



RAJADHANI INSTITUTE OF ENGINEERING AND  
TECHNOLOGY,  
Rajadhani Hills Nagaroor, Thiruvananthapuram 695102



MINUTES OF MEETING

Subject: Meeting of IQAC	Meeting No:1/2024	Started at :10:00AM
Venue: Principal Board Room	Date: 8/01/2023	Ended at :11:00 AM
Agenda :		
<ol style="list-style-type: none"><li>1. Review of previous meeting minutes</li><li>2. Reconstitution of IQAC members</li><li>3. Reconstitution of IQAC Audit Cell</li><li>4. NAAC AQAR Uploading Reg</li><li>5. National Science Day</li><li>6. Gender Awareness &amp; Sex education</li><li>7. Final Year Project</li></ol>		
Sl.No	Subject and Decision	
1	<b>Review of previous meeting minutes</b> Item 2 : NAAC AQAR uploading is progressing Item 3 : The shortfalls depicted by external expert is informed to concerned departments Item 4 : FDP is being conducted as per schedule Item 5 : Aspire 2023 has been successfully conducted	
2,3	<b>Reconstitution of IQAC members</b> : It is decided to reconstitute IQAC members and IQAC Audit cell members. Dr Priya Prasad , HoD MBA is the IQAC Coordinator. IQAC Audit cell has been added with new members from each department.	
4	<b>NAAC AQAR Uploading Reg:</b> :NAAC AQAR for the academic year 2022-23 completed by February end. Dr Priya Prasad will be verifying and freezing the documents .	
5	<b>National Science Day</b> : It is decided to conduct seminars/workshops/expert talk in connection with National Science Day . IQAC members were directed give proposals	
6	<b>Gender Awareness &amp; Sex education</b> : It is decided to organize a event on Gender Awareness & Sex education. The date will be fixed later	
7	<b>Final Year Project</b> : Final year project must evaluated strictly based according the rubrics. Internal Evaluation Committee (IEC) has to be formed by every department for the project evaluation Two interim evaluation must be strictly conducted in the presence of IEC. If possible external expert can be called for the Interim evaluation. Details of the project schedule must be submitted to IQAC	
7	<b>KTU Internal Audit:</b> KTU Internal Audit is decided to conduct on April 2 <sup>nd</sup> 2024. All the departments must be directed to update the department as well as course files	

IQAC Coordinator



Chairperson