

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

IQAC MEETING 3

Date: 01/03/2019

Time: 1.30pm – 2.50pm

Venue: Seminar Hall (First Floor)

Minutes

1. Mr James Mathew gave a briefing on the procedures and preparations made for the first internal audit of the current semester, scheduled from March 5 to 7, 2019. It was suggested that a Course Committee maybe convened for the eighth semester Project. Further, it has to be ensured that all departments are following the same evaluation policy for the Projects.

It was suggested that a department-wise listing of the audit reports from RSMS should be generated, so that department IQAC members can monitor the same more effectively.

The audit process should be able to help IQAC quantify the quality improvement. Keeping this end in mind, Mr James Mathew has been directed to prepare an Audit Manual at the earliest.

2. The feedback received to date on the workshop on autonomy conducted on February 23 & 24, 2019 was presented.
3. Fr Mejo Paul informed IQAC that Fr Joel George has already initiated steps for RSMS modification. Suggestions in this regard may be given to him.

He also suggested that a possible channel for approvals/sanctions/permissions maybe delineated so as to ensure clear reporting of all programmes and activities.

4. Since RSMS student data is directly drawn from the online applications received during admissions, it was decided that the applications for admissions 2019 would be prepared keeping the RSMS database requirements in mind.
5. The calendar of activities for the current semester has been received from all departments.
6. Fr Mejo Paul clarified that CO mapping of question paper has been asked for during Question Paper upload in Pragati so as to ensure the scrutiny is done on time. He stated that the scanned copy of the signed Scrutiny Report needs to be uploaded along with the question paper henceforth.

Alternatively the question paper could have a provision for indicating the CO mapping.



Pro. A J Kuttyamma

Secretary



Dr. John M George

Coordinator



Dr. A Unnikrishnan

Chairperson