

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/15	Date/Time:	30/09/2022, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for October 2022	
List of Attendees:					
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.		6. Dr. Rejeesh T. Chacko	
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/15_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/15_2	Planning of Academic retreat- RIDHI 2022	<ul style="list-style-type: none"> • RIDHI 2022 will be conducted on 17/10, 19/10-22/10, 25/10-26/10 • Prepare a schedule of the programme with the expected outcome and activities to be carried out during each session each day • Prepare the formats of the documents to be collected back from the departments after the retreat- curriculum map, RSET curriculum structure, semester-wise list of minor/honors/certificate courses • Arrange the venues and refreshments for each session • Contact the resource persons and arrange for their transit and stay • Send the strategic plan document and the other documents to be collected back from departments after RIDHI 2022

		<ul style="list-style-type: none"> Collect the list of newly joined faculty members and the list of faculty members who acquired their PhD during the year 2020-22 Facilitate clubs/cells to meet and plan for the next academic year
COMM/IQAC(T)/15_3	First Internal Audits of S7 B.Tech & S3 M.Tech	<ul style="list-style-type: none"> The First internal audit of S7 B.Tech and S3 M.Tech course files will be held from 27 th to 29 th October 2022
COMM/IQAC(T)/15_4	Academic Handbook 2023 & Parents' Information Guide	<ul style="list-style-type: none"> The academic handbook for 2023 is to be distributed to students on the day of Dheeksharambham on October 31st 2022 In addition to this, an information guide is to be prepared to be distributed to the parents on the occasion of Dheeksharambham

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/15_2.1	Prepare schedule and document formats	Team IQAC	1 st week of October	Open
COMM/IQAC(T)/15_2.2	Arrange the venues and refreshments	Team IQAC	1 st week of October	Open
COMM/IQAC(T)/15_2.3	Contact resource persons, arrange transit and stay	Team IQAC	1 st week of October	Open
COMM/IQAC(T)/15_2.4	Send strategic plan to departments	Team IQAC	1 st week of October	Open
COMM/IQAC(T)/15_2.5	Collect list of newly joined faculty members and PhD holders of 2020-22	Team IQAC	1 st week of October	Open
COMM/IQAC(T)/15_3	First Internal Audits of S7 B.Tech & S3 M.Tech	Team IQAC	4 th week of October	Open
COMM/IQAC(T)/15_4	Academic Handbook 2023 & Parents' Information Guide	Joint Secretary (Documentation)	2 nd week of October	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 14-10-2022	Reviewed By: Ms. Liza Annie Joseph
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Susan Dominic

Liza Annie Joseph

(IQAC Coordinator)