

IQAC EXECUTIVE COMMITTEE MEETING - 1

DATE: JULY 4, 2018

TIME: 2.30 - 3.30 p.m.

VENUE: IQAC CONFERENCE ROOM

MEMBERS PRESENT:

Sl. No	NAME	SIGNATURE
1.	Dr. John M. George	
2.	Dr. Vinod Kumar P.B	
3.	Prof. Kultyamma A.J	
4.	Dr. Sonia Paul	
5.	Ms. Shanmugha Priya	
6.	Ms. Treasa Kuevan	
7.	Ms. Jincy F	
8.	Ms. Harsha A.	
9.	Ms. Anna Mathew	
10.	Ms. Lakshmi K.S.	
11.	Mr. James Mathew	
12.	Ms. Anju C	
13.	Ms. Shrutty Y	

Rajagiri School of Engineering & Technology

Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL

(Reconstituted in July 2018)

TRANSCRIPTS OF MEETING 1 OF EXECUTIVE COMMITTEE

Date: July 4, 2018

Time: 2.30 – 3.30 p.m.

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

Transcripts:

1.1 Workload

1.1.1) Guidelines to calculate workload: For tutorial the workload is calculated in such a way that a ratio of 1:15 or 1:20 is maintained, and therefore three or four faculty should be allotted so the workload is 0.5 per faculty

1.1.2) M.Tech project workload (12 hours) to be considered as similar to practical work

1.1.3) Modified workload to be submitted by 5th July 2018 to Prof. Kuttyamma A. J.

1.2 AQAR pending criteria have to be sent in by the department representatives by Friday, 6th July 2018

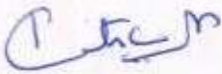
1.3 Morning and afternoon hours (first and last hours) have to be uniformly distributed among the subjects

1.4 Friday last hour should be utilized for extra-curricular and club activities

1.5 IQAC meeting with external members to be planned for 3rd Saturday of this month (21st July 2018)

Attendees from Executive committee:

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
5. Ms M. Shanmugha Priya – Representative, DEI
6. Ms Tressa Kurian – Representative, DCE
7. Ms Jincy Fernandez – Representative, DCS
8. Ms Harsha A. – Representative, DEC
9. Ms Anna Mathew – Representative, DEE
10. Ms Lakshmi K.S. – Representative, DIT
11. Mr James Mathew – Representative, DME
12. Ms Anju C. – Representative, DBSH
13. Ms Shruthy Y. – IQAC Office Assistant



Prof. Kuttyamma A.J.

Member Secretary



Dr John M. George

Coordinator



Dr A. Unnikrishnan

Chairperson