

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in June 2017)

AGENDA OF MEETING 5 OF EXECUTIVE COMMITTEE


Date: August 18, 2017

Time: 10.00 a.m.



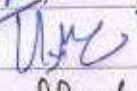
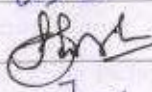

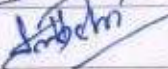
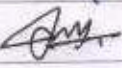




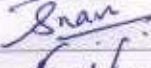
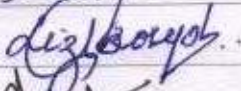

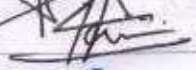


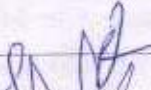


Venue: IQAC Conference Room (First Floor of Main Academic Block)

Agenda:

- 5.1 Review of the transcripts of the previous meeting
- 5.2 Online Course Registration Form demo
- 5.3 IQAC Audit
- 5.4 Any other matter


Dr Vinod Kumar P.B.
Secretary

IQAC EXECUTIVE COMMITTEE MEETING 5Date: August 18, 2017Time: 10:00 - 11:30 a.m.Venue: IQAC Conference RoomMembers present:

<u>NAME</u>	<u>SIGNATURE</u>
1. Dr. John M. George	
2. Dr. Vinod Kumar P.B.	 9.58
3. Dr. Umikrishnan. P.C.	
4. Harsha. A (9.55 am)	
5. Tressa Kurian (9.55 am)	
6. Jency Fernandez (9.57 am)	
7. James Mathew (9.58 am)	
8. Lakshmi K.S (9.59 am)	
9. Fr. Nejo Gracevillla CMI (10.00)	
10. Anne Mathew	
11. Srima Indhen (1)	
12. Sindhu. U	
13. Liza Annie Joseph	
14. Mary Hexy	
15. HARI C.V.	
16. KRISHNADAS. N	
17. Jobin Jose.	
18. Dr. Jobin K. Antony	
19. Dr. Thankachan Pullan	
20. Sonia Paul	

RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY
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INTERNAL QUALITY ASSURANCE CELL
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TRANSCRIPTS OF MEETING 5 OF EXECUTIVE COMMITTEE

Date: August 18, 2017

Time: 10.00 a.m. – 11.30 p.m.

Venue: IQAC Conference Room (First Floor of Main Academic Block)

Transcripts:

- 5.1 The transcripts of the previous meeting were reviewed.
- 5.2 The online Course Registration Form was presented by Mr. Jobin Jose. The following suggestions were put forward to improve the same:
 - (1) Provision for students to register only for Odd semester courses during an Odd semester, and Even semester courses during an Even semester is to be incorporated. (i.e. S5 students can register only for S1 & S3 courses, S6 students can register only for S2 & S4 courses etc)
 - (2) A mechanism to check that the total number of credits of the courses for which a student registers does not exceed 28 is to be incorporated
 - (3) The printout of the form should contain the following:
"Total number of credits for which registered:", and its semester-wise breakup
"Total number of credits earned to date:...", and its semester-wise breakup
 - (4) The clauses about 80% attendance, medical leave and improvement test should come above the 'Declaration'
 - (5) Provision to enter Aadhaar number should be added
 - (6) In the section where details of residence is mentioned, if the student is staying in own house, but away from parents, provision should be made to find out if there is anyone else staying with him/her. If so, the student's relation with the other resident, the latter's name, and phone number should be asked for
 - (7) There should be a provision for 'Parent's Signature' on the printout


It was decided that the Course Registration Form would be uploaded on August 19, 2017, and that students will be directed to submit the printout with the supporting documents on or before September 18, 2017. The IAC department representatives should ensure that

students of Semester III and V complete the KTU Course Registration process before August 18, 2017.


5.3 The IQAC Audit for this semester is scheduled for the last week of October 2017.

Members Present:

1. Dr John M. George – Coordinator
2. Dr Vinod Kumar P.B. – Member Secretary
3. Ms. Liza Annie Joseph – IAC Secretary
4. Fr. Mejo Paul Gracevillla CMI
5. Dr Jobin K. Antony, HoD, DEC
6. Dr Thankachan T. Pullan, HoD, DME
7. Ms Sindhu U. , representing HoD, DCE
8. Ms Sminu Izhudheen, representing HoD, DCS
9. Dr Unnikrishnan P.C., representing HoD, DEE
10. Ms Mary Hexy
11. Mr Hari C.V.
12. Ms Tressa Kurian
13. Ms Anna Mathew
14. Mr James Mathew
15. Ms Lakshmi K.S.
16. Ms Jincy J. Fernandez
17. Dr Sonia Paul
18. Mr Jobin Jose – invitee
19. Mr Krishna Das - invitee


Dr Vinod Kumar P.B.
Secretary


Dr John M. George
Coordinator


Dr A. Unnikrishnan
Chairman