TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/11	Date/Time:	27/05/2022, 12:30pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center	Purpose/Subject:		Activity planning for June 2022	

List of Attendees:

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			

List of Absentees:

NIL

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/11_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)/11_2	Planning of activities for June 2022	• It is decided that the DSR file structure has to be finalised • Second audit of course files of S5, S3, S1, M1, M3 and first audit of course files of S8 and M4, HoD's file and class teacher file audit • Prepare an audit report • Conduct RSMS audit & list out the various features available • Identify new features to be incorporated into RSMS • Devise a mechanism to utilize the already existing features in RSMS • DMR automation in RSMS • 2021-22 RSET activity report preparation • Preparation of autonomy report due in July • Audit of general files

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/11_2.1	DSR file structure finalisation	Team IQAC	4th week of June	Open
COMM/IQAC(T)/ 11_2.2	Audit of course files, HoD files & Class Techer files	Team IQAC	1st week of June	Open
COMM/IQAC(T)/ 11_2.3	Prepare audit report	Team IQAC	2nd week of June	Open
COMM/IQAC(T)/ 11_2.4	RSMS audit & associated activites	Team IQAC	2nd week of June	Open
COMM/IQAC(T)/ 11_2.5	DMR automation in RSMS	Team IQAC & Software team	3rd week of June	Open
COMM/IQAC(T)/ 11_2.6	2021-22 RSET activity report preparation	Team IQAC	4th week of June	Open
COMM/IQAC(T)/ 11_2.7	Prepartion of autonomy report due in July	Team IQAC	4th week of June	Open
COMM/IQAC(T)/ 11_2.8	Audit of general files	Team IQAC	4th week of June	Open

Prepared By: Dr. Susan	Prepared Date: 20 5 22	Reviewed By:

Dominic
Joint Secretary
(Administration)

(Liza Annie Joseph)
IQAC Coordinator