

IGAC EXECUTIVE COMMITTEE MEETING - 4Date :- November 22, 2018Time :- 3.40 - 4.10 PMVenue : IGAC CONFERENCE ROOMMembers Present.

Name	Signature.
1. Dr. John. M. George.	
2. Prof. Kuttyamma. A. J	Kuttyamma.
3. Ms. Liza Annie Joseph	Liza Annie
4. Dr. Sonia Paul	Sonia Paul
5. Ms. Mary Heey.	Mary Heey
6. Ms. Tressa Kuriem	Tressa Kuriem
7. Ms. Shubbassae A. V	Shubbassae A. V
8. Dr. Elizabeth Rietha Samuel	Elizabeth Rietha Samuel
9. Ms. Tibus Noble.	Tibus Noble
10. Ms. Lakshmi. K.S	Lakshmi K.S
11. Ms. Mary John	Mary John
12. Ms. Trypti. C	Trypti C
13. Ms. Anju. C	Anju C

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in July 2018)

TRANSCRIPTS OF MEETING 4 OF EXECUTIVE COMMITTEE
ALONG WITH IAC MEMBERS

Date: November 22, 2018

Time: 3.40-4.10 p.m.

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

Transcripts:

- 4.1 The departments were directed to make sure that all arrangements are in place for the KTL External Audit scheduled on Tuesday, November 27, 2018.
- 4.2 The IQAC-IAC members were asked to complete the Programme Specific Audit Sheet of their respective departments and submit the same to the IQAC Secretary on November 26, 2018.
- 4.3 Any changes made in the time table and workload of the departments during the semester should also be brought to the notice of the IQAC Secretary by November 26, 2018.
- 4.4 The details required for the Annual Report to be submitted to the university were reviewed and the departments have been told to furnish the details required for the same by December 3, 2018.

Members Present:

1. Dr John M. George – Coordinator
2. Prof. Kuttyamma A.J. – Secretary
3. Ms Liza Annie Joseph
4. Dr Sonia Paul
5. Ms Mary Hexy

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6. Ms Tressa Kurian
7. Ms Shubhasree A.V.
8. Dr Elizabeth Rita Samuel
9. Mr Jibin Noble
10. Ms Lakshmi K.S.
11. Ms Mary John
12. Ms Tripti C.
13. Ms Anju C.

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Prof. Kuttyamma A.J.
Secretary



Dr John M. George
Coordinator



Dr A. Unnikrishnan
Chairman