TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/08	Date/Time:	25/02/2022, 12:30pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center	Purpose/Subject:		Activity planning for March 2022	

List of Attendees:

1. Dr. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Mr. Dhanesh M.S.	4. Ms. Amitha Mathew
5. Ms. Elsa Paul	6. Mr. Vishnu Shankar	7. Mr. Ragin Ramdas	8. Mr. Rejeesh Chacko
9. Dr. Susan Dominic			

List of Absentees:

NIL

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/08_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status. All action items are closed.
COMM/IQAC(T)/08_2	Activities for March 2022	• It is decided that the semester plan and academic calendar for S8 have to be prepared and circulated • Regarding the NIRF , a follow up on the research ID creation has to be carried out • Request the Gender Equity Cell and Internal Complaints Committee to organize events for Women's Day • It is also decided that another session for helping faculty for creating research IDs can be conducted by the third week of March • The AQAR vetting process with the NAAC Coordinator has to be started and a criteria-wise schedule for the same has to be prepared • The student Internship Committee has to be reconstituted with faculty members from each department. An Internship policy document has to be prepared and published • Finalise and circulate guidelines for conducting S8 Main Project

| | | • Request the Accounts department for the annual audited statement of accounts for the financial year 2020-21 for uploading in AQAR
• Request the website team to draft an IT Policy to be submitted for AQAR
• The RSET Organogram has to be finalized and vetted
• Prepare RSET Newsletter for 2021
• In view of the NBA, a mock audit has to be scheduled for the Civil Engineering Department
• Request the website team to update the IQAC tab in the website
• It is suggested that requests for the updation of department pages in the website should be forwarded through IQAC
• Update the student council tab in the website |
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ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/08_2.1	Semester Plan and Academic Calendar	Joint Secretary (Adinistration)	1st week of March	Open
COMM/IQAC(T)/08_2.2	Follow up on Rsearch ID details	Joint Secretary (Research)	1st week of March	Open
COMM/IQAC(T)/08_2.3	Request ICC and Gender Equity Cell regarding Women's Day celebration	Team IQAC	1st week of March	Open
COMM/IQAC(T)/08_2.4	Workshop on Research ID creation	Team IQAC	3rd week of March	Open
COMM/IQAC(T)/08_2.5	AQAR vetting with NAAC Coordinator	Team IQAC & NAAC Coordinator	3rd week of March	Open
COMM/IQAC(T)/08_2.6	Student Internship Committee Reconstitution	Team IQAC	3rd week of March	Open
COMM/IQAC(T)/08_2.7	Student Internship Policy	Student Internship Committee	4th week of March	Open
COMM/IQAC(T)/08_2.8	Gudelines for S8 Main Project	Team IQAC	3rd week of March	Open
COMM/IQAC(T)/08_2.9	Audited statement of accounts	Team IQAC & Accounts	2nd week of March	Open
COMM/IQAC(T)/08_2.10	Request for IT Policy	Website Team	2nd week of March	Open
COMM/IQAC(T)/08_2.11	RSET Organogram	Team IQAC & Adminstration	3rd week of March	Open
COMM/IQAC(T)/08_2.12	RSET Newsletter	Team IQAC	2nd week of March	Open
COMM/IQAC(T)/08_2.13	Mock Audit for DCE	Team IQAC &	4th week of	Open

		Mock Audit Team	March	
COMM/IQAC(T)/08_2.14	Update the IQAC & Student Council tabs in website	Website Team	3rd week of March	Open

Prepared By: Dr. Susan	Prepared Date: 28 2 22	Reviewed By:

Dominic
Joint Secretary
(Administration)

(Liza Annie Joseph)
IQAC Coordinator