



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



MINUTES OF MEETING

Subject: Meeting of IQAC	Meeting No:1/2020	Started at : 3:00 PM
Venue: Online	Date: 05/03/2020	Ended at : 4:00 PM

Members Present

1. Dr. K C Raveendranathan Principal (Chairperson)
2. Dr. K Balan Vice Principal
3. Mr Dhanesh M L (Coordinator, IQAC)
4. Prof. Bindhu S (HoD Mech)
5. Prof. Sangeetha Shibu (HoD CSE)
6. Prof. Shaleena Ambujan (HoD EEE)
7. Prof. Asha Rani v S, HoD Applied Science
8. Dr Rajesh S Pyngavil, HoD , MBA
9. Dr Priya Prasad, Associate Professor ,MBA
10. Prof Ramu R (HoD ECE)
11. Mr Jayachandran (AO)
12. Mr Manu Devasy(Placement officer)
13. Prof Prasanth (IEDC Nodal Officer)
14. Mr Ajay Kumar (Member Representing Parent)
15. Mr Adersh S R (Alumni student MECH)

Agenda

1. Review of minutes of previous meeting
2. Internal Academic Audit
3. FDPs
4. NCDRC
5. Python programming Workshop
6. Class committee
7. MoU
8. NIRF Participation

Sl. No	Subject and Decision
1	Review of minutes of previous meeting: Item No.2 : A faculty evaluation summary report which can be downloaded from linways will be maintained in HoD file Item No. 5 : Internal Audit report template is being created
2	Internal Academic Audit : Internal Academic audit is scheduled on 10 th and 11 th March 2020. The detailed report and non conformance form has to be submitted to IQAC on or before 13 March 2020
3	Technical Paper for JRIET: It is decided that all Faculty members must submit the technical paper for the annual journal of RIET in soft copy to Mr Mahesh (AP EEE)
4	FDPs for AICTE/KTU – Decided to upload the proposal of FDPs for AICTE of ME and CSE departments which are finalized at the earliest. Proposal for FDP on “Design Thinking” for KTU by EEE and ECE dept will be finalized for submission at the earliest. Prof Prasanth R and Prof. Nandu B will be coordinating the programme.

5	Workshop by CSI: Workshop on Program Logic building through C under the banner of CSI chapter RIET is being scheduled on 6th and 7th of January 2020
6	National Cyber Defence Research Center (NCDRC): Decided that prof. Praseeda P AP ECE Dept will be the single point of contact for NCDRC
7	Train the trainer – Python Programming Workshop: ICT academy will be organizing workshop on Python Programming for Faculty members. HoDs must ensure maximum participation from their departments. The date will be announced later.
8	MoU with AFFABLE: Decided to sign MoU with AFFABLE Management Service . They have ensured Placement Assistance to our students
9	MoU with SDPK : Decided to sign MoU with Skill Delivery Platform Kerala(SDPK) for providing Industry relevant employability skills training programme to Engineering, Polytechnic and graduate students
10	NIRF Participation : Decided to participate in NIRF ranking for this academic year
11	Class/Course committee : The Class/course committee meeting for the current semester to be held at the earliest

Chairperson



IQAC coordinator