

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/09	Date/Time:	25/03/2022, 12:30pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for April 2022	
List of Attendees:					
1. Dr. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Mr. Dhanesh M.S.	4. Ms. Amitha Mathew		
5. Ms. Elsa Paul	6. Mr. Vishnu Shankar	7. Mr. Ragin Ramdas	8. Mr. Rejeesh Chacko		
9. Dr. Susan Dominic					
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/09_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/09_2	Activities for April 2022	<ul style="list-style-type: none"> • It is decided that AQAR will be uploaded in the first week of April • Regarding the mock NBA audit for the department of Civil Engineering, an audit schedule has to be prepared and circulated to the department. • The website committee is requested to prepare a list of redundant/obsolete entries in the college website for updating it • The organogram of RSET has to be finalised and printed to be displayed • Prepare and publish the semester plan and academic calendar for B.Tech. S6 • Prepare and publish the guidelines for conducting comprehensive coursework for B.Tech S6 • Publish the audit schedule for the first audit of B.Tech (S1, S3, S5), M.Tech (S1, S3), Class teacher files (except S7) and HoD files to be conducted in the first week of May

		<ul style="list-style-type: none"> • Help the AICTE team with the data required for the approval process for 2022-23 • Following the academic retreat it is planned that 5 year and 10 year action plans have to be prepared leading to the strategic plan
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ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/09_2.1	AQAR for 2020-21 uploading	Team IQAC	1 st week of April	Open
COMM/IQAC(T)/09_2.2	Schedule for mock NBA audit of Civil department	Team IQAC	1 st week of April	Open
COMM/IQAC(T)/09_2.3	Mock NBA audit of Civil department	Team IQAC & Senior faculty from various departments	1 st week of April	Open
COMM/IQAC(T)/09_2.4	List of redundant/obsolete entries in college website	Website Committee	1 st week of April	Open
COMM/IQAC(T)/09_2.5	Organogram of RSET	Team IQAC	2 nd week of April	Open
COMM/IQAC(T)/09_2.6	Semester Plan and Academic Calendar for B.Tech S6	Joint Secretary (Administration)	2 nd week of April	Open
COMM/IQAC(T)/09_2.7	Guidelines for conducting comprehensive coursework for S6 B.Tech	Team IQAC	2 nd week of April	Open
COMM/IQAC(T)/09_2.8	Publishing of audit schedule	Joint Secretary (Audit)	2 nd week of April	Open
COMM/IQAC(T)/09_2.9	Data for AICTE approval process	Team IQAC	3 rd week of April	Open
COMM/IQAC(T)/09_2.10	Strategic Plan document	Team IQAC	4 th week of April	Open

Prepared By: Dr. Susan	Prepared Date: 28 3 22	Reviewed By:
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Dominic
(Joint Secretary)
Administration

Aizkosept
(Liza Annie Joseph)
IQAC Coordinator