

# NAAC WORK ALLOCATION – COMMITTEE LIST



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PRINCIPAL  
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY  
AKKIVAVU



COLLEGE OF ENGINEERING & TECHNOLOGY

(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /  
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



### UGC NAAC ACCREDITATION COMMITTEE (20-12-19)

Sl. No	Activity/Committee	Presentation by
1	Dept of CE	Mr.Sabith
2	Dept of CSE	Dr. Rasminmopq
3	Dept of ECE	Radhika E R
4	Dept of EEE	Dinto Thomas
5	Dept of ME	Umesh Sundhar
6	IEDC	Sreeraj/Yasir/Vijeesh
7	RACE	Mr.Leo A J
8	NSS	Mr Yasir Moidutty
9	Sports	Mr Bijeesh
10	Techfest /Arts	Ms Fasna
11	Placement	Ms.Able Alex
12	Recognition by statutory bodies(AICTE/KTU/ISO etc)	Ms Nikhitha
13	Technical societies (IETE , IEEE, IE(I),CSI,ISTEetc)	Gopikrishnan ,
14	Alumni	Ms, Sruthy, Ms Sreedevi,
15	PTMA	Ibish sunny/ Sandya/ sreevidya
16	Anti –ragging Students welfare Internal Examination	Ms. Sruthy, Ms Sreedevi
17	Timetable	Ms. Shahida
18	Clubs and committees ( Women’s club, Staff Club, Energy club-----)	Sreedevi, Sheffeena, Athira Sankar
19	e-governance (Website, AMS Group, Mail, Whatsapp , Facebook)	Ms Ihsana/Mr Noushad
20	Royal AIM	Ms.Neethu, Ms.Aghana
21	REAP	Ms Shahida/ Ms Sandya
22	Skill development classes	Ms Anju,
23	Hostel	Ms Meera/ Ms.Hima
24	Library	Mr Jomon K Charly
25	Transport	Ms Savitha
26	SDPK lab/IIT BOMBAY CENTER/Online Courses	Ms Jency
27	KTU activities	Mr.Dillepan Balakrishnan,
28	CSR Activities(Crash Course Calidad and other scholarships)	Mr. Yoosaf, Mr.Geno John
29	Mentoring/Tutorial Classes	Ms Shiji/ Ms.Najiya
30	SAAC and store	Bhavya.K. Bharathan
31	Lab details	Mr.Abu
32	Accounts/Benefits to RCET staffs	Mr. Baiju
33	Maintanance of RCET	Mr .Haridas/-----

**ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY (RCET)**

**AKKIKAVU, THRISSUR -680604**

RCET/AD/CR-37/2020

26/02/2020

**C I R C U L A R**

The college has initiated registration process for applying to NAAC. For the smooth completion of the same, the following committees are formed.

Activity	Member	Target Date
Preliminary review, modification /collection of additional information from respective departments	Mrs. Able Alex – Convener Ms. Swathy – Member Mr. Sandeep - Member	4/3/2020
Final Review	Dr. S.P.Pradeep Kumar- Convener Dr. Umesh Sundar Ms. Amrutha Chemannur Mr. Krishna Kumar R Ms. Shaina Beegum Dr. Suresan P	5 <sup>th</sup> to 7 <sup>th</sup> March 2020
Uploading Data	Dr. Sreeraj R – Convener Mr. Sarun Kumar Mr. Yasir Moidutty Ms. Jency	As per NAAC requirements

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Activities to be completed before 25/3/2020 prior to NAAC Expert team visit

Sl.No	Activity & Details	Responsibility
1	Display Board setting up in common places	Rahul T S
2	Display Boards, Equipment details, outcome etc in laboratories	Respective HODs and Faculty in charge, Printing through Rahul T S
3	Environmental Forum, setting up of Herbal garden, labelling of plants	R. Krishnakumar
4	Hostel cleaning and other arrangements	R.Krishnakumar, Meera V M
5	Campus cleaning and other arrangements	Dr. S.P.Pradeepkumar
6	Developing project laboratory in Departments	HODs & Staff in-charge
7	Canteen Arrangement	R. Krishnakumar
8	Arrangement of girls/boys common room, first aid in major places, Hospital agreement, Ambulance etc	Mrs. Amrutha M Chemmannur
9	Arrangement of all documents, proof, files etc in departments	Staff identified by HODs
10	Arrangement of all documents proofs, files etc in conference room/IQAC room	Mrs. Able Alex, Mrs. Haritha
11	Acquittance register and other details of employees, accounts statements etc	Mr. Praveen, Mr. Byju & Mrs. Anu U
12	Play ground, sports related works	Dr. Umesh Sundar, Mr. Bijeesh
13	Statutory/Essential/requirement as per AICTE norms/NAAC requirement	Mr. Haridas V K, Mrs. Nikitha V P & Mr.Sujith
14	Accreditation Awareness creation among staff members by Internal/External experts.	Principal, Director IQAC
15	Accreditation awareness creation among students	HODs, IQAC Co-ordinators
16	NAAC visit related activities	IQAC Team, Dr.S.P.Pradeepkumar
17	NAAC Presentation (College)	IQAC Director
18	NAAC presentation (Department Wise)	HODs
19	Library related works	Dr. Rasmi
20	Transport division, Drivers Uniform, Licence ID Card, RC Book etc	Mr. Gopi Krishna & Mr. Abdul Nazar
21	CCTV Camera	Neethu P & Siju C C
22	Motivation Slogan at stair case area	Geno John
23	Smart Class room, Projector (one per department)	Raisen Joy
24	Software Details	Vijesh K
25	Online Courses - Proof	Dr. Rasmi
26	Anti-ragging Grievance related documents	Amrutha M Chemmannur & Sruthy K Suresh