Rajagiri School of Engineering & Technology
Rajagiri Valley, Kakkanad

Sl.No	Name	Signature
1	Dr. Sreejith P S	
2	Ms. Liza Annie Joseph	
3	Ms. Mary Priya Sebastian	
4	Ms. Mary Hexy	
5	Mr. James Mathew	
6	Ms. Harsha A	
7	Ms. Anju C	
8	Ms. Nikhila T Bhuvan	

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING 4 OF 2020 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: January 27, 2021 Time: 01.30–02.30 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Finalizing the duties and responsibilities of joint secretary – Course
2. Finalizing the duties and responsibilities of joint secretary – Audit
3. Finalizing the duties and responsibilities of joint secretary – Examination
4. Finalizing the duties and responsibilities of joint secretary – Administration
5. Finalizing the duties and responsibilities of joint secretary – Documentation

Transcripts:

1. An individual meeting was conducted with the joint secretaries for finalizing their duties and responsibilities. The activity was conducted as per the following schedule.

SL.No	Joint Secretary	Meeting Date	Duties discussed
1	Ms. Mary Hexy (Course)	20.01.2021	• Course feedback formats to be finalize for autonomy batch and KTU batches • Conduct analysis of the same • Activity calendar of Course has to be framed

			• Work flow diagram of activities coming under course has to be prepared • Encourage students to do honours and minors degrees • Monitoring the conduct of honour classes • Course Plan preparation discussion with experts and teachers who handle it previously • Course conduct feedback from faculty – format has to be prepared • Initiate CIS preparation after the preparation of course plan • Data regarding external projects/internships
2	Mr. James Mathew(Audit)	22.01. 2021	• Activity calendar of Audits- which includes dates for tracking NBA, NAAC, KTU, Autonomous audits/visits • Work flow diagram of activities coming under audit has to be prepared • Collect the existing file structure from the departments through the dept. coordinators. Organize into NBA format and map to NAAC , NIRF , Autonomy. • Deadline to procure file system structure from departments- 26.01.2021 • Schedule academic audits based on KTU calendar • General file audit once every semester • Revisions/ Updations in general/course files in the audit process if required
3	Ms. Harsha A.(Examination)	22.01. 2021	• Activity calendar of Audits- which includes dates of scrutiny, conduct of exam, publication of results

			• Work flow diagram of activities coming under audit has to be prepared • Result Analysis - performance analysis • Link Remedial with examination and prepare an excel sheet to be shared with faculty and class teachers for analysing the improvement due to remedials
4	Ms. Anju (Administration)	22.01.2021	• Activity calendar of Administration • Semester plan • Academic Calendar • Course Plan entry dates • Link Alumni and Placement • Promote Alumni interactions • Get Alumni feedback • Placement through Alumni • Admissions through Alumni recommendations
5	Ms. Nikhila T Bhuvan	27.01.2021	• Data collection for all Surveys • Data collection for all Reports • Offer support for AICTE extension process • Monitoring of various schemes of AICTE • Submission of AQAR report • Template for meeting minutes and other relevant documents of college

Ms. Mary Priya Sebastian
General Secretary –IQAC

Ms. Liza Annie John
Asst. Coordinator- IQAC

Dr P.S. Sreejith
Coordinator -IQAC

Date: January 28, 20201