

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY

RAJAGIRI VALLEY, KOCHI 682039

IQAC MEETING - 2

DATE: 15/02/2019

TIME: 3.40PM

VENUE: MULTIMEDIA HALL, Ground Floor, Main Building

The agenda is:

- (1) Workshop on Autonomy on February 23 & 24, 2019
- (2) Preparation for Autonomy
- (3) Action to be taken following NBA visit to DME
- (4) Internal Audit on March 5, 6 & 7, 2019
- (5) Any other matter

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY



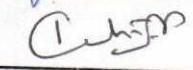

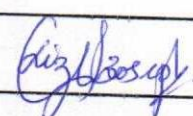
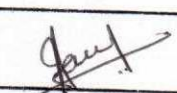
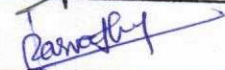

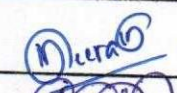
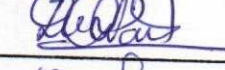

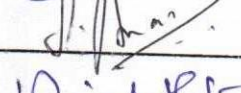
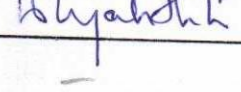

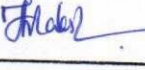


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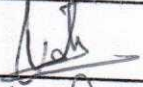
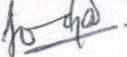
IQAC MEETING

DATE: 15/02/2019

VENUE: MULTIMEDIA HALL

TIME: 3.40PM

SI NO	MEMBERS	SIGNATURE
1	Dr John M. George - Vice Principal – Coordinator	
2	Dr Vinod Kumar P.B. – Assistant Coordinator	
3	Prof. Kuttyamma A.J. – Member Secretary	
4	Dr Sonia Paul – General Secretary	
5	Dr Antony V. Varghese	—
6	Ms. Liza Annie Joseph	
7	Dr Jaison Jacob – NBA Coordinator	—
8	Ms Mary Hexy (DAE) – Joint Secretary, Courses	
9	Ms Parvathy Harikumar (DAE)	
10	Ms Tressa Kurian (DCE)	—
11	Ms Nimisha Reji (DCE)	
12	Ms Meera M. (DCS)	
13	Ms Dincy Paul (DCS)	
14	Ms Harsha A. (DEC) – Joint Secretary, Examinations	
15	Dr Anand S. (DEC)	
16	Dr Elizabeth Rita Samuel (DEE)	
17	Ms Caroline Ann Sam (DEE)	—
18	Ms Nikhila T. Bhuvan (DIT) – Joint Secretary, Documentation	
19	Ms Lakshmi K.S. (DIT)	
20	Ms Bency Wilson (DIT)	
21	Mr James Mathew (DME) – Joint Secretary, Audit	—
22	Mr Jibin Noble (DME)	

23	Ms Anju C. (DBSH) – Joint Secretary, Administration	
24	Dr Rinku Jacob (DBSH)	-
25	Mr Rony Antony P. – M. Tech Programme Coordinator	-
26	Ms Sangeetha Jamal – Timetable Committee Coordinator	-
27	Fr Mejo Paul Gracevilla CMI – Hostel Warden	
28	Dr Biju Paul – Placement Officer	-
29	Mr M.T. Kuriakose – Administrative Officer	-
30	Mr P.M. Joseph – Senior Finance Officer	-
31	Mr Tony Joseph – Librarian	-
32	Mr Mathachan M.J. – Maintenance Engineer	
33	Mr Shaibu Kurian – Technical Assistant	
34	Mr Thomas T.J. – Clerk	-
35	Mr Jomon P. J. – Attender	
36	Ms Bindu Paul – Record Keeper	
37	Ms Jomy K.J. – IQAC Office Assistant	

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY
Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in January 2019)

TRANSCRIPTS OF MEETING 2 OF 2019 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: February 15, 2019

Time: 3.40 - 4.10 p.m.

Venue: Multimedia Hall, Ground Floor, Main Building

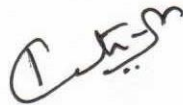
Agenda:

- 2.1 Workshop on Autonomy on February 23 & 24, 2019
- 2.2 Action to be taken following NBA Visit to the Department of Mechanical Engineering
- 2.3 Internal Audit on March 5, 6 & 7, 2019
- 2.4 Any other matter

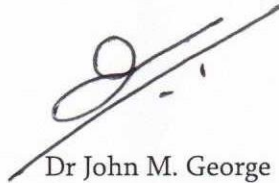
Transcripts:

- 2.1 A core team comprising Ms Harsha A., Ms Mary Hexy, Ms Anju C., Mr James Mathew and Ms Nikhila T. Bhuvan has been constituted for the conduct of the workshop on autonomy. The team has been entrusted with all preparations thereof, including preparation of brochure, resource persons' travel, food and accommodation, venue arrangements etc. It was informed that the workshop would give guidance regarding preparation for and implementation of autonomy. The workshop scheduled for February 23 & 24, 2019 is meant for all staff members of RSET.
- 2.2 In view of the recently concluded NBA visit to DME, Dr Jaison Jacob, NBA Coordinator, opined that a more efficient method of information storage and retrieval should be implemented at the earliest to ensure faster processing of required information at short notice.
- 2.3 The departments have been alerted to begin preparations for the internal audit scheduled for March 5, 6 & 7, 2019. Mr James Mathew, Joint Secretary, Audit will lead the team in this process.

2.4 The Distinguished Lecture series has to be planned for this year. The Chavara Endowment Lecture 2019 is the responsibility of RSET and should be conducted at the earliest.



Prof. A.J. Kuttyamma
Secretary



Dr John M. George
Coordinator



Dr A. Unnikrishnan
Chairperson

Date: February 18, 2019