

**RSET**Rajasthan State Education Society
Colleges & Institutions
GATEWAY TO KNOWLEDGE**TEAM IQAC****MINUTES OF MEETING****MEETING SUMMARY**

Meeting Ref. No:	COMM/IQAC(T)/18	Date/Time:	23/12/2022, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for January 2023	
List of Attendees:					
1. Ms. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Ms. Amitha Mathew	4. Ms. Elsa Paul		
5. Mr. Vishnu Shankar	6. Dr. Ragin Ramdas M.	7. Dr. Susan Dominic	8. Mr. Dhaneesh M. S.		
6. Dr. Rejeesh T. Chacko					
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/18_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/18_2	Submission of GHRDC	<ul style="list-style-type: none">Submission of data to GHRDC-CSR Engineering College Survey 2023
COMM/IQAC(T)/18_3	Submission of NIRF 2023	<ul style="list-style-type: none">Submission of data to NIRF 2023
COMM/IQAC(T)/18_4	Modification of Faculty appraisal in RSMS	<ul style="list-style-type: none">The modification process of existing faculty appraisal field in RSMS has to be initiated
COMM/IQAC(T)/18_5	IQAC internal audit	<ul style="list-style-type: none">First internal audit of B. Tech (S1, S3, S5) & M. Tech (S1). Second internal audit of S7 B.Tech & S3 M.Tech course files, Class teacher files of S7 B.Tech & S3 M.Tech will be held from 17th to 25th January 2023. IQAC will be conducting the audit at the department venues.

COMM/IQAC(T)/18_6	Modification of mid semester feedback	<ul style="list-style-type: none"> The existing mid semester feedback has to be modified, especially feedback regarding online classes
COMM/IQAC(T)/18_7	RSMS updation	<ul style="list-style-type: none"> Regular updation of RSMS features

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/18_2	Submission of GHRDC	Nodal Officer & Team IQAC	First week of January	Open
COMM/IQAC(T)/18_3	Submission of NIRF 2023	Nodal Officer & Team IQAC	Second week of January	Open
COMM/IQAC(T)/18_4	Modification of Faculty appraisal in RSMS	Joint Secretary (Course)	Second week of January	Open
COMM/IQAC(T)/18_5	First internal audit	Joint Secretary (Audit) & Team IQAC	17-25 January	Open
COMM/IQAC(T)/18_6	Modification of mid semester feedback	Joint Secretary (Course)	Third week of January	Open
COMM/IQAC(T)/18_7	RSMS updation	Team IQAC	Last week of January	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 23-12-2022	Reviewed By: Ms. Liza Annie Joseph
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Dr. Ragin Ramdas M.

Ms. Liza Annie Joseph