

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY

Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL

Date: 08/01/2021, 1.00PM

Venue: IQAC Room

MEETING 3

Sl.No	Name	Signature
1	Dr. P. S. Sreejith - Coordinator	
2	Dr. P B Vinod Kumar	
3	Ms. Liza Annie Joseph	
4	Ms. Mary Priya Sebastian	
5	Ms. Kuttyamma A J	
6	Ms Mary Hexy (DAE)	
7	Ms Harsha A. (DEC)	
8	Ms Nikhila T. Bhuvan (DIT)	
9	Mr James Mathew (DME)	
10	Ms Anju C. (DBSH)	
11	Ms Jomy K.J.	



**INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)**

TRANSCRIPTS OF MEETING 3 OF 2021 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: January 08, 2021

Time: 01.00-02.00 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Activities of IQAC
 - a) First Academic Audit
 - b) Guidelines for Course/lab files
 - c) A proposal for evaluating CO attainment
 - d) Activities Calendar
2. AQAR 2019-20-
3. Duties and responsibilities of Joint Secretaries
4. IQAC Members list
5. RSMS Updating
6. Projector, WiFi in IQAC room and any other relevant points

Transcripts:

1. The report of the first academic audit has been uploaded on the KTU website with the Principal's remarks.
2. The guidelines of Course and Lab files have been formulated after reviewing the comments of the department audit reports conducted by the scrutiny team after the first academic audit. The guidelines approved by the Principal were presented in the meeting.
3. A method for evaluating the CO attainment process was proposed in an earlier meeting by Dr. Jaison Jacob, Dept. of ECE. A team of faculty members from all departments has been assigned

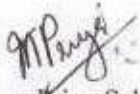
to work out the outcome of the proposal.

4. The work on framing an activity calendar which highlights the events to be monitored by IQAC has been initiated. Joint secretaries are entrusted to contribute towards this calendar with the activities in their respective areas.
5. The process of filling up AQAR for the year 2019-2020 has been initiated by Ms. Nikhila T. Bhuvan and is planned to be completed by 15th February 2021.
6. Ms. Nikhila T. Bhuvan entrusted with the task of identifying the shortcomings in filling up the AQAR for the year 2021 which can help the departments to organize the appropriate events.
7. An office audit along with financial audit has to be conducted as part of the administrative audit which has to be reported in the AQAR.
8. The link corresponds to the Academic calendar published in RSMS to be published on the college website.
9. A common format for gathering the feedback from the stakeholder to be formulated.
10. Rubrics for evaluating the programme outcomes to be redefined by IQAC executive committee members.
11. Duties and responsibility of the joint secretaries were highlighted in the meeting by Dr. Vinod Kumar P. B. They were also requested to consolidate the contributions that they can make from their respective areas to improve the quality of the institution.

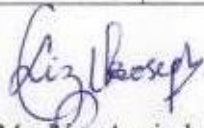
Action Items

Action No.	Action Item	Action by	Target Date
1	Inputs to IQAC activity calendar	Joint secretaries	18 th January 2021
2	Identifying the shortcomings in filling up the AQAR	Joint Secretary-Documentation	15 th January 2021

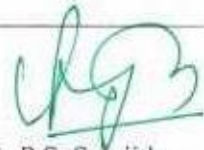
3	Duties and responsibility of the joint secretaries	Joint secretaries	15 th January 2021
4	Rubrics for evaluating the programme outcomes	IQAC Executive team	30 th January 2021
5	Common format of feedback form	IQAC Core team	25 th January 2021



Ms. Mary Priya Sebastian
General Secretary -IQAC



Ms. Liza Annie John
Asst. Coordinator- IQAC



Dr P.S. Sreejith
Coordinator -IQAC

Date: January 14, 2021