

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

**INTERNAL QUALITY ASSURANCE CELL**  
(Reconstituted in June 2017)

**AGENDA OF MEETING 1 OF EXECUTIVE COMMITTEE**


Date: July 06, 2017

Time: 10.00 a.m.

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

**Agenda:**

- 1.1 Preparation of Course Registration Form
- 1.2 Semester IV Result Analysis
- 1.3 Brief report on activities conducted by individual departments in the academic year 2016-'17
- 1.4 Schedule of activities planned by the individual departments for the academic year 2017-'18
- 1.5 Allotting faculty advisors to clubs (collect preference in Excel Sheet from those who have not given their preference in Google Form circulated earlier)
- 1.6 Numbering system for files and forms
- 1.7 Academic Retreat planning
- 1.8 Faculty Induction Programme planning
- 1.9 IQAC workshop/conference planning
- 1.10 Any other matter

  
Dr Vinod Kumar P.B.

Secretary

ISAC EXECUTIVE COMMITTEE MEETING 1Date: July 06, 2017Time: 10:00 - 11:50 a.m.Venue: ISAC Conference RoomMembers present :

<u>NAME</u>	<u>SIGNATURE</u>
1. Dr. John M George	 9:56 am
2. Dr. Vinod Kumar P B	 : 9:56 am
3. Dr. Sonia Paul	 9:57 a.m.
4. Ms. Liza Annie Joseph	 10:00 am
5. Ms. ANITA JOHN	 10:00 AM
6. Lakshmi K.S	 9:57 a.m
7. Anna Mathew	 9:57 am.
8. Fr. Nejo Gracevillla CM	 10:00 am
9. James Mathew	 10:00 am.
10. Tresa Kuniam	 10:00 am
11. Harsha - A	 10:00 am.
12. M. Shanmuga Praga	 10:10 am
13. Dr. Manoj G. Thariram	 10:00 am.

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

**INTERNAL QUALITY ASSURANCE CELL**  
(Reconstituted in June 2017)

**TRANSCRIPTS OF MEETING 1 OF EXECUTIVE COMMITTEE**

Date: July 06, 2017

Time: 10.00 – 11.50 a.m.

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

**Transcripts:**

Dr John M. George, IQAC Coordinator, welcomed all the committee members of the reconstituted IQAC Executive Committee.

Dr Vinod Kumar P.B., IQAC Member Secretary, introduced the members, and briefed the committee about its functions and frequency of meetings. Meetings of the IQAC Executive Committee will be held every week.

1.1 Dr Vinod Kumar explained the need for a Course Registration Form, which would contain information regarding the students' academic performance, summer courses attended, credits earned, SGPA etc. This will help in effective planning of remedial classes in the semester. In the coming semester (August-November 2017), remedial classes would be offered in all odd semester courses; and in the even semester (February-May 2018), remedial classes would be offered in all even semester courses. He stated that the ultimate objective of the procedure would be to ensure that students do not have backlogs when they register for Semester VII. Students will also have to be reminded in advance that there are no summer courses from Semester V onwards.

The department representatives have been asked to finalize the format of the Course Registration Form immediately.

1.2 Analyzing the Semester IV University Examination results, the following suggestions were made:

- (a) The standard of the internal examinations will have to be raised suitably so as to prepare the students to answer the type of questions set by the university
- (b) Only those students with minimum 80% attendance will be permitted to take the internal examinations

- (c) Students who take leave on medical grounds will have to compulsorily submit the Medical Certificate on the very next working day, failing which their leave will not be condoned, and they will not be given the opportunity to take the Comprehensive Test at the end of the semester
- (d) Parents may be informed of the student's performance in the university examination through SMS.

[All the department representatives have been directed to ask the class teachers to prepare an Excel Sheet with 'Student Name, Parent's Mobile Number, No of subjects passed, and No of subjects failed' listing of their classes. This has to be sent to Mr. Jobin Jose for sending the SMS to the parents.]

- (e) In addition to the university prescribed Tests I & II, a Test III may be conducted after completion of Module V, which might help students to improve their internals

1.3 The department representatives have to ensure that a brief report on activities conducted by individual departments in the academic year 2016-'17 is submitted by July 10, 2017.

1.4 The department representatives have to ensure that the schedule of activities planned by the individual departments for the academic year 2017-'18 is submitted by July 10, 2017.

1.5 For the purpose of allotting faculty advisors to clubs, the department representatives have been directed to collect individual faculty member preference in Excel Sheet from those who have not given their preference in the Google Form mailed earlier, and give in the same by July 15, 2017.

1.6 Dr Manoj Tharian has been entrusted with the responsibility of devising a numbering system for all the forms given to staff and students. All departments have been asked to review the list of files circulated last year by Ms. Neeba E.A., so that the file listing and numbering may be finalized.

1.7 The date for Academic Retreat 2017 has to be decided in consultation with the Principal and the Director. Further planning will be initiated after the date is fixed.

1.8 Since new faculty members will be joining the institution only on August 1, 2017, and the classes will begin on the same date, details of Faculty Induction Programme 2017 will be worked out once suitable dates are identified.

The draft of the Faculty Manual, prepared by Dr Sonia Paul, will be mailed to all the IQAC Executive Committee members for suggestions and improvements.

1.9 All the members have been directed to think of relevant quality related aspects which may be the theme of the two-day IQAC workshop to be held this year. It will be discussed further in the upcoming meetings of the committee.

1.10 The list of students who have A, A+, and O grades in S1, S3 and S4 university examinations has to be given to Dr Vinod Kumar P.B. by July 7, 2017, so that the possibility of awarding monetary incentives may be discussed with the management. It was suggested that these awards may be given to the students during Deeksharambham so that they become an inspiration for the junior students as well.

*[Handwritten signature]*

Dr. A. Umikrishnan  
Chairman

*[Handwritten signature]*

Dr. John M. George  
Coordinator

*[Handwritten signature]*

Dr Vinod Kumar P.B.  
Secretary

July 6, 2017

- 1) Fr. Meju Gracevillla CMI *[Signature]*
- 2) Lakshmi K.S (DIT) *[Signature]*
- 3) ANITA JOHY (DCS) *[Signature]*
- 4) Ms. SREEPRIYA . R (FOR ANNA MATHEW, DEEE) *[Signature]*
- 5) Ms. HARSHA A (DEC) *[Signature]*
- 5. Liza Annie Joseph *[Signature]*
- 6, Ms. Bibin Hyalerel V. (for Ms. Inessa Leuen, DCE) *[Signature]*
- 7) Sonia Paul (DBSH) *[Signature]*