

## TEAM IQAC

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(T)/13	<b>Date/Time:</b>	29/07/2022, 12:30 pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, First Floor, PG Center		<b>Purpose/Subject:</b>	Activity planning for August 2022	
<b>List of Attendees:</b>					
1. Ms. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Ms. Amitha Mathew	4. Ms. Elsa Paul		
5. Mr. Vishnu Shankar	6. Dr. Ragin Ramdas M.	7. Dr. Susan Dominic	8. Mr. Dhanesh M. S.		
9. Dr. Rejeesh T. Chacko					
<b>List of Absentees:</b>					
NIL					

#### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/13_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/13_2	Streamlining of MoUs	<ul style="list-style-type: none"> <li>It was decided that the documentation of MoUs signed by RSET has to be streamlined and instruction regarding this has to be passed to all the faculty members. All the faculty members should be requested to ensure that the original MoU document is handed over to Mr. Bobby Anto, Senior Office Assistant, at the office and also, mail a copy to IQAC</li> </ul>
COMM/IQAC(T)/13_3	Celebrating Azadi ka Amrit Mahotsav	<ul style="list-style-type: none"> <li>As part of celebrating Azadi ka Amrit Mahotsav, a distinguished lecture on "INDIA INNOVATION@75" by Prof. Achuthsankar S. Nair, Professor, Dept. of Computational Biology &amp; Bioinformatics, University of Kerala will be conducted on 17th August 2022.</li> </ul>

COMM/IQAC(T)/13_4	Data for application for FIST funding	<ul style="list-style-type: none"> <li>The department of Information Technology has requested data for filing a request for FIST funding 2022 and the work towards that will start after the programme planned for celebrating Azadi ka Amrit Mahotsav</li> </ul>
COMM/IQAC(T)/13_5	AKHES survey	<ul style="list-style-type: none"> <li>The All Kerala Higher Education Survey (AKHES) has to be submitted at the end of August</li> </ul>
COMM/IQAC(T)/13_6	Annual Calendar of commemorative days	<ul style="list-style-type: none"> <li>An annual calendar of the various commemorative days has been prepared with the list of clubs/cells assigned to celebrate the same. This will be communicated to the clubs and cell-in-charges.</li> </ul>
COMM/IQAC(T)/13_7	Strategic Plan 2022-27	<ul style="list-style-type: none"> <li>The strategic plan for 2022-27 listing out the seven pillars and the various activities to be planned under these seven pillars is to be finalized and presented to the Director</li> </ul>
COMM/IQAC(T)/13_8	Pending audit	<ul style="list-style-type: none"> <li>All the pending audits have been to be followed up and completed within the first week of August</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/13_2	Streamlining of MoUs	Office and Team IQAC	1 <sup>st</sup> week of August	Open
COMM/IQAC(T)/13_3	Celebrating Azadi ka Amrit Mahotsav	Team IQAC & IQAC Department Coordinators	17 <sup>th</sup> August 2022	Open
COMM/IQAC(T)/13_4	Data for application for FIST funding	Team IQAC	3 <sup>rd</sup> week of August	Open
COMM/IQAC(T)/13_5	AKHES survey	Team IQAC	4 <sup>th</sup> week of August	Open
COMM/IQAC(T)/13_6	Annual Calendar of commemorative days	Team IQAC	1 <sup>st</sup> week of August	Open
COMM/IQAC(T)/13_7	Strategic Plan 2022-27	Team IQAC	2 <sup>nd</sup> week of August	Open
COMM/IQAC(T)/13_8	Pending audit	Team IQAC	1 <sup>st</sup> week of August	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 04-08-2022	Reviewed By: Ms. Liza Annie Joseph
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*Susan*

*Liza Annie Joseph*  
(IQAC Coordinator)