

RAJAGIRISCHOOL OF ENGINEERING & TECHNOLOGY
Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING #5 OF 2021 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: November 30, 2021

Time: 12.30-01.00 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Review of previous meeting minutes
2. Activities for December 2021

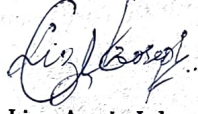
Transcripts:

1. The previous meeting minutes were reviewed and all action items are closed.
2. It was decided that the first IQAC core committee meeting has to be scheduled in the first week of December. The availability of the members has to be enquired.
3. It was decided that the academic handbooks for KTU and autonomous batches are to be released in the third week of December.
4. The codes for preparing the meeting minutes are to be finalized and published in the second week of December.
5. A revised committee list has to be published in the second week of December.
6. It was decided that a workshop on 'Improving Research Visibility through Research ID Creation' is to be conducted to improve research visibility.
7. The mid-semester feedback for S7 is to be activated in the second week of December.
8. It was decided that a draft of the revised monthly report format is to be circulated among the IQAC department coordinators and ask for suggestions.
9. The publication details of faculty during the year 2021 are to be updated in RSMS. A reminder regarding this has to be sent.
10. It was decided that a directory structure for displaying the data collected for AQAR 2021 has to be developed

Action Items

Action No.	Action Item	Action by	Target Date
1.	IQAC Core committee meeting	Team IQAC	1 st week of December
2.	Academic handbooks for KTU and Autonomous batches	Joint Secretaries (Documentation, Administration)	2 nd week of December
3.	Preparation of meeting codes	Joint Secretary (Administration)	2 nd week of December
4.	Revised Committee List	Joint Secretary (Course)	2 nd week of December
5.	Workshop on 'Improving Research Visibility through Research ID Creation'	Joint Secretary (Research)	2 nd week of December
6.	Mid-semester feedback of S7	Joint Secretary (Course)	2 nd week of December
7.	Draft of revised department monthly report	Team IQAC	3 rd week of December
8.	Updation of faculty publication details	Team IQAC	3 rd week of December
9.	Directory structure of RSET	Team IQAC	2 nd week of January

Ms. Mary Priya Sebastian
General Secretary -IQAC


Ms. Liza Annie John
Asst. Coordinator- IQAC

Dr P.S. Sreejith
Coordinator -IQAC

Date: December 01, 2021