

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in June 2017)

AGENDA OF MEETING 2 OF EXECUTIVE COMMITTEE

Date: July 17, 2017

Time: 11.15 a.m.

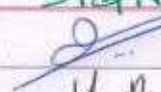


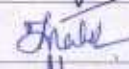
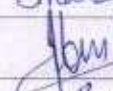
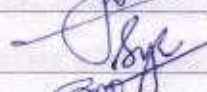


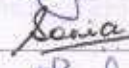
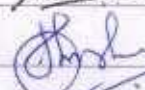
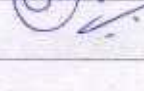
Venue: IQAC Conference Room (First Floor of Main Academic Block)

Agenda:

- 2.1 Review of the transcripts and action taken report of previous meeting
- 2.2 List of students having O, A+ & A - from both S2 & S4
- 2.3 Course Registration form status
- 2.4 Faculty Induction Programme preparation status
- 2.5 Student Orientation Programme planning
- 2.6 Academic Calendar
- 2.7 Timetable of S1, S3 & S5
- 2.8 Input index of S1 students
- 2.9 Information for Handout to be distributed during Deeksharambham 2017
- 2.10 Any other matter


Dr Vinod Kumar P.B.
Secretary

IGAC EXECUTIVE COMMITTEE MEETING 2Date: July 17, 2017Time: 11:15 a.m. - 12:10 p.m.Venue: IGAC Conference RoomMembers present :

<u>NAME</u>	<u>SIGNATURE</u>
1. Dr. John M. George	
2. Dr. Vinod Kurod P D	 11:16
3. Ms. Kiza Annie Joseph	 11:10 am.
4. Ms. ANITA JOHN	 11:05 am
5. Ms. Lakshmi K.S	 11:15 am
6. Ms. Bibhis Hegakel V. (for Imessa Iccusen)	 11:15 am.
7. Ms. Sreepriya R (for Anna Mathew)	 11:15 am
8. Fr. Nejo Gnacevilla CMI	 11:15 am
9. Mr. Biju Paul	 11:05 a.m.
10. Dr. Sonia Paul	 11:05 a.m.
11. Ms. Harsha A.	 11:05 a.m.

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in June 2017)

TRANSCRIPTS OF MEETING 2 OF EXECUTIVE COMMITTEE

Date: July 17, 2017

Time: 11.15 a.m. – 12. 10 p.m.

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

Transcripts:

2.1 The transcripts of the previous meeting and action taken on the individual points were reviewed.

Action taken:

1.1 Provision for generating the Course Registration Form (with the required fields) through RSMS is underway. Mr. Jobin Jose has assured that the work will be completed by July 20, 2017. If found satisfactory, it will be uploaded on July 21, 2017. It was suggested that clauses on having 80% attendance for attempting the internal examinations, provision for improvement test covering 5 modules, rules for promotion to higher semesters (minimum credit required) and submission of Medical Certificate within 3 days for leave taken on medical grounds, will be included in the form.

1.3, 1.4 & 1.5 Reports are pending from DEC & DME.

1.6 Action pending on Form Numbering assigned to Dr Manoj Tharian. Any comments on the Filing System circulated earlier may be communicated immediately.

1.7 Academic Retreat 2017 stands suspended.

1.8 Faculty Induction Programme will be held from July 24 to 28, 2017.

1.10 List of outstanding performers in S2 & S4 University Examination should be sent to Dr Vinod Kumar P.B. immediately. They will be awarded a cash prize worth Rs. 5000/- during Deeksharambham 2017 (Their parents will be invited to the function). Students on Honor's List will also have to be identified, and they will be given a certificate on the occasion.


2.2 As mentioned in Action taken on 1.10

- classmate
- 2.3 As mentioned in Action taken on 1.1
 - 2.4 As mentioned in Action taken on 1.8. Further, it has been recommended that if possible, the session by Dr S. Radhakrishnan, may be held on Saturday, July 29, 2017, so that faculty members already in service may also benefit from the sessions.
 - 2.5 Mr. Biju Paul briefed the committee about the status of the Student Orientation Programme planning. It was suggested that the Bridge Course on Logic Development, to be conducted by DCS, may be held on August 5, 2017, and not be made a part of the Orientation Programme.
 - 2.6 Department members should collect any changes/suggestions for the Academic Handbook 2017 from the HoDs and communicate the same immediately.
 - 2.7 IQAC department members and Time Table Committee members will verify the individual workload (submitted by the HoD to the Principal) against the individual timetable (S1, S3 & S5) on Saturday, July 22, 2017. This is to avoid any kind of discrepancy between both. Even distribution of first and last hours and impartiality in allocation will have to be ensured. The timetable will be sent for Principal's approval only after it is thus cleared by IQAC.
 - 2.8 It is recommended that calculation of Input Index be on the basis of the sum total of the Plus Two marks and KEAM score of the student. For those students who have not appeared for KEAM, the sum total of the Plus Two marks and the average of the KEAM scores of the students admitted at RSET will be used for the calculation.
 - 2.9 Mr. Biju Paul was informed that the following points may be included in the Handout given on Deekshrambham day:
 - Parents may kindly contact the Class Teacher for confirmation/clarification with regard to any amount collection beyond the Tuition Fee & Bus Fee, if mentioned by the students
 - Parents and students should go through the KTU website and the college website regularly
 - KTU Rules & Regulations – Credit System, Examinations
 - Awards instituted by the college for outstanding performers
 - Remedial classes
 - Inform Class Teachers before taking leave. Present Medical Certificate for all leaves taken on medical grounds within 3 days of the date of leave.
 - Students are required to have 80% attendance to be permitted to take Test I & Test II
 - Improvement Test covering 5 modules will be conducted on the Saturdays of November

- Parents' Corner Log in and password

Members Present:


1. Dr. John M. George – Coordinator
2. Dr. Vinod Kumar P. B. – Member Secretary
3. Dr. Manoj Tharian – NBA Coordinator
4. Fr. Mejo Paul CMI
5. Ms. Liza Annie Joseph – IAC Secretary
6. Ms. Harsha A.
7. Ms. Tressa Kurian
8. Mr. James Mathew
9. Ms. Anita John
10. Dr. Sonia Paul
11. Ms. Anna Mathew
12. Ms. Lakshmi K. S.
13. Ms. M. Shanmughapriya
14. Mr. Biju Paul - Invitee



Dr. Vinod Kumar P.B.
Secretary



Dr. John M George
Coordinator



Dr. A. Unnikrishnan, Principal
Chairman

17.07.2017