

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in January 2019)

TRANSCRIPTS OF MEETING 6 OF 2019 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: September 19, 2019

Time: 11.45 – 12.45 a.m.

Venue: Seminar Hall, First Floor, Main Building

Agenda:

- 5.1 First Internal Audit for the Odd Semester 2019-'20
- 5.2 Changes required in filing and auditing procedures as per KTU's Audit Manual 2019
- 5.3 Any other matter

Transcripts:

- 5.1 The first internal audit for the odd semester 2019-'20 – August-November 2019, will be held from October 3 to 15, 2019. The auditors' list will be published shortly. Since these are regular working days, the departments will have to make arrangements to present the files to the auditors as per their convenience during this time period.
- 5.2 The Internal Question Papers and Assignment Questions will have to henceforth mention the COs and knowledge levels.
- 5.3 CO-PO assessment sheets will have to be modified by the NBA Committee as per the instructions issued by the university in the KTU Audit Manual 2019. (for new curriculum courses)
- 5.4 The Department Advisory Committees may be directed to conduct one meeting for this semester before October 30, 2019.
- 5.5 The Result Analysis format was presented and discussed at length. It was suggested that the Class Teacher & Associate Class Teacher could together maintain the semester-wise analysis (both with

and without backlogs), while the individual subject teachers could maintain the course-wise analysis.

5.6 All departments should maintain Tutorial and Remedial Log Books, records of MOOC Courses taken by UG/PG students, and comprehensive records on the conduct of Minor and Honours Programmes.



Prof. A.J. Kuttyamma
Secretary



Dr John M. George
Coordinator



Dr P.S. Sreejith
Chairperson

Date: September 19, 2019