

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/19	Date/Time:	27/01/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for January 2023	
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)/19_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/19_2	Preparation of KTU Audit - Principal's Response Draft	<ul style="list-style-type: none"> The first draft of KTU Audit response by Principal has to be prepared
COMM/IQAC(T)/19_3	Submission of DQ CMR T School Ranking 2023	<ul style="list-style-type: none"> The process of submission of DQ CMR T School Ranking 2023 has to be completed by the incharge with the help of Team IQAC
COMM/IQAC(T)/19_4	RSMS feature updation	<ul style="list-style-type: none"> The regular updation of RSMS features for the month of February has to be completed
COMM/IQAC(T)/19_5	Preparation of grievances regarding maintenance	<ul style="list-style-type: none"> The general policy and processes for grievances regarding maintenance has to be intimated to the concerned authorities
COMM/IQAC(T)/19_6	Preparation of Meeting Codes for Central Curriculum Committee	<ul style="list-style-type: none"> The meeting minute codes for the body central curriculum committee has to be prepared and intimated to the UG Co-ordinators

COMM/IQAC(T)/19_7	Collection of Data for the WEEK Survey 2023	<ul style="list-style-type: none"> The data collection process for Week survey 2023 has to initiated and completed as early as possible
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ACTION ITEMS

Action No.	Action Item description	Action by	Target date	Status
COMM/IQAC(T)/19_2	Preparation of KTU Audit - Principal's Response Draft	Joint Secretary (Audit)	First week of February	Open
COMM/IQAC(T)/19_3	Submission of DQ CMR T School Ranking 2023	Nodal Officer & Team IQAC	Second week of February	Open
COMM/IQAC(T)/19_4	RSMS feature updation	Team IQAC	Third week of February	Open
COMM/IQAC(T)/19_5	Preparation of grievances regarding maintenance	Team IQAC	Third week of February	Open
COMM/IQAC(T)/19_6	Preparation of Meeting Codes for Central Curriculum Committee	Joint Secretary (Administration)	Third week of February	Open
COMM/IQAC(T)/19_7	Collection of Data for the WEEK Survey 2023	Nodal Officer & Team IQAC	Third week of February	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 27-01-2023	Reviewed By: Ms. Liza Annie Joseph
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Dr. Ragin Ramdas M.

Ms. Liza Annie Joseph