

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/10	Date/Time:	29/04/2022, 12:30pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for May 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

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/10_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status. All action items are closed.
COMM/IQAC(T)/10_2	Review of Week-Hansa survey	<ul style="list-style-type: none"> RSET participated in the Week-Hansa Research Best College Survey 2022 in April and submitted on 20th April Ms. Amitha Mathew has been assigned to take up the forthcoming communications from the Week group
COMM/IQAC(T)/10_3	NBA Preparation	<ul style="list-style-type: none"> NBA has informed that the physical visit to college will be from 13th to 15th of May for 6 B.Tech Programmes and the following activities have been completed in this regard Updation of webpages of all departments with the latest activities Study of criteria 9 and 10 requirements of NBA and identified the activities that can be mapped Contribute information towards the Principal's presentation for the NBA visit

		<ul style="list-style-type: none"> The following activities are planned for 1st to 12th May towards the NBA visit Collect the files related to club activities and professional bodies from the file-in-charges and consolidate the activities conducted in the last 3 years Collect the corrected SAR from the departments and send them for printing Collect the files related to various academic and administrative bodies Collect Programme Specific Budget Allocation and Utilization File from the departments Collect the documents related to the internet service provided in the institution from the software team Collect the feedback-related documents from the departments Collect the files related to conferences and various college level annual events from the file-in-charges Collect samples of mentoring books and mentoring reports from the departments Create a sitemap for the college website and upload the same to the website Consolidate the data regarding the MoUs signed and update the same on the website
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ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/10_3.1	Collect & consolidate the club and professional bodies' activities for last 3 years	Team IQAC & club and cell in-charges	1 st week of May	Open
COMM/IQAC(T)/ 10_3.2	Collect and print corrected SARs from departments	Team IQAC & department NBA coordinators	1 st week of May	Open
COMM/IQAC(T)/ 10_3.3	Collect files of academic & administrative bodies	Team IQAC & file-in-charges	1 st week of May	Open
COMM/IQAC(T)/ 10_3.4	Collect Programme Specific Budget Allocation and Utilization File	Team IQAC & HoDs	1 st week of May	Open
COMM/IQAC(T)/ 10_3.5	Collect the documents related to the internet service provided	Team IQAC & Software team	1 st week of May	Open
COMM/IQAC(T)/ 10_3.6	Collect feedback analysis from departments	Team IQAC & feedback in-charges	1 st week of May	Open

COMM/IQAC(T)/ 10_3.7	Collect the files related to conferences and various college level annual events	Team IQAC & file-in-charges	1 st week of May	Open
COMM/IQAC(T)/ 10_3.8	Collect samples of mentoring books and mentoring reports	Team IQAC & Mentoring in-charges of departments	1 st week of May	Open
COMM/IQAC(T)/ 10_3.9	Create a sitemap and update in the website	Team IQAC	1 st week of May	Open
COMM/IQAC(T)/ 10_3.10	Consolidate the data regarding the MoUs signed and update in website	Team IQAC	1 st week of May	Open

Prepared By: Dr. Susan	Prepared Date: 26/22	Reviewed By:
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Dominic
 Joint Secretary
 (Administration)

Liza-Annie Joseph
 (Liza-Annie Joseph)
 IQAC Coordinator