

## IQAC CORE COMMITTEE MEETING

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(C)/01	<b>Date/Time:</b>	2/12/2021 2.30 PM - 4.00 PM	<b>Duration</b>	1.5 hours
<b>Venue:</b>	Board Room		<b>Purpose/Subject:</b>	IQAC Core Committee Meeting	
<b>List of Attendees:</b>					
1. Rev. Fr. (Dr.) Jose Kuriadath CMI	2. Dr. Sreejith P. S.	3. Ms. Liza Annie Joseph	4. Dr. Mary Priya Sebastian		
5. Dr. Vinod Kumar P. B.	6. Dr. Jobin K. Antony	7. Dr. Sminu Izudheen	8. Mr. Manu Joseph		
9. Mr. M. T. Kuriakose	10. Dr. M. P. Antoni	11. Ms. Vidhya Kaniyankandy	12. Dr. Chandrasekharan K.		
13. Dr. Susan Dominic	14. Dr. Ragin Ramdas	15. Ms. Amitha Mathew	16. Mr. Ajay Antony		
<b>List of Absentees:</b>					
1. Mr. P. M. Joseph	2. Mr. Alexander P. A.	3. Mr. Nishanth P. R.			

#### AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
COMM/IQAC(C)/01_01	Welcome address by Director	<ul style="list-style-type: none"> <li>The Director welcomed the gathering</li> <li>He mentioned the need for collective effort towards streamlining the academic and co-curricular activities, preparing for accreditations and maintaining highest quality at all levels of RSET</li> </ul>
COMM/IQAC(C)/01_02	Overview of the Institution & Institutional Achievements by Principal	<ul style="list-style-type: none"> <li>The Principal spoke about the role of IQAC in various accreditations and also about how, the teaching learning process has evolved for the overall development of the institution and the neighborhood</li> <li>The Principal made a presentation about the institution, the academic performance of the students, the placement details and the various achievements of the students</li> </ul>
COMM/IQAC(C)/01_03	Review of previous meeting minutes and Action taken report by IQAC Coordinator Ms. Liza Annie Joseph	<ul style="list-style-type: none"> <li>Reviewed the action items of previous meetings and updated the status.</li> <li>All action items are closed.</li> </ul>

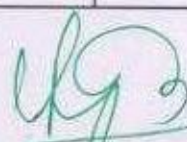
<p>COMM/IQAC(C)/01_04</p>	<p>Reporting of Activities by IQAC &amp; IQAC's plan for next half year by General Secretary, Dr. Mary Priya Sebastian</p>	<p>Activities completed by IQAC were reported</p> <ul style="list-style-type: none"> <li>• Setting Quality Policies /Benchmarks for the institution in view of Autonomous status</li> <li>• IQAC Workshops</li> <li>• Streamlining Administrative Activities</li> <li>• NBA and NAAC accreditation work</li> <li>• Improve visibility of college through Rankings/Surveys</li> </ul> <p>Action plan for the next six months was presented including preparation for NAAC and NBA accreditation, directory structure and unified file structure for college, conducting audits and reviving alumni activities</p>
<p>COMM/IQAC(C)/01_05</p>	<p>Open discussion on areas to improve such as visibility of the institution, research activities and alumni interactions</p>	<ul style="list-style-type: none"> <li>• Director proposed department level and year wise alumni meetings which can also be conducted in online mode for better alumni interactions</li> <li>• Activities by alumni for junior students, society and skill development can improve alumni involvement</li> <li>• Mr. Manu Joseph suggested that interactions can be conducted with well-placed alumni to improve the presence of the current students in their companies</li> <li>• Dr. Sminu Izudheen suggested encouraging alumni to act as mentors for student projects</li> <li>• Ms. Vidhya Kaniyankandy proposed formation of clubs like toastmasters for soft skill development of students</li> <li>• Dr. M. P. Antoni suggested forming alumni chapters in different regions</li> <li>• Research problems that could be of use to the society and conducted with the involvement of the local bodies were suggested, for improving the visibility of the college</li> <li>• Institution of awards, for best paper and best project were proposed for encouraging student research</li> </ul>
<p>COMM/IQAC(C)/01_06</p>	<p>Open discussion on Quality enhancement measures in the areas like faculty, student, infrastructure, examination, administration and finance</p>	<ul style="list-style-type: none"> <li>• Principal mentioned that the newly recruited faculty are either those pursuing PhDs or with PhDs</li> <li>• It was proposed that FDPs/workshops be conducted with the involvement of faculty from IITs/other institutions of repute</li> <li>• Dr. Vinod Kumar P. B. informed the committee that the college has developed a fully automated system for setting question papers, valuations are done online</li> </ul>

		<ul style="list-style-type: none"> <li>Dr. M. P. Antoni raised the query regarding the design of the courses according to the National Education Policy (NEP) <ul style="list-style-type: none"> <li>The Principal pointed out that the global electives are designed to have a multidisciplinary approach in accordance with the NEP</li> <li>Dr. Jobin K. Antony added that the minor courses also support NEP</li> </ul> </li> </ul>
COMM/IQAC(C)/01_07	Suggestions/ Remarks from Members	<ul style="list-style-type: none"> <li>Dr. Vinod Kumar P. B. proposed that a consolidated vision document for 2027 with the ideas proposed by the departments during the academic retreat has to be prepared</li> <li>He also suggested that a strategic development plan for the next 10 years has to be framed</li> </ul>
COMM/IQAC(C)/01_08	Vote of Thanks	The meeting was concluded by Vote of Thanks by IQAC Coordinator Ms. Liza Annie Joseph

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(C)/2_04.01	Mapping of NAAC templates with NIRF data requirements	Team IQAC	January 2022	Open
COMM/IQAC(C)/2_04.02	Mapping of NAAC templates with NBA data requirements	Team IQAC	January 2022	Open
COMM/IQAC(C)/2_04.03	Directory structure, unified file structure	Team IQAC	February 2022	Open
COMM/IQAC(C)/2_04.04	Conducting audits	Team IQAC/ clubs/cells	February 2022	Open
COMM/IQAC(C)/2_04.05	Reviving alumni activities	Team IQAC/ Departments	February 2022	Open
COMM/IQAC(C)/2_05.01	Formation of Toastmasters club	Team IQAC	February 2022	Open
COMM/IQAC(C)/2_05.02	Institution of awards, for best paper and best project	Management representative of IQAC	March 2022	Open
COMM/IQAC(C)/2_06.01	FDPs/workshops with involvement of academicians from reputed institutes	Team IQAC/ Departments	March 2022	Open
COMM/IQAC(C)/2_07.01	Vision document 2027	Departments	December 2021	Open
COMM/IQAC(C)/2_07.02	10 year strategic development plan	Team IQAC	January 2022	Open

Prepared By: Ms. Liza Annie Joseph (IQAC Coordinator)	Prepared Date: 20/12/2021	Reviewed By: All
---	---------------------------	------------------

  
 21-12-21