

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/21	Date/Time:	31/03/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for April 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)/21_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/21_2	RSET Staff Exit Feedback	<ul style="list-style-type: none"> Link to RSET Staff Exit Feedback under IQAC guidelines in RSMS
COMM/IQAC(T)/21_3	Syllabus Feedback 2021	<ul style="list-style-type: none"> As part of the AQAR submission for the year 2021-22, the feedback on the syllabus for the 2021 admissions (Version 1 of autonomous) is required
COMM/IQAC(T)/21_4	Asst. HoD group mail id Updation	<ul style="list-style-type: none"> Email IDs of new assistant HoDs to the group email
COMM/IQAC(T)/21_5	Research IDs	<ul style="list-style-type: none"> Newly joined faculty have to create all research IDs

COMM/IQAC(T)/21_6	Review meetings with IQAC	<ul style="list-style-type: none"> • IQAC is planning to meet the committees on 12 April 2023 to track the progress of the planned activities and to plan activities for the next academic year
COMM/IQAC(T)/21_7	Creation of Common RSMS ID for IQAC Data Management	<ul style="list-style-type: none"> • Common RSMS ID for IQAC, for entering and updating general data which will enable IQAC to enter and update general data related to RSET in a systematic and streamlined manner
COMM/IQAC(T)/21_8	Minor Modifications in RSMS	<ul style="list-style-type: none"> • Minor Modifications needed in Events Feature of RSMS
COMM/IQAC(T)/21_9	Data Collection - Honor/Minor & Add on Course	<ul style="list-style-type: none"> • Data Collection - Honor/Minor & Add on Course
COMM/IQAC(T)/21_10	RSMS updation weekly Meeting	<ul style="list-style-type: none"> • As instructed by the Principal, IQAC is planning to conduct regular weekly meetings with the software team in the presence of either UG/PG/Research dean for discussing the progress/ further modifications of RSMS features
COMM/IQAC(T)/21_11	Re-audit of Course file/ Classteacher file/ HoD file	<ul style="list-style-type: none"> • IQAC will be conducting a re-audit of course files to verify the missing documents on 19th April 2023
COMM/IQAC(T)/21_12	IQAC online suggestion box in RSMS	<ul style="list-style-type: none"> • Regarding IQAC online suggestion box in RSMS under the IQAC tab as "Quality Improvement Suggestion" - Reminder about the feature
COMM/IQAC(T)/21_13	Conduct of mentoring/student activity hour	<ul style="list-style-type: none"> • Instructions regarding conduct of mentoring/student activity hour on 28 April 2023
COMM/IQAC(T)/21_14	RSET Club Presentation	<ul style="list-style-type: none"> • Vetting of club ppts by the respective club incharge

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/21_2	RSET Staff Exit Feedback	Joint Secretary (Course)	First week of April	Open
COMM/IQAC(T)/21_3	Syllabus Feedback 2021	Joint Secretary (Course)	First week of April	Open
COMM/IQAC(T)/21_4	Asst. HoD group mail id Updation	Team IQAC & Software Team	First week of April	Open
COMM/IQAC(T)/21_5	Research IDs	Joint Secretary (Research)	First week of April	Open
COMM/IQAC(T)/21_6	Review meetings with IQAC	Team IQAC	First week of April	Open

COMM/IQAC(T)/21_7	Creation of Common RSMS ID for IQAC Data Management	Team IQAC	Second week of April	Open
COMM/IQAC(T)/21_8	Minor Modifications in RSMS	Team IQAC	Second week of April	Open
COMM/IQAC(T)/21_9	Data Collection - Honor/Minor & Add on Course	Joint Secretary (Course)	Third week of April	Open
COMM/IQAC(T)/21_10	RSMS updation weekly Meeting	Team IQAC	Third week of April	Open
COMM/IQAC(T)/21_11	Re-audit of Course file/ Classteacher file/ HoD file	Joint Secretary (Audit)	Third week of April	Open
COMM/IQAC(T)/21_12	IQAC online suggestion box in RSMS	Team IQAC	Last week of April	Open
COMM/IQAC(T)/21_13	Conduct of mentoring/student activity hour	Joint Secretary (Extracurricular))	Last week of April	Open
COMM/IQAC(T)/21_14	RSET Club Presentation	Team IQAC, Student Council & Club incharges	Last week of April	Open

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 31-03-2023	Reviewed By: Ms. Liza Annie Joseph
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Dr. Ragin Ramdas M.

Ms. Liza Annie Joseph