TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/22	Date/Time:	28/04/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center	**Purpose/Subject:**		Activity planning for May 2023	

List of Attendees:						
1. Ms. Liza Annie Joseph		2. Dr. Mary Priya Sebastian		3. Ms. Amitha Mathew		4. Mr. Jebin Francis
5. Mr. Vishnu Shankar		6. Dr. Ragin Ramdas M.		7. Dr. Susan Dominic		8. Mr. Dhanesh M. S.

List of Absentees:
NIL

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/22_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/22_2	Notice Regarding Mentoring/Student Activity Hour	• Passing information about mentoring/activity hour to RSET
COMM/IQAC(T)/22_3	General guidelines for conducting mentoring sessions	• Guidelines regarding the conduct of mentoring sessions
COMM/IQAC(T)/22_4	Notice for assigning activity coordinators for Nature Club event	• Passing information about the assignment of activity coordinators for nature club activities
COMM/IQAC(T)/22_5	Guidelines for "Nurturing Sustainable Minds" organized by Nature Club	• Guidelines regarding the conduct of sessions by nature club
COMM/IQAC(T)/22_6	Status of RSMS feature modifications	• Updation of the status of RSMS feature modifications

COMM/IQAC(T)/22_7	Workload Scrutiny and Consolidation	• Consolidation of faculty workload by Team IQAC & Asst. HoDs
COMM/IQAC(T)/22_8	Data Collection for NAAC AQAR 2021-2022	• Consolidation of department data for NAAC AQAR 2021-22
COMM/IQAC(T)/22_9	Preparation of Student Activity Calendar for May to July 2023	• A student activity calendar listing the activity planned for the current semester (May to July 2023) has to be prepared by IQAC
COMM/IQAC(T)/22_10	Student feedback at RSMS	• Updation of 1. Student Satisfaction Survey 2. Student Feedback on Facilities
COMM/IQAC(T)/22_11	Student Club Members List	• Consolidated student list of various clubs generated through the membership campaign
COMM/IQAC(T)/22_12	Institutional Login for NITTTR	• Regarding Institutional Login Registration on NITTTR website
COMM/IQAC(T)/22_13	Scholarship data from Office	• Regarding Student Scholarship details for NAAC AQAR 2021-22

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/22_2	Notice Regarding Mentoring/Student Activity Hour	Joint Secretary (Extracurricular)	First week of May	Open
COMM/IQAC(T)/22_3	General guidelines for conducting mentoring sessions	Joint Secretary (Administration)	First week of May	Open
COMM/IQAC(T)/22_4	Notice for assigning activity coordinators for Nature Club event	Joint Secretary (Administration)	First week of May	Open
COMM/IQAC(T)/22_5	Guidelines for "Nurturing Sustainable Minds" organized by Nature Club	Joint Secretary (Administration)	First week of May	Open
COMM/IQAC(T)/22_6	Status of RSMS feature modifications	Team IQAC	Second week of May	Open
COMM/IQAC(T)/22_7	Workload Scrutiny and Consolidation	Team IQAC & Dept. IQAC Coordinators	Second week of May	Open

COMM/IQAC(T)/22_8	Data Collection for NAAC AQAR 2021-2022	Joint Secretary (Administration)	Second week of May	Open
COMM/IQAC(T)/22_9	Preparation of Student Activity Calendar for May to July 2023	Joint Secretary (Extracurricular)	Second week of May	Open
COMM/IQAC(T)/22_10	Student feedback at RSMS	Joint Secretary (Course & Examination)	Third week of May	Open
COMM/IQAC(T)/22_11	Student Club Members List	Team IQAC & Club in charges	Third week of May	Open
COMM/IQAC(T)/22_12	Institutional Login for NITTTR	Joint Secretary (Administration)	Third week of May	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 28-04-2023	Reviewed By: Ms. Liza Annie Joseph