



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



MINUTES OF MEETING

Subject: Meeting of IQAC	Meeting No:2/2020	Started at : 2:00 PM
Venue: Principal Board Room	Date: 05/11/2020	Ended at : 2:50 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 previous meeting minutes
2. Bridge course/Induction Program
3. Add on Training
4. NAAC File Status
5. Webinar
6. NBA Compliance Report
7. MODROBE Proposal
8. Academic Audit
9. CSI membership

Sl. No	Subject and Decision
1	<b><u>Review of previous meeting minutes :</u></b> Item 2 : Due to covid 19 lockdown academic audit has been conducted on 28/10/2020 Item 3: Most of the faculty members have submitted the technical paper Item 4: Proposal for FDP has been submitted to KTU for conducting the FDPs Item 10 : Required data for NIRF has been collected and submitted Item 11: Class/course committee meeting conducted by all departments
2	<b><u>Bridge Course /Induction Program :</u></b> Decided to conduct Induction program for the first year students. It will be done together for all departments as two sessions as forenoon and afternoon from Monday 11.11.20. Personality development, soft skills and expert talks must be included in the program. Dr Bindhu S S and Prof Asha Rani will be coordinator
3	<b><u>Add on Training :</u></b> Add on training for MBA students are completed . The training is provided by ICT Academy. Feedback from the students are good.
4	<b><u>NAAC File Status :</u></b> Only Faculty details are pending which is to be received from the

	administrative wing and since admissions are going on, the IQAC coordinator was asked to discuss the same with admin officer and give a date when the data will be rectified without errors. 99% of other documents are ready for upload
5	<b><u>Webinar on Advanced Manufacturing methods in Aerospace</u></b> :Decided to conduct a webinar on Advanced Manufacturing methods in Aerospace on 26-11-20.
6	<b><u>Workshop on Advanced Antennas for modern Wireless Application</u></b> : Decided to conduct a Workshop on Advanced Antennas for modern Wireless Application on 05-12-20
7	<b><u>NBA Compliance Report</u></b> : The filling of compliance report to NBA (Civil Dept) is progressing. It is expected to convene a meeting of concerned faculty within a week
8	<b><u>MODROBE Proposal</u></b> : Vice Principal updated the progress of MODROBS project and UBA programs
9	<b><u>Academic Audit</u></b> : The first internal academic e audit is completed on 28/10/2020. The report of the same to be consolidated and entered in KTU portal by the IQAC coordinator at the earliest. The Principal level submission also to be done within a week. The date and schedule for the second audit will be announced later
10	<b><u>MoU Signing</u></b> : It is decided to sign MoU with “Gadgeon” and “MAX Automation” . They agreed to provide placement assistance and internships to UG students
11	<b><u>Renew CSI membership</u></b> : It is decided to renew CSI professional body membership for 3 years
12	<b><u>Sanctioned Fund for IEDC startup project “Campuzon”</u></b> :It is decided to sanction Rs 20,000 from IEDC fund to the Campazon startup project, which is an initiative of B.Tech CSE S7 students
13	<b><u>Renewed ICT MoU</u></b> : Principal has conveyed that the MoU with ICT Academy has been renewed for the next year

Chairperson


  
 IQAC coordinator