MINUTES OF MEETING

Subject: Meeting of IQAC	Meeting No:1/2022	Started at : 2:00 PM
Venue: Principal Board Room	Date: 03/03/2022	Ended at : 3:00 PM

Members Present

1. Dr. Suresh Babu, Principal(Chairperson)
2. Dr. K Balan Vice Principal
3. Dr Manju Domnic (HoD Civil)
4. Dr Bindhu S (HoD Mech)
5. Prof. Sangeetha Shibu (HoD CSE)
6. Dr Dishore (HoD EEE)
7. Dr Jolly (HoD ECE)
8. Prof. Asha Rani V S, HoD Applied Science
9. Dr Rajesh S Pyngavil, HoD , MBA
10. Dr Priya Prasad, Associate Professor ,MBA (NAAC Coordinator)
11. Dr Sulaipher , NBA coordinator
12. Dr Thamaraikannan (HoD Aero)
13. Prof.Jinu Raj R (Coordinator, IQAC)
14. Mr Jayachandran (Administrative Officer)
15. Dr SinciyaP.O (Member Representing NAAC)
16. Prof Deepu Sajeev(Member Representing Placement)
17. Prof G Keerthana Krishnan (IEDC Nodal Officer)

Agenda :
1. Review of previous meeting minutes
2. NAAC Visit
3. Second Academic audit
4. FDPs/Workshops
5. MOUs
6. Career guidance & Aptitude training

Sl. No	Subject and Decision
1	**Review of previous meeting minutes** **Item 2;** NAAC File review conducted **Item 3** : MoU signed with CDAC **Item 7 :**Training provided to MBA student Jan 6th and 7th , 2022 by Corporate Trainer Mr. Mohammed Ikan **Item 9 :** MoU Signed with CAD BiM Centre **Item 10** : one day training & certification programme on First Aid on 30th November 2021 **Item 11** : Pool campus drive conducted on19th January 2022 **Item 12** : Alumni Interaction program conducted through online platform **Item 15** : Academic audit planned on 26th March 2022
2	**NAAC visit** : NAAC visit is scheduled on 7th and 8th of April 2022. NAAC coordinator and criteria coordinators must ensure the readiness of file. Criteria wise file verification will be held from 14/3/22
3	**Internal Academic Audit** : Academic audit is schedule on 26th March 2022. HoDs of departments must

	ensure that department files are updated by the faculty members.
4	**FDP on cyber security** : It is decided to conduct a hands on FDP on cyber security on month of April 2022 under the banner of CSI. FDP will be organized by CSE department jointly with IQAC
5	**Startup Awareness & Leadership Training :** The training was provided to the school students of Govt VHSS Njekkadu on 18th Frbruary 2022 by IEDC team of RIET
6	**Starup training for students of BPM model school Varkala :** It is decided to conduct IEDC training programs for the students of BPM model school. Training will be provided by RIET IEDC
7	**Science Day Celebration :** "A holistic approach to science & technology" , a session handled by Dr B Premlet(Retd Prof & HoD Physics, TKM college) on 18th February 2022
8	**Placement Training** : Decided to conduct a placement training session for students on 22nd and 23rd March 2022
9	**Workshop on Arduino Microcontroller** : Decided to conduct a 3 day hands on workshop on 23,24 and 25th March 2022.
10	**IPR Awareness Programme :** Decided to conduct a IPR awareness programme for B.Tech & MBA students.
11	**MoU with Maya Academy of Advanced Cinematics(MAAC) :** ,It is decided to sign MoU with Maya Academy of Advanced Cinematics
12	**Career Guidance Programme:** Decided to organize a career guidance program for B.Tech and MBA
13	**Aptitude training:** Decided to organize an Aptitude training for B.Tech Pre final years and final years
14	**Placement Drive** : Companies named Splenta system & Ignitarium Technology Solutions have agreed to have a placement drive at RIET campus

Chairperson

IQAC Coordinator