

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/24	Date/Time:	30/06/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for July 2023	
List of Attendees:					
1. Ms. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Ms. Amitha Mathew	4. Mr. Jebin Francis		
5. Mr. Vishnu Shankar	6. Dr. Ragin Ramdas M.	7. Dr. Susan Dominic	8. Mr. Dhanesh M. S.		
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/24_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/24_2	KTU external audit	<ul style="list-style-type: none"> Regarding the conduct of KTU audit
COMM/IQAC(T)/24_3	RSMS Updation	<ul style="list-style-type: none"> Regarding regular RSMS updation
COMM/IQAC(T)/24_4	50 points	<ul style="list-style-type: none"> Consolidation of 50 points to improve on various aspects
COMM/IQAC(T)/24_5	Requirements for the next NBA and NAAC Visits	<ul style="list-style-type: none"> As we are expecting the NBA and NAAC visits in 2025, meeting with the higher authorities and co-ordinators is required to plan for the preparations
COMM/IQAC(T)/24_6	Student representatives	<ul style="list-style-type: none"> As part of reviving the activities of Ethics committee, Gender Equity cell and Internal Complaints Committee (ICC), student

		representatives have been required for assisting the committee/cell in-charges
COMM/IQAC(T)/24_7	IQAC office assistant	<ul style="list-style-type: none"> • Procedure to handover documents related to events to IQAC office assistant
COMM/IQAC(T)/24_8	Report generation in RSMS	<ul style="list-style-type: none"> • Awareness session to faculty regarding different report generation in RSMS
COMM/IQAC(T)/24_9	"Project Entry Feature" in RSMS	<ul style="list-style-type: none"> • Introduction of "Project Entry Feature" in RSMS
COMM/IQAC(T)/24_10	NAAC AQAR	<ul style="list-style-type: none"> • Submission of AQAR 2021-22
COMM/IQAC(T)/24_11	KIRF	<ul style="list-style-type: none"> • Registration and submission of KIRF

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/24_2	KTU external audit	Team IQAC & Departments	First week of July	Open
COMM/IQAC(T)/24_3	RSMS Updation	Team IQAC	First week of July	Open
COMM/IQAC(T)/24_4	50 points	Team IQAC & Higher Authority	First week of July	Open
COMM/IQAC(T)/24_5	Requirements for the next NBA and NAAC Visits	Team IQAC, NBA & NAAC Coordinator	First week of July	Open
COMM/IQAC(T)/24_6	Student representatives	Joint Secretary (Extracurricular) & Committee incharges	First week of July	Open
COMM/IQAC(T)/24_7	IQAC office assistant	Team IQAC	First week of July	Open
COMM/IQAC(T)/24_8	Report generation in RSMS	Team IQAC	First week of July	Open
COMM/IQAC(T)/24_9	"Project Entry Feature" in RSMS	Team IQAC	Second week of July	Open
COMM/IQAC(T)/24_10	NAAC AQAR	Team IQAC	Third week of July	Open
COMM/IQAC(T)/24_11	KIRF	Team IQAC	Last week of July	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 30-06-2023	Reviewed By: Ms. Liza Annie Joseph
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