conduct an IQAC Audit Awareness Workshop on 07/06/22 to familiarize with the new KTU Academic Audit procedures and also to explain the new templates for the file preparation. All faculty members participation is mandatory</p>

6	CO-PO Attainment calculation: Attainment of CO and PO also to be computed and filed in the course file.
7	Department Budget: Department budget to be prepared by all departments and to be approved by Principal. The Budget need to be prepared based on the new format shared by IQAC


Chairperson 6/6/2022


IQAC Coordinator

Dr.S Suresh Babu
Principal
Rajadhani Institute of Engineering and Technology
Rajadhani Hills, Nagaroor, Nedumparambu P.O.
Thiruvananthapuram-695102.

