

## TEAM IQAC MINUTES OF MEETING

### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(T)/14	<b>Date/Time:</b>	31/08/2022, 12:30 pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, First Floor, PG Center		<b>Purpose/Subject:</b>	Activity planning for September 2022	
<b>List of Attendees:</b>					
1. Ms. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Ms. Amitha Mathew	4. Ms. Elsa Paul		
5. Mr. Vishnu Shankar	6. Dr. Ragin Ramdas M.	7. Dr. Susan Dominic	8. Mr. Dhanesh M. S.		
<b>List of Absentees:</b>					
Dr. Rejeesh T. Chacko					

### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/14_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/14_2	List of faculty members to be sent for faculty induction by KTU	<ul style="list-style-type: none"> <li>KTU has requested to send a list of 5 faculty members across disciplines having teaching experience of fewer than 5 years to participate in the faculty induction programme</li> </ul>
COMM/IQAC(T)/14_3	Submit for ARIIA 2022	<ul style="list-style-type: none"> <li>The data for the Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2022 has to be submitted in the first week of September</li> </ul>
COMM/IQAC(T)/14_4	Audit of Course, Classtecher and HoD files for even semester	<ul style="list-style-type: none"> <li>The audit of course, class teachers and HoD files for even semester (B.Tech and M.Tech) is scheduled from 15<sup>th</sup>-22<sup>nd</sup> Sep</li> </ul>
COMM/IQAC(T)/14_5	Revised workload guidelines for 2022-23	<ul style="list-style-type: none"> <li>The revised workload guidelines for the year 2022-23 have to be released by the end of September 2022</li> </ul>

COMM/IQAC(T)/14_6	Event features to be updated in RSMS	<ul style="list-style-type: none"> <li>To keep track of the various events conducted in RSET, create a list of event features to be added in RSMS and communicate the same with the software team</li> </ul>
COMM/IQAC(T)/14_7	Meeting with REXA team	<ul style="list-style-type: none"> <li>A meeting with the REXA team is to be scheduled and conducted to give feedback reading a few features to be added</li> </ul>
COMM/IQAC(T)/14_8	Consolidation of monthly report	<ul style="list-style-type: none"> <li>All the departmental monthly reports for the academic year 21-22 are to be consolidated and communicated to the departments for review</li> </ul>
COMM/IQAC(T)/14_9	Index for RSMS	<ul style="list-style-type: none"> <li>It was decided that a link "Quick links to RSET docs" under the head IQAC in RSMS is to be provided where the links to the important documents available in RSMS are made available</li> </ul>
COMM/IQAC(T)/14_10	Plan for the academic retreat in October	<ul style="list-style-type: none"> <li>An initial plan of the academic retreat to be conducted in the third week of October is to be prepared and finalized</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/14_2	List of faculty members to be sent for faculty induction by KTU	Team IQAC & Principal	1 <sup>st</sup> week of September	Open
COMM/IQAC(T)/14_3	Submit for ARIIA 2022	Team IQAC	1 <sup>st</sup> week of September	Open
COMM/IQAC(T)/14_4	Audit of Course, Class teacher and HoD files for even semester	Team IQAC	15 <sup>th</sup> -22 <sup>nd</sup> September	Open
COMM/IQAC(T)/14_5	Revised workload guidelines for 2022-23	Team IQAC	3 <sup>rd</sup> week of September	Open
COMM/IQAC(T)/14_6	Event features to be updated in RSMS	Team IQAC & Software team	3 <sup>rd</sup> week of September	Open
COMM/IQAC(T)/14_7	Meeting with REXA team	IQAC Coordinator, Secretary, Joint Secretary (Examination)	4 <sup>th</sup> week of September	Open
COMM/IQAC(T)/14_8	Consolidation of monthly report	Joint Secretary (Documentation)	4 <sup>th</sup> week of September	Open
COMM/IQAC(T)/14_9	Index for RSMS	Team IQAC & software team	4 <sup>th</sup> week of September	Open
COMM/IQAC(T)/14_10	Plan for the academic retreat in October	Team IQAC	4 <sup>th</sup> week of September	Open

<b>Prepared By:</b> Dr. Susan Dominic	<b>Prepared Date:</b> 19-08-2022	<b>Reviewed By:</b> Ms. Liza Annie Joseph
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*Susan*

*Liza Annie Joseph*  
(IQAC Coordinator)