

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/16	Date/Time:	31/10/2022, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for November 2022	
List of Attendees:					
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.		
6. Dr. Rejeesh T. Chacko					
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/16_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/16_2	Follow up on the documents collected from departments after RIDHI 2022	<ul style="list-style-type: none"> A follow up on the documents submitted by the departments after RIDHI 2022 must be carried out and pending documents should be collected before 2nd November
COMM/IQAC(T)/16_3	Follow up on strategic plan documents from departments with action items	<ul style="list-style-type: none"> A follow up on the strategic plan documents from the departments with the action items for the year 2023, 2025 and 2027 is to be collected by 10th November
COMM/IQAC(T)/16_4	Follow up on the reports of the clubs/cells/committees	<ul style="list-style-type: none"> A follow up on the report of activities conducted by various clubs/cells/committees during the year 2021-22 and planned for 2022-2023 is to be carried out on 2nd of November
COMM/IQAC(T)/16_5	Mark split-up of S7	<ul style="list-style-type: none"> The marks split-up for RSMS for S7 semester is to be forwarded to the software team by 3rd week of November

COMM/IQAC(T)/16_6	Kerala State Energy Conservation Award 2022	<ul style="list-style-type: none"> The deadline for applying for Kerala State Energy Conservation Award 2022 is 14th November The ENCON club and REEMC are requested to conduct a viability study and submit a report highlighting the shortcomings
COMM/IQAC(T)/16_7	Plan for KTU External Audit	<ul style="list-style-type: none"> The KTU External audit is planned during the 3rd week of November Instruct the departments to update the required files
COMM/IQAC(T)/16_8	DSR implementation	<ul style="list-style-type: none"> The Data Structure of RSET Implementation is to be started by the 3rd week of November
COMM/IQAC(T)/16_9	IQAC Core committee meeting	<ul style="list-style-type: none"> Planning for IQAC Committee meeting to be held in December 2022 is to be carried out during 3rd week of November
COMM/IQAC(T)/16_10	Meeting with REXA team	<ul style="list-style-type: none"> A meeting with REXA team regarding the additional features to be made available in REXA during 3rd week of November
COMM/IQAC(T)/16_11	RSET Annual report and IQAC annual report preparation	<ul style="list-style-type: none"> The work on The RSET Annual report and IQAC Annual report must start by 4th week of November

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/16_2	Follow up on the documents collected from departments after RIDHI 2022	Team IQAC	2 nd November 2022	Open
COMM/IQAC(T)/16_3	Follow up on strategic plan documents from departments with action items	Team IQAC	10 th November 2022	Open
COMM/IQAC(T)/16_4	Follow up on the reports of the clubs/cells/committees	Team IQAC	1 st of November	Open
COMM/IQAC(T)/16_5	Mark split-up of S7	Joint Secretary (Examination)	3 rd week of November	Open
COMM/IQAC(T)/16_6	Kerala State Energy Conservation Award 2022	ENCOM club & REEMC	1 st week of November	Open
COMM/IQAC(T)/16_7	Plan for KTU External Audit	Team IQAC & departments	2 nd week of November	Open
COMM/IQAC(T)/16_8	DSR implementation	Team IQAC	3 rd week of November	Open

COMM/IQAC(T)/16_9	IQAC Core committee meeting	Team IQAC	3 rd week of November	Open
COMM/IQAC(T)/16_10	Meeting with REXA team	IQAC Coordinator, Secretary, Joint Secretary (Examination)	3 rd week of November	Open
COMM/IQAC(T)/16_11	RSET Annual report and IQAC annual report preparation	Team IQAC	4 th week of November	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 14-11-2022	Reviewed By: Ms. Liza Annie Joseph
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Susan

Liza Annie Joseph

(IQAC Coordinator)