

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

**INTERNAL QUALITY ASSURANCE CELL**  
(Reconstituted in June 2017)

**AGENDA OF MEETING 4 OF EXECUTIVE COMMITTEE**

Date: July 25, 2017

Time: 11.30 a.m.

Venue: IQAC Conference Room (First Floor of Main Academic Block)







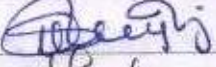
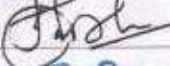


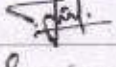
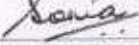
**Agenda:**

- 4.1 Review of the transcripts and action taken report of the previous meeting
- 4.2 Details required for Course Registration Form - list of courses & their course codes from Semester 1 to Semester 5 of each branch; and Students List of Elective Courses
- 4.3 Any other matter

  
Dr Vinod Kumar P.B.

Secretary

IGAC EXECUTIVE COMMITTEE MEETING 4Date: July 25, 2017Time: 11:30am-2:30 p.m.Venue: IGAC Conference RoomMembers present:

NAME	SIGNATURE
1. Dr. John M. George	
2. Dr. Vinod Kumar P.B.	
3. Ragam Rajagopal	 (11:30 am)
4. ANITA JOHN	 (11:30 am)
5. Dr. Mamoj Tharcian.	 (11:30 am)
6. James Mathew	 (11:30 am)
7. M. ShanmugaPoiga	 (11:30 am)
8. Harsha . A	 (11:30 am)
9. Fr. Mep Gracevillla CMI	 (11:30 am)
10. Joseena Joseph	 (11:30am)
11. Jobin Jose	 (11:30 am)
12. Sonia Paul	 (11:30 a.m.)

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Rajagiri Valley, Kakkanad, Kochi

**INTERNAL QUALITY ASSURANCE CELL**  
(Reconstituted in June 2017)

**TRANSCRIPTS OF MEETING 4 OF EXECUTIVE COMMITTEE**

Date: July 25, 2017

Time: 11.30 a.m. – 12.30 p.m.

Venue: IQAC Conference Room (First Floor of Main Academic Block)

**Transcripts:**

4.1 The transcripts of the previous meeting and action taken were reviewed.

As per 3.2, both the groups who have been entrusted with the responsibility of organizing the Distinguished Lectures have had one meeting.

4.2 Mr. Jobin Jose explained the requirements for the Course Registration Form. The department members were able to provide the Course listing and Course Codes for semesters I to V; however, Students' List of elective courses has not been completed in all the departments.

Dr Manoj Tharian suggested making the Course Registration form in a Slot-wise format instead of Subject-wise format. Fr. Mejo Paul suggested that considering all the aspects, it may be better to give the work some more time, and get the students to complete the form and submit the same with supporting proof, maybe after Onam vacations. This would give the software development unit sufficient time to make it perfect, and the teachers would also get time to explain to the students the complete procedure.

**Members Present:**

1. Dr. John M. George – Coordinator
2. Dr. Vinod Kumar P. B. – Member Secretary
3. Fr. Mejo Paul CMI
4. Dr. Manoj Tharian – NBA Coordinator
5. Ms. Harsha A.

6. Ms. Joseena Joseph
7. Mr. James Mathew
8. Ms. Anita John
9. Dr. Sonia Paul
10. Ms. Ragam Rajagopal
11. Ms. M. Shanmughapriya
12. Mr. Jobin Jose – invitee

Dr. Vinod Kumar P.B.  
Secretary

Dr. John M. George  
Coordinator

Dr. A. Unnikrishnan  
Chairman