

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY

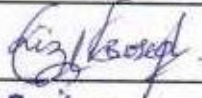
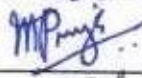

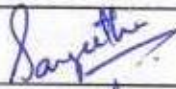




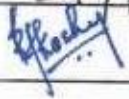


Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL

MEETING 1 - Department Coordinators

Venue: IQAC room (PG Block Floor 1)

Time : 12.30 pm -01.00 pm

Sl. NO	Name	Signature
1	Ms. Liza Annie Joseph - Asst. Coordinator	
2	Ms. Mary Priya Sebastian - General Secretary	
3	Dr. Sonia Paul - Ex. General Secretary	
4	Ms. Sangeetha Jamal	
5	Ms. Priya S.	
6	Mr. Sidheek P.A.	
7	Ms. Aysha Zeneeb Majeed	
8	Ms. Lakshmi K.S.	
9	Mr. Binu R.	
10	Ms. Rinu Alice Koshy	
11	Mr. Jose Antony V.J.	
12	Ms. Tressa Michael	
13	Ms. Jomy K J	

RAJAGIRISCHOOL OF ENGINEERING & TECHNOLOGY
RajagiriValley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING 1 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: October 23, 2020

Time: 12.30-01.00 p.m.

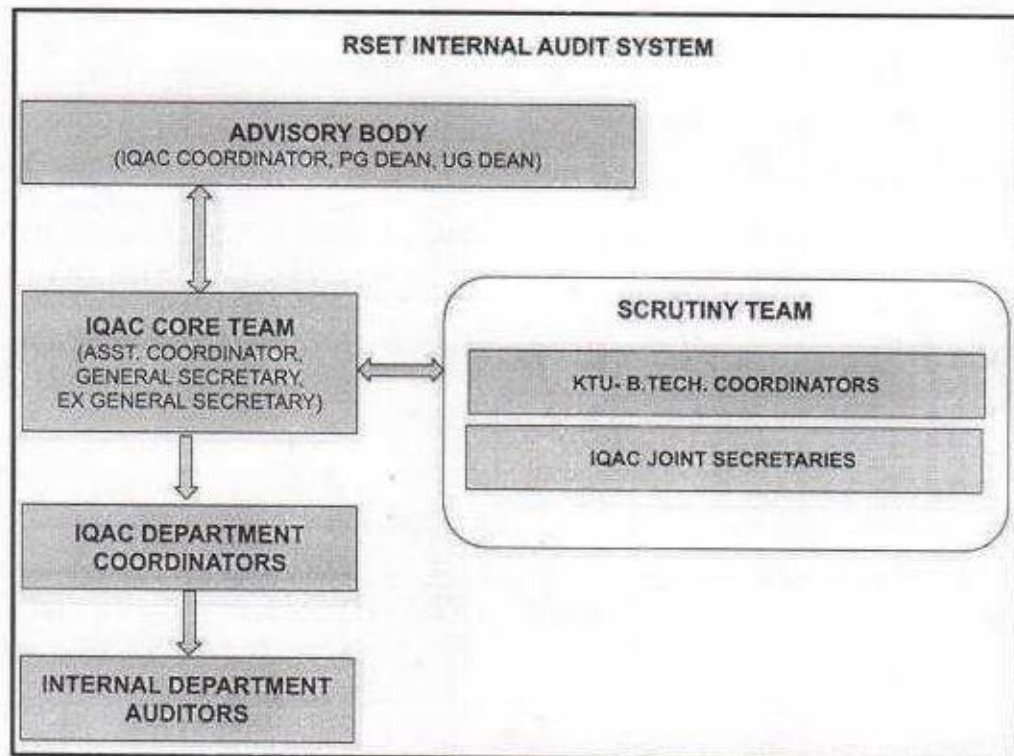
Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Awareness about Internal Audit Process
2. Instructions to Department Coordinators
3. Any other matter

Transcripts:

1. IQAC has restructured the internal audit process following the instructions from KTU.



The audit procedure is as follows:

- i. Internal department auditors have to conduct the department e-audit as per the schedule instructed by IQAC.
 - ii. Internal department auditors have to enter their comments and feedback of the files audited in the audit report provided in RSMS.
 - iii. Department coordinators have to scrutinize the audit reports submitted by the auditors. They have to observe the remarks of the auditors and suggest improvements to meet the quality of the contents presented.
 - iv. Department coordinators in consultation with Head of the Department have to award ratings to the fundamental aspects mentioned in the Academic e-audit report.
 - v. Scrutiny team has to assess the ratings claimed by the departments by randomly observing the contents of the files in the department. They have to observe the quality of the documents presented in the department files following the guidelines of IQAC.
 - vi. Scrutiny team has to submit the Academic e-audit report of all departments to IQAC Core Team after entering their remarks and observations.
 - vii. IQAC Core Team has to take permission from the Advisory Body for uploading the report to KTU.
 - viii. IQAC Core Team has to hand over the approved copy of Academic e-audit report to KTU coordinator for uploading the same in the KTU portal.
2. A meeting with department coordinators was conducted to communicate their role and responsibility in the audit process. The instructions given to them are summarized below

Team	Role
Department Coordinators (DC)	<ol style="list-style-type: none">1. Point of Contact (POC) of Internal Department Audit Team2. Ensure quality of the department documents submitted in the files presented by the faculty team.3. Review and revert the audit reports within the department4. Verify the final audit reports and give ratings for various key aspects mentioned in the Academic e-audit report in consultation with HOD5. Report to IQAC Core Team with the e-audit report with your dated

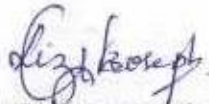
	signature.
	Deadlines
	1. Freeze audit reports after necessary corrections- 28th October 2020 2. Freeze Academic e-audit report ratings- 2nd November 2020

Action Items

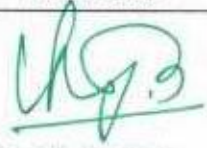
Action No.	Action Item	Action by	Target Date
1	Enable the audit links in RSMS for re-entering the audit report by the auditors.	RSET Software team	on or before 27/10/2020
2	Prepare the audit item list with descriptions for the audit team	IQAC Core Team	on or before 27/10/2020
3	Prepare auditor's feedback form for auditors	IQAC - Joint Secretary (Audit)	on or before 31/10/2020



Ms. Mary Priya Sebastian
General Secretary -IQAC



Ms. Liza Annie John
Asst. Coordinator- IQAC



Dr P.S. Sreejith
Coordinator -IQAC

Minutes prepared by : Ms. Mary Priya Sebastian - General Secretary -IQAC (24.10.2020)

Minutes vetted by : Dr P.S. Sreejith - Coordinator -IQAC (25.10. 2020)

Date: October 25, 2020