

RAJAGIRISCHOOL OF ENGINEERING & TECHNOLOGY
Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

**TRANSCRIPTS OF CORE COMMITTEE MEETING 1 OF 2020 OF THE INTERNAL
QUALITY ASSURANCE CELL**

Date: October 26, 2020

Time: 12.30-01.30 PM.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Action taken report of the previous meeting
2. Activity calendar for Course, Exam, Audit, Documentation and Administration
3. AQAR submission
4. Internal academic audits
5. Preparation of the audit formats for HoD file, Comprehensive viva, Revision of audit formats for Course file and Class teacher file
6. Progress report to be submitted to UGC for year 2020-21
7. NBA visit for Civil Engineering department
8. NBA, NAAC visit for all other departments
9. Participation in NIRF ranking and other surveys

Transcripts:

1. The meeting began with the highlights of the action taken report of the previous meeting held on 1/1/2020.

The previous meeting was based on the autonomy visit by UGC team for granting autonomy to the institution. The visit was held on Jan 6 and 7, 2020.

As requested by the team in-charge of the autonomy inspection of the institution, the IQAC member from each department and the joint secretaries of IQAC were responsible in arranging and coordinating the movement of the required files during the inspection.

2. The meeting proposed to prepare an activity calendar for the timely execution of the course activities for a full running semester
3. Due to the pandemic situation most of the academic audits were not completed in due time and hence it is required to complete all the pending audits before the beginning of the next academic semester.
4. It was decided to initiate the data collection for filing the annual quality assurance report (AQAR) for the academic year 2019-20.
5. It was proposed to revise the audit file formats for class teacher files and course files. It was also decided to initiate the preparation of the formats for Comprehensive viva, Global electives and HoD files.
6. The Principal mentioned about the report to be submitted to UGC, based on the various academic activities, Board of Studies meetings and other curricular aspects, on completion of the first autonomous year.
7. It was decided to conduct mock audits with both internal and external expert panels, as the Programme in Civil Engineering in DCE was preparing for the first NBA accreditation process.
8. All the other five programmes, previously accredited are required to prepare for the SAR submission for the next evaluation cycle in Dec 2020. It was also noted that the SSR for NAAC was also round the corner for the next peer team visit in 2022.
9. Another observation made was that, the registration and filing information for the next cycle of NIRF ranking was also due.

Action Items

Action No.	Action Item	Action by	Target date
1	Preparation of the activity calendar	IQAC-Joint Secretary (Course)	February 2021
2	Completion of the pending audits	IQAC-Joint Secretary (Audit)	February 2021
3	Data collection for filing AQAR 2019-20	IQAC-Joint Secretary (Documentation) in association with Dept. Asst. HoDs	April 2021

4	Format for various components of audit were to be drafted	IQAC-Joint Secretary (Audit)	January 2021
5	Preparation of the report on the completion of the first year with autonomous status to be submitted to UGC	IQAC-Joint Secretary (Documentation)	July 2021
6	Panels for mock audits to be decided	NBA coordinator	At least 2 internal audits to be conducted in 2021
7	SAR preparation and general audits to be initiated	NBA coordinator in association with Dept. Asst. HoDs	February 2021
8	NIRF registration to be initiated	Nodal Officer to NIRF	November 2020

Ms. Mary Priya Sebastian
General Secretary -IQAC

Ms. Liza Annie John
Asst. Coordinator- IQAC

Dr P.S. Sreejith
Coordinator -IQAC

Date: October 28, 2020

IQAC CORE COMMITTEE MEETING

ACTION TAKEN REPORT-COMM/IQAC(C)/01

(Based on the action items listed at the previous meeting held on 26th October 2020 from 12.30PM to 1.30PM at IQAC Room, First floor, PG Center)

Action No.	Action item description	Action by	Description	Target date	Status
COMM/IQAC (C)/01_02.01	Preparation of the activity calendar	IQAC-Joint Secretary (Course)	All the activity calendars were prepared and communicated with staff	February 2021 March 2021	Closed
COMM/IQAC (C)/01_03.01	Completion of the pending audits	IQAC-Joint Secretary (Audit)	Scrutiny of course files and general files was completed	February 2021	Closed
COMM/IQAC (C)/01_04.01	Data collection for filing AQAR 2019-20	IQAC-Joint Secretary (Documentation) in association with Dept. Asst. HoDs	AQAR for 2019-20 was filled and submitted	April-2021 August 2021	Closed
COMM/IQAC (C)/01_05.01	Format for various components of audit were to be drafted	IQAC-Joint Secretary (Audit)	Formats for HoD file, comprehensive viva, global electives were drafted and course files and class teacher files were revised	January-2021 August 2021	Closed
COMM/IQAC (C)/01_06.01	Preparation of the report on the completion of the first year with autonomous status to be submitted to UGC	IQAC-Joint Secretary (Documentation)	Progress report for the academic year prepared and submitted to UGC	July 2021	Closed

COMM/IQAC (C)/01_07.01	Panels for mock audits to be decided	NBA coordinator	Panel was formed and 2 internal audits in March and September 2021 were conducted	At least 2 internal audits to be conducted in 2021	Internal audit completed, external audit in the pipeline
COMM/IQAC (C)/01_08.01	SAR preparation and general audits to be initiated	NBA coordinator in association with Dept. Asst. HoDs	Compliance report submitted in April 2021 and extension till July 2022 obtained	February 2021	Closed
COMM/IQAC (C)/01_09.01	NIRF registration to be initiated	Nodal Officer to NIRF	Preregistered in October 2020 and data uploaded in	November 2020	Closed


21/12/21