

**RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY**







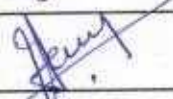





Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL

MEETING 2 - Joint Secretaries and KTU team

Venue: IQAC room (PG Block Floor 1)

Time : 1.00 pm -01.30 pm

Sl. NO	Name	Signature
1	Ms. Liza Annie Joseph - Asst. Coordinator	
2	Ms. Mary Priya Sebastian - General Secretary	
3	Ms. Kuttyamma A.J	
4	Dr. Sonia Paul	
5	Ms. Harsha A.	
6	Mr. James Mathew	
7	Ms. Mary Hexy	
8	Ms. Nikhila T. Bhuvan	
9	Ms. Anju C.	
10	Ms. Shimmi Asokan	
11	Mr. Jibin Noble	
12	Ms. Jomy K J	

RAJAGIRISCHOOL OF ENGINEERING & TECHNOLOGY  
RajagiriValley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL  
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING 2 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: October 23, 2020

Time: 01.00-01.45 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Awareness about Internal Audit Process
2. Instructions to Joint Secretaries and KTU Coordinators
3. Any other matter

Transcripts:

1. Awareness about the restructured Internal Audit Process was presented by the IQAC coordinator.
2. Joint secretaries and KTU coordinators were informed about their role and responsibility in the audit process. The instructions given to them are summarized below:

Team	Item	Role
Joint Secretaries(JS) and KTU Coordinators	Audit	<ol style="list-style-type: none"><li>1. Quality ensuring team of IQAC</li><li>2. Assess the ratings awarded by the departments based on the guidelines provided by IQAC</li><li>3. Scrutinize department files in random order and identify the shortcomings in the quality of documents presented.</li><li>4. Enter the remarks in the Academic e-audit report (copy)</li><li>5. Report to IQAC Core Team with Academic e-audit report (copy) with your dated signature.</li></ol>
	Teams	<ul style="list-style-type: none"><li>• Team A - Prof. Kuttiyamma A J., Mr. James Mathew</li></ul>


	formed	<ul style="list-style-type: none"> <li>Team B -Ms. Shimmi Asokan, Ms. Mary Hexy, Ms. Nikhila T Bhuvan</li> <li>Team C - Mr. Jibin Noble, Ms. Harsha A, Ms. Anju C.</li> </ul>
	Deadline	<ol style="list-style-type: none"> <li>Conduct the scrutiny process - <b>3rd, 4th and 5th November 2020</b></li> <li>Freeze Academic e-audit report (copy) with remarks- <b>6th November 2020</b></li> </ol>

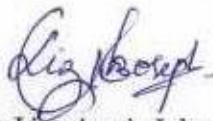
- A suggestion was put forward to revise the mid semester faculty feedback questionnaire based on the current pandemic scenario.
- It has been observed that the cycle of CO-PO attainment process is not complete in many departments and hence this activity has to be revived at the earliest.
- Suggestions were put forward to improve the audit management mechanism in RSMS.
- AQAR report was reviewed and corrections were suggested.

#### Action Items

Action No.	Action Item	Action by	Target Date
1	Prepare list of items of components to be checked during the scrutiny process	IQAC-Core Team	on or before 31/10/2020
2	Revise the mid semester faculty feedback questionnaire	IQAC – Joint Secretary (Course)	on or before 28/10/2020
3	Sketch an overall cycle of CO-PO attainment process aiming at improving the quality of courses	NBA coordinator	on or before 05/11/2020
4	Prepare a list of suggestions to improve audit management system in RSMS	IQAC – Joint Secretary (Audit)	on or before 09/11/2020
5	Produce all the supporting documents of data entered in AQAR report	IQAC – Joint Secretary (Documentation)	on 27/10/2020
6	Verify the data with previous IQAC department coordinators (2018-2019) in the presence of IQAC	IQAC – Joint Secretary (Documentation)	on 28/10/2020

7	Upload the AQAR report 2018-2019	IQAC - Joint Secretary (Documentation)	on 29/10/2020
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Ms. Mary Priya Sebastian  
General Secretary -IQAC

  
Ms. Liza Annie John  
Asst. Coordinator- IQAC

  
Dr P.S. Sreejith  
Coordinator -IQAC

Minutes prepared by : Ms. Mary Priya Sebastian - General Secretary -IQAC (24.10.2020)

Minutes vetted by : Dr P.S. Sreejith - Coordinator -IQAC (25.10. 2020)

Date: October 25, 2020