



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

NOTICE

Respected Sir/Madam

24/05/2023

A meeting of IQAC members is scheduled on 27/05/2023, Saturday at 1.00pm. All IQAC members are requested to attend the meeting without fail.

Agenda:

- Review of previous IQAC meeting minutes
- Academic Auditing
- Internal Audit

Ms. Blessy Raphael M

IQAC Coordinator

Dr. Ramani K

PRINCIPAL

Dr. RAMANI. K
Principal
Rajadhani Institute of Science & Technology
Post Mankara, Palakkad - 678 613
Tel : 0491 2675000



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

IQAC MEETING MINUTES

Date: 27/05/2023

Time: 1.00 pm to 2.00 pm

Venue: Conference Room

Meeting Convened by:

1. Dr. Ramani K (Principal, IQAC Chairperson)
2. Ms. Blessy Raphael M (Asso. Prof. - ECE, IQAC Coordinator)

Meeting attended by

Sl. No.	Name of Faculty	Designation	Signature
1.	Ms. Archana P	IQAC Co-Coordinator AP-FEE	
2.	Mr. Sadanandan R	HOD - ME	
3.	Ms. Ashilly N	AP-ECE	
4.	Ms. Anjali O	AP-CSE	
5.	Ms. Biji U I	AP-CE	
6.	Ms. Surabhi K	AP-ASH	

Agenda of the Meeting:

1. Review of previous IQAC meeting minutes
2. Academic Auditing
3. Internal Audit Schedule

Review of the previous Meeting:

Sl. No.	Points Discussed	Responsibility	Action Taken
1.	Verification of department documents.	Department IQAC Members	Verified
2.	Verification of Course Files	All teaching faculties	Submitted by all faculty members and Verified by HODs.
3.	Conduction of ITI	Exam Cell	Conducted smoothly as per schedule
4.	Conduction of Class Committee and Course Committee	Class/Course Committee Chairpersons and members	First, Second and Third Class Committee meetings conducted for S8. First and Second Class and Course Committee meetings conducted for S6 and S4 First Course Committee meeting conducted for S2
5.	Advisory Meeting	Advisors	Two Advisory meeting conducted for S8 One Advisory meeting completed for S6, S4 and S2
6.	Minor Classes	Teaching Faculty	Conducting as per the schedule on Saturdays & Verified by HODs

Points discussed as per agenda and Decisions taken are as follows:

1. KTU Academic External Audit is scheduled from 19th June to 28th June 2023.
2. Date will be declared after receiving the consent from the External Auditors.
3. First internal Academic audit is scheduled on 15th and 16th June 2023. Two internal auditors are assigned for each department.

Department	Internal Auditors
Computer Science and Engineering	Ms. Surabhi K S, Ms. Ashilly N
Civil Engineering	Mr. Sadanandan R, Ms. Archana P
Electronics and Communication Engineering	Mr. Sadanandan R, Ms. Bij U I
Electrical and Electronics Engineering	Ms. Surabhi K S, Ms. Ashilly N
Mechanical Engineering	Ms. Anjali O, Ms. Bij U I
Applied Science & Humanities	Ms. Anjali O, Ms. Archana P

4. Scrutiny to be completed for Internal Test II for S6, S4 and Internal Test I for S2 before 6th June, 2023 as the IT2 is scheduled from 8th June 2023.
5. Lecture notes, Best, Average and Poor samples of class test, internal tests, assignments, tutorials and remedial sessions should be maintained in all course files.
6. All College Level Committee meetings to be held before June 9th. Committee should prepare minutes and to be filed with the signature of authorities.
7. Placement details of final year students with proof should be collected and filed.

Feedback Session Minutes:

Sl. No.	Feedback	By	Response by Meeting Chair
1.	Time for Internal audit	Ms. Archana P AP-EEE	Whenever the auditors are free on the scheduled date can go for auditing.
2.	Date for conduction of S6/S4 Class Committee as per KTU Calendar	Ms. Anjali.O AP-CSE	Third Class Committee for S6 on or before 09/06/2023
3.	Dates for conduction of S2 Course Committee as per KTU Calendar	Ms.Surabhi K AP-ASH	Second Course Committee on 16/06/2023 Third Course Committee on 01/08/2023

Meeting concluded at 2.00 pm

Prepared By:

Archana P

IQAC Co-Coordinator

Verified By:

Blessy Rapheal M

IQAC Coordinator

Principal

Dr. Ramani K

IQAC Chairperson

DeRAMAN
Principal
Kannur Institute of Science and Technology