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

MINUTES OF MEETING

Subject: Meeting of IQAC	Meeting No:2/2021	Started at : 10:00 PM
Venue: Principal Board Room	Date: 11/11/2021	Ended at : 10:30 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)
18. Mr Ajay Kumar (Member Representing Parent)
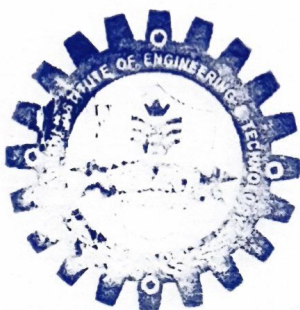19. Mr Adersh S R (Alumni student MECH)

Agenda :
1. Review of previous meeting minutes
2. NAAC Visit
3. MoUs
4. FDPs
5. Startup Awareness & Leadership Training
6. Internal Academic Audit

Sl. No	Subject and Decision
1	**Review of previous meeting minutes** **Item 4 :** Stakeholders feedback is taken and analysed **Item 5 :** Student Satisfaction survey conducted and analysed **Item 6 :** Proposal for FDP submitted and sanctioned to Mechanical ,Civil and MBA department. **Item 7 :** ATAL sponsored online FDP on Value Engineering Infrastructure Projects on 5th to 9th July 2021 **Item 8 :** FDP on Moodle LMS conducted from 01-07-21 to 07-07-21.
2	**NAAC Visit :**NAAC visit to the institute is scheduled on 25,26 of November 2021. In connection with the visit HoD must make sure the completion of department files
3	**NAAC File review** : Criteria wise file review will be held from 13/11/21 onwards, NAAC coordinators must ensure the updation of the files

4	**MoU Signing** with CDAC **:** RIET has signed a MoU with CDAC. They provide Expert talk, seminars workshops, trainings in Embedded system, VLSI, Cyber Forensic, Information security
5.	**KTU Sponsored FDP:** Mechanical dept jointly with IQAC organized a KTU Sponsored FDP in Sustainable Green manufacturing – Industry 4.0 on 09-08-21 to 14-08-21
6	**FDP on Moodle LMS :** CSE dept jointly with IQAC organized FDP in Moodle LMS from 01-07-21 to 07-07-21.
7	**KTU Sponsored FDP :** MBA dept jointly with IQAC organized a KTU Sponsored FDP in Entrepreneurial Strategies & Development on 09-09-21 to 11-09-21
8	**MoU Signing** with **MIBIZeyher Phorensic Lab :** MoU has been signed with "MIBIZeyherPhorensic Lab" and . They have agreed to provide mentorship and career guidance support to carry internship for cyber forensic.
9	**Soft Skill Training :** Decided to conduct a soft skill training and a corporate readiness workshop for MBA students on the month of January.
10	**Training Program for final Years :** Decided to organize a training on Python programming, Ethical Hacking & Augmented Reality for final year students
11	**MoU Signing with CAD BiM Centre :** Decided to sign MoU with CAD BiM centre . They provide training as well as placement support
12	**First Aid Training :** Decided to conduct one day training & certification programme on First Aid on 30th November 2021 . This program is conducted in association with St John Ambulance
13	**Pooled Placement Drive :** It is decided to organize a pool drive on starting of 2022 for MBA students
14	**Alumni Interaction program :** It is decided to organize an Alumni interaction programs for all departments. HoDs of all departments are entrusted to coordinate.
15	**Startup Awareness & Leadership Training :** It is decided to plan a Starup awareness to the children of neighbouring schools
16	**Science Day Celebration :** Decided to organize an event in connection with National Science day
17	**Internal Academic Audit:** Internal Academic audit is conducted during month of march. The next academic audit must be conducted during the Month of March 2022

Chairperson

IQAC Coordinator