

## TEAM IQAC

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(T)/06	<b>Date/Time:</b>	31/12/2021, 12:30pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, First Floor, PG Center		<b>Purpose/Subject:</b>	Activity planning for Jan 2022	
<b>List of Attendees:</b>					
1. Dr. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Mr. Dhanesh M.S.	4. Ms. Amitha Mathew		
5. Ms. Elsa Paul	6. Mr. Vishnu Shankar	7. Mr. Ragin Ramdas	8. Mr. Rejeesh Chacko		
9. Dr. Susan Dominic					
<b>List of Absentees:</b>					
NIL					

#### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/06_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status. All action items are closed
COMM/IQAC(T)/06_2	Activities for January 2022	<ul style="list-style-type: none"> <li>• It is decided that the vetted format of the IQAC Department Monthly Report (DMR) is to be circulated in the departments</li> <li>• The final feedback for S7 is to be activated</li> <li>• For the preparation of AQAR 2021, the data collection from various bodies is being continued and the status of various criteria was evaluated</li> <li>• The data collection for GHRDC and Dataquest are to be initiated and completed</li> <li>• It was also decided that the data required for participating in NIRF- 2022 is to be collected</li> <li>• The directory structure of RSET has to be made available on the college website and discussions regarding this have to be carried out with the website committee</li> <li>• Publish IQAC Annual Report for July 20-June 21</li> <li>• Result analysis of 2017-21 B.Tech batches has to be done</li> <li>• It is also decided that the various research ID</li> </ul>

		details of the faculty members are to be collected by circulating an excel sheet
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## **ACTION ITEMS**

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/06_2.1	Circulation of vetted DMR to the departments	Team IQAC	1 <sup>st</sup> week of January	Open
COMM/IQAC(T)/06_2.2	Activating final feedback for S7	Joint Secretary (Course)	2 <sup>nd</sup> week of January	Open
COMM/IQAC(T)/06_2.3	Data collection for AQAR 2021	Team IQAC	3 <sup>rd</sup> week of January	Ongoing
COMM/IQAC(T)/06_2.4	Data collection for Dataquest and GHRDC	Team IQAC	3 <sup>rd</sup> week of January	Open
COMM/IQAC(T)/06_2.5	Data collection for NIRF-2022	Team IQAC	1 <sup>st</sup> week of January	Open
COMM/IQAC(T)/06_2.6	Directory Structure of RSET (DSR)	Team IQAC & Website committee	4 <sup>th</sup> week of January	Ongoing
COMM/IQAC(T)/06_2.7	IQAC Annual report	Team IQAC	2 <sup>nd</sup> week of January	Open
COMM/IQAC(T)/06_2.8	Result analysis of 2017-21 batch	Joint Secretary (Examination)	2 <sup>nd</sup> week of January	Open
COMM/IQAC(T)/06_2.9	Research ID details	Joint Secretary (Rsearch)	2 <sup>nd</sup> week of January	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 3 / 1 / 22	Reviewed By:
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*Liza-Annie Joseph*  
Liza-Annie Joseph  
IQAC Coordinator