

RAJAGIRISCHOOL OF ENGINEERING & TECHNOLOGY
Rajagiri Valley, Kakkanad, Kochi

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING #4 OF 2021 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: October 29, 2021

Time: 12.30-01.00 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Review of previous meeting minutes
2. Activities for November 2021

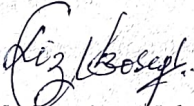
Transcripts:

1. The previous meeting minutes were reviewed and all action items are closed.
2. In order to initiate the club activities for the next semester, it was decided that an action plan for the activities to be conducted by the various clubs in the upcoming semester is to be collected
3. As part of conducting e-audits for the upcoming semesters, it was decided that guidelines for maintaining course files in the cloud server are to be framed and disseminated to the departments
4. A first level meeting is planned with the in charges of various surveys in order to map the survey data to NAAC/NBA/NIRF criteria
5. It was decided that guidelines for calculating activity points for B.Tech. autonomous batches are to be framed and disseminated to the departments
6. As part of the data collection for NAAC, it is decided that clarifications sessions for NAAC excel templates will be carried out for all the departments
7. In order to assess the performance of each class and batch, it was decided that a class index has to be calculated and disseminated to the departments
8. The vetted criteria 4 and 7 PPTs for NAAC are to be released
9. It was decided that a new format for preparing meeting minutes and action taken reports have to be prepared and circulated in the college.

Action Items

Action No.	Action Item	Action by	Target Date
1.	Action Plan for Clubs	Team IQAC	1 st week of November
2.	Criteria 4 and 7 PPTs for NAAC finalisation	Joint Secretaries (Co-curricular/Extra-curricular activities & Administration), NAAC Coordinator	1 st week of November
3.	Guidelines for maintaining course files in Cloud	Joint Secretary (Audit)	1 st week of November
4.	First level meeting with survey in charges	Team IQAC	1 st week of November
5.	Guidelines for activity point calculation	Joint Secretary (Audit)	2 nd week of November
6.	Class index calculation and dissemination	Joint Secretary (Examination)	2 nd week of November
7.	Meeting minutes and action taken report format	Joint Secretary (Administration)	2 nd week of November
8.	Clarifications for NAAC excel templates to departments	Team IQAC	3 rd week of November

Ms. Mary Priya Sebastian
General Secretary -IQAC


Ms. Liza Annie John
Asst. Coordinator- IQAC

Dr P.S. Sreejith
Coordinator -IQAC

Date: November 01, 2021