TEAM IQAC

MINUTES OF MEETING

RSET
RAJAGIRI SCHOOL OF
ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/17	Date/Time:	25/11/2022, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for December 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)/17_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/17_2	Preparation of feedback forms of Alumni, Industry & Advisory Committee for the new curriculum of 2023	• The feedback forms for the curriculum 2023 has to be prepared and circulated to respective departments
COMM/IQAC(T)/17_3	Introduction of "Quality Improvement Suggestions" link under IQAC tab	• Online suggestion box regarding quality improvement has to be introduced in RSMS
COMM/IQAC(T)/17_4	Preparation regarding second, annual Internal Quality Assurance Cell (IQAC) core committee meeting	• The general preparation for IQAC Core committee meeting has to be initiated
COMM/IQAC(T)/17_5	Preparation of slide format for IQAC Core Committee meeting	• A uniform PPT slide format has to be used for core committee meeting by different stakeholders

COMM/IQAC(T)/17_6	Preparation of Result analysis 2022	• The consolidated result analysis of the year 2022 has to be completed for presenting in academic council
COMM/IQAC(T)/17_7	Activity point guidelines in RSMS	• The guidelines regarding activity points has to be finalized for publishing in RSMS
COMM/IQAC(T)/17_8	Introduction of Remedial report in RSMS	• The report regarding remedial classes has to be finalized and published as a new tab in RSMS
COMM/IQAC(T)/17_9	Website updation process	• The incremental updation in RSMS & Website has to be regularly executed and monitored

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/17_2	Preparation of feedback forms of Alumni, Industry & Advisory Committee for the new curriculum of 2023	Joint Secretary (Course)	1st December 2022	Open
COMM/IQAC(T)/17_3	Introduction of "Quality Improvement Suggestions" link under IQAC tab	Team IQAC	12th December 2022	Open
COMM/IQAC(T)/17_4	Preparation regarding second, annual Internal Quality Assurance Cell (IQAC) core committee meeting	Team IQAC	12th December 2022	Open
COMM/IQAC(T)/17_5	Preparation of slide format for IQAC Core Committee meeting	Joint Secretary (Documentation)	11th December 2022	Open
COMM/IQAC(T)/17_6	Preparation of Result analysis 2022	Joint Secretary (Examination)	1st week of December	Open
COMM/IQAC(T)/17_7	Activity point guidelines in RSMS	Joint Secretary (Audit)	2nd week of December	Open
COMM/IQAC(T)/17_8	Introduction of Remedial report in RSMS	Team IQAC	2nd week of December	Open
COMM/IQAC(T)/17_9	Website updation process	Team IQAC	3rd week of December	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 29-11-2022	Reviewed By: Ms. Liza Annie Joseph