TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/20	Date/Time:	24/02/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center	**Purpose/Subject:**		Activity planning for March 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)/20_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/20_2	Follow up on Student Information and Activity Planned for RSET Clubs	• Follow up activity on student information and activity planned for RSET clubs have to be initiated
COMM/IQAC(T)/20_3	Consolidation of feedback response on curriculum 2023	• The feedback response on curriculum 2023 has to be consolidated and presented to curriculum central committee
COMM/IQAC(T)/20_4	RSMS updation	• Regular RSMS updation for the month of March
COMM/IQAC(T)/20_5	Collection of Data for Week survey 2023	• Data collection for Week survey 2023 has to be completed
COMM/IQAC(T)/20_6	Drafting of feedback forms -Faculty Exit & Syllabus 2021	• The feedback forms of faculty exit and syllabus 2021 has to be drafted

COMM/IQAC(T)/20_7	Submission of The Week - Hansa Research Survey	• The Week - Hansa Research Survey has to be completed
COMM/IQAC(T)/20_8	Research ID creation for newly joined faculty	• Workshop on Improving Research Visibility through Research ID Creation
COMM/IQAC(T)/20_9	Second Internal Audit	• Second internal audit of B. Tech (S1, S3, S5) & M. Tech (S1), First internal audit of S8 B.Tech & S4 M.Tech course files, Class teacher files & HoD files will be held from 27th to 31st March 2023. IQAC will be conducting the audit at the department venues
COMM/IQAC(T)/20_10	Preparation of List of Major Events from October 28 2022- till date for GB meeting	• The major events for each department has to be collected and consolidated for Governing Body meeting
COMM/IQAC(T)/20_11	Discussion on Reconstitution of Team IQAC	• Discussion with higher authorities

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/20_2	Follow up on Student Information and Activity Planned for RSET Clubs	Joint Secretary (Extracurricular)	First week of March	Open
COMM/IQAC(T)/20_3	Consolidation of feedback response on curriculum 2023	Joint Secretary (Course)	First week of March	Open
COMM/IQAC(T)/20_4	RSMS updation	Team IQAC	First week of March	Open
COMM/IQAC(T)/20_5	Collection of Data for Week survey 2023	Nodal Officer & Team IQAC	First week of March	Open
COMM/IQAC(T)/20_6	Drafting of feedback forms -Faculty Exit & Syllabus 2021	Joint Secretary (Course)	First week of March	Open
COMM/IQAC(T)/20_7	Submission of The Week - Hansa Research Survey	Nodal Officer & Team IQAC	Second week of March	Open
COMM/IQAC(T)/20_8	Research ID creation for newly joined faculty	Joint Secretary (Research)	18th March 2023	Open
COMM/IQAC(T)/20_9	Second Internal Audit	Joint Secretary (Audit) & Team IQAC	27-31 March 2023	Open

COMM/IQAC(T)/20_10	Preparation of List of Major Events from October 28 2022- till date for GB meeting	Team IQAC	28th March 2023	Open
COMM/IQAC(T)/20_11	Discussion on Reconstitution of Team IQAC	Higher Authority & Team IQAC	Last week of march	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 24-02-2023	Reviewed By: Ms. Liza Annie Joseph