

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY
Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in July 2018)

TRANSCRIPTS OF MEETING 6 OF EXECUTIVE COMMITTEE

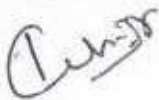
Date: January 7, 2019

Time: 2.00-2.30 p.m.

Venue: IQAC Seminar Room (First Floor of Main Academic Block)

Agenda:

- 6.1 Merger of IAC with IQAC
- 6.2 AICTE Quality Education Mandate Data Collection
- 6.3 IQAC Meeting (Executive/Full Quorum)













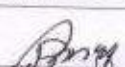
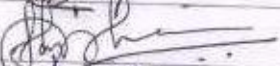
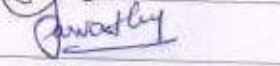
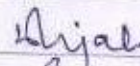





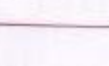


Prof. Kuttyamma A J
Secretary.



IGAC EXECUTIVE COMMITTEE MEETING - 6DATE: JANUARY 7th 2019TIME: 2 - 2.30 PMVENUE - IGAC CONFERENCE ROOM

Members Present.

Name	Signature
1. Dr. John M. George	
2. Dr. Vinod Kumar	
3. Prof. Kuttyamma A.J.	
4. Dr. Sonia Paul	
5. James Mathew	
6. Sidheek. P. A	
7. Jose Antony. V. J	
8. Dr. Anand. S.	
9. M. Shanmuga Priya	
10. Mary Hezy	
11. Meera. M	
12. Nimisha Reji	
13. Lakshmi K.S	
14. Benny Wilson	
15. Harsha. A	
16. Parvathy Harikumal	
17. Elizabeth Rita Samuel	
18. Caroline Ann Sam	
19. Anv c.	
20. Dr. Ramkumar P. B	
21. Dr. Vinod Kumar P D	
22. NIKHITA-T. Bhatnagar	

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Date: January 7, 2019

Time: 2.00-2.30 p.m.

Venue: IQAC Seminar Room (First Floor of Main Academic Block)

Transcripts:

6.1 It was announced that IAC will be merged with IQAC, and thus there will be two members each from each department in IQAC. Further, joint secretaries have been assigned for the major responsibilities so that the IQAC may function more effectively. The joint secretaries will have the support of all the members for timely completion of the assigned duties.

Areas of responsibility	Joint Secretary	Specific duties to include
Administration	Ms Anju C.	Admission data entry, Student data verification and correction, Affiliation work, break of study, readmission
Academics Courses	1: Ms Mary Hexy	Course mapping, Conduct of class and course committees, Submission of Monthly Reports to university
Academics Examination	2: Ms Harsha A.	Examination registration, Condonation, Malpractice, Summer courses, lab repeat, internal mark entry in KTU portal
Audit	Mr James Mathew	Internal and external audit,

		NAAC/NBA/KTU inspections
Documentation	Ms Nikhila T. Bhuvan	Data collection and compilation for AICTE, NAAC AQAR and KTU Annual Report

6.2 The last date for uploading the AICTE Quality Education Mandate is January 10, 2019. All committee members are directed to assist in collecting the required information at the earliest.

It was decided that the AICTE Data Collection Committee may be entrusted with the responsibility of compiling the Documentation Committee Monthly reports from the Departments for the RSET Newsletter. The format of the same will be slightly modified so as to cover the AICTE, NAAC and KTU reports requirements as well.

The members of the AICTE Data Collection Committee are:

1. Ms Nikhila T. Bhuvan (DIT) – in-charge
2. Ms Parvathy Harikumar (DAE)
3. Ms Nimisha Reji (DCE)
4. Ms Dincy Paul (DCS)
5. Dr Anand S. (DEC)
6. Dr Elizabeth Rita Samuel (DEE)
7. Ms Bency Wilson (DIT)
8. Mr Sidheek P.A. (DME)
9. Dr Rinku Jacob (DBSH)

6.3 The IQAC Executive Committee will henceforth meet regularly on the third Saturday of every month.

6.4 An IQAC Full Quorum Meeting is being planned on January 17, 2019.

Members Present:

1. Dr John M. George – Coordinator

2. Dr Vinod Kumar P.B. – Assistant Coordinator
3. Prof. Kuttyamma A.J. – Secretary
4. Dr Sonia Paul
5. Dr Ramkumar P.B.
6. Ms M. Shanmugha Priya
7. Ms Mary Hexy
8. Ms Parvathy Harikumar
9. Ms Nimisha Reji
10. Ms Meera M.
11. Ms Dincy Paul
12. Dr Elizabeth Rita Samuel
13. Ms Caroline Ann Sam
14. Ms Harsha A.
15. Dr Anand S.
16. Ms Nikhila T. Bhuvan
17. Ms Lakshmi K.S.
18. Ms Bency Wilson
19. Mr Sidheek P.A.
20. Mr James Mathew
21. Ms Anju C.
22. Mr Jose Antony



Prof. Kuttyamma A.J.
Secretary



Dr John M. George
Coordinator



Dr A. Unnikrishnan
Chairman