



## TEAM IQAC MINUTES OF MEETING

### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(T)/07	<b>Date/Time:</b>	28/01/2022, 12:30pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, First Floor, PG Center		<b>Purpose/Subject:</b>	Activity planning for Feb 2022	
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)/07_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. Status of few action items were updated.
COMM/IQAC(T)/07_2	Activities for February 2022	<ul style="list-style-type: none"><li>It is decided that the data to be submitted to NIRF has to be communicated to the administration before submission</li><li>It is also decided the NIRF submission has to be done as soon as possible</li><li>In light of the AQAR submission for NAAC, the following policy documents are to be framed and vetted- RSTE green policy, Code of ethics policy, RSET policy for the disabled, RSET student welfare policy, policy document on institutional scholarship</li><li>It is decided that data has to be collected from the various clubs and professional bodies regarding the status of the activities conducted during July 2021-January 2022</li><li>It is proposed that a study of the workload allocation of the faculty has to be conducted and corrective measures taken in case of any anomalies</li><li>A reminder mail has to be sent to faculty who haven't yet entered their research ID details in</li></ul>

		<p>the google sheet circulated for collecting the details</p> <ul style="list-style-type: none"> <li>It is decided that final internal audit of S7 course files, first internal audit of all other B.Tech and M.Tech course files and S7 class teacher files are to be carried out</li> </ul>
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## ACTION ITEMS

Action No.				
COMM/IQAC(T)/07_2.1	NIRF presentation with administration	NIRF Coordinator & Team IQAC	1 <sup>st</sup> week of February	Open
COMM/IQAC(T)/07_2.2	NIRF submission	NIRF Coordinator & Team IQAC	2 <sup>nd</sup> week of February	Open
COMM/IQAC(T)/07_2.3	Policy documents for NAAC	Team IQAC	3 <sup>rd</sup> week of February	Open
COMM/IQAC(T)/07_2.4	Status of activities conducted by clubs/cells/professional bodies	Team IQAC	3 <sup>rd</sup> week of February	Open
COMM/IQAC(T)/07_2.5	Study of workload allocation	Team IQAC	4 <sup>th</sup> week of February	Open
COMM/IQAC(T)/07_2.6	Reminder on Research ID creation	Joint Secretary (Research)	2 <sup>nd</sup> week of February	Open
COMM/IQAC(T)/07_2.7	Internal audits	Joint Secretary (Audit)	3 <sup>rd</sup> week of February	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 31   1   22	Reviewed By:
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Joint Secretary  
(Administration)

*Liza Annie Joseph*  
(Liza Annie Joseph)  
IQAC Co-ordinator