

**RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY**

**Rajagiri Valley, Kakkanad, Kochi**

**INTERNAL QUALITY ASSURANCE CELL**

**(Reconstituted in July 2018)**

**AGENDA OF MEETING 2 OF EXECUTIVE COMMITTEE**

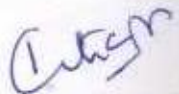
Date: September 6, 2018

Time: 3.30-4.15pm

Venue: QWT Room (First Floor of Main Academic Block)

**Agenda:**

- 1.1 Review of transcripts of previous meeting
- 1.2 AQAR 2017-2018 - data verification
- 1.3 Academic Handbook 2018-19
- 1.4 IQAC full quorum meeting on October 6, 2018
- 1.5 Any other matter



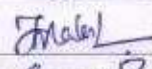


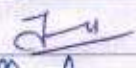

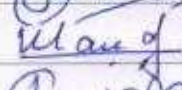

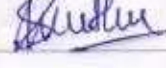


Prof. Kuttyamma A

Member Secreta

IQAC EXECUTIVE COMMITTEE MEETING - 2DATE: SEPTEMBER 4, 2018TIME: 3.30 - 4.15 p.mVENUE: IQAC CONFERENCE ROOM

## MEMBERS PRESENT:

Sl.no	NAME	SIGNATURE
1.	Dr. John M. George	
2.	James Mathew	
3.	Lakshmi K.S	
4.	Dr. Sonia Paul	
5.	Janicy J. Fernandez	
6.	Tresa Kurian	
7.	Haisha Appukuttan	
8.	Dr. Manoj G. Tharion	
9.	Prof. Kuttayansome A.J.	
10.	Shreethy Y	

Rajagiri School of Engineering & Technology

Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL

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TRANSCRIPTS OF MEETING 2 OF EXECUTIVE COMMITTEE

Date: September 4, 2018 Time: 3.30 – 4.15 p.m.

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


Transcripts:


- 1.1 IQAC full forum meeting expected to be held on October 6, 2018
- 1.2 Academic Handbook of 2018 has been finalized
- 1.3 Dr. Manoj Tharian suggested to have a new extended IQAC office with hanging boards of placement details, results, etc. that highlight the growth of the institution
- 1.4 Time-Table to be set for making arrangements for the students who undertake the B. Tech (Honors) program
- 1.5 Mr. James Mathew suggested to conduct departmental audit before submitting it for final submission to the IQAC
- 1.6 Various criterions' of the AQAR report has to be verified with the entered values
  - 1.2.1) Criterion III by Ms. Harsha A to be checked on September 6 during the 6<sup>th</sup> and 7<sup>th</sup> hour
  - 1.2.2) Criterion V by Ms. Jincy F to be checked on September 7 during the 5<sup>th</sup> and 7<sup>th</sup> hour

Attendees from Executive committee:

1. Dr. John M. George, Vice Principal – Coordinator
2. Prof. Kuttyamma A.J. – Member Secretary
3. Dr. Sonia Paul
4. Dr. Manoj Tharian
5. Ms. Tressa Kurian – Representative, DCE
6. Ms. Jincy Fernandez – Representative, DCS
7. Ms. Harsha A. – Representative, DEC
8. Ms Lakshmi K.S. – Representative, DIT
9. Mr James Mathew – Representative, DME
10. Ms Shruthy Y – IQAC Office Assistant

  
Prof. Kuttyamma A.J.  
Member Secretary

  
Dr John M. George  
Coordinator

  
Dr A. Unnikrishnan  
Chairperson

Date: September 6, 2018