

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

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in January 2019)

TRANSCRIPTS OF MEETING 5 OF 2019 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: July 17, 2019

Time: 11.15 – 11.50 a.m.

Venue: Seminar Hall, First Floor, Main Building

Agenda:

Interaction with the Principal, Dr P.S. Sreejith

- 4.1 IQAC Audit of General Files
- 4.2 Activities for 2019 Odd Semester
- 4.3 Any other matter

Transcripts:

The meeting started with the new Principal, Dr P.S. Sreejith addressing the IQAC members. The Principal pointed out increasing the number of research publications, carrying out research in novel areas, and modifying the style of teaching as key areas meriting the immediate attention of IQAC. He also suggested focusing on the development of student projects which may contribute to new products or processes, and taking efforts to improve the academic performance of the institution.

- 4.1 The IQAC Audit of General Files will be held on July 25, 26 & 27, 2019. Mr James Mathew, Joint Secretary, Audit, informed that he has already mailed the file contents list to all the department members, so that files may be arranged accordingly. The Principal stated that strong action will be taken against faculty members who do not produce their course files for the academic audit.

- 4.2 Discussing the activities for the 2019 Odd Semester, it was suggested that Techkshetra and Sports Meet be held in this semester, and Arts Fest be held in the even semester (January-May 2020). Ms Anju C., Joint Secretary, Administration, who has been entrusted with the responsibility of preparing the semester plan, has been asked to also identify a suitable date for conducting Saavishkar, preferably in November 2019.
- 4.3 Dr Jaison Jacob, NBA Coordinator, informed that NBA pre-qualifier for DEI, DEC, DEE, DCS & DIT have to be submitted in December 2019. Department level NBA committee members have started working on the same. DCE is also working towards their first time NBA accreditation.
- 4.4 Ms Nikhila T. Bhuvan, Joint Secretary, Documentation, informed that AQAR 2018-'19 has to be submitted in December 2019, and collection of information for preparing the same will be taken up immediately.
- 4.5 Dr Jaison Jacob suggested replacing the current system of paper files completely/partially with soft copies. However, taking into account that external auditors prefer hard copies, it was decided to continue the existing practice.
- 4.6 The status quo with regard to student attendance marking (Master Register, Blue Book & RSMS) will be maintained.
- 4.7 Discussing the mentor-mentee allocation, it was decided that the existing practice be continued for the time being.
- 4.8 The Principal advised checking the weak points identified in the previous NIRF application, and rectifying the same before applying for NIRF this time.

Prof. A.J. Kuttyamma
Secretary

Dr John M. George
Coordinator

Dr P.S. Sreejith
Chairperson

Date: July 17, 2019