

TEAM IQAC

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(T)/23	Date/Time:	26/05/2023, 12:30 pm	Duration	30 mins
Venue:	IQAC Room, First Floor, PG Center		Purpose/Subject:	Activity planning for June 2023	
List of Attendees:					
1. Ms. Liza Annie Joseph	2. Dr. Mary Priya Sebastian	3. Ms. Amitha Mathew	4. Mr. Jebin Francis		
5. Mr. Vishnu Shankar	6. Dr. Ragin Ramdas M.	7. Dr. Susan Dominic	8. Mr. Dhanesh M. S.		
List of Absentees:					
NIL					

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/23_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/23_2	IQAC office assistant	<ul style="list-style-type: none"> Appointment of IQAC office assistant
COMM/IQAC(T)/23_3	RSMS Updation	<ul style="list-style-type: none"> Regular updation of RSMS
COMM/IQAC(T)/23_4	Departmental Office Assistance	<ul style="list-style-type: none"> HoD of each department can identify one or two technical staff, (as per the requirement) from the department, for supporting the faculty members with scanning of answer booklets/ assignments/ tutorial sheets/ organizing physical files/ any other documents as directed by the HoD.
COMM/IQAC(T)/23_5	Attendance marking	<ul style="list-style-type: none"> Guidelines for attendance marking

COMM/IQAC(T)/23_6	Conduct of future events	<ul style="list-style-type: none"> Regarding the conduct of future events
COMM/IQAC(T)/23_7	IIC & Kapila Portal	<ul style="list-style-type: none"> Details of the events entered in IIC & Kapila portal have to be collected from the co-ordinators
COMM/IQAC(T)/23_8	Internal Audit	<ul style="list-style-type: none"> The first internal audit for S2, S4 S6 and M2 Course files will be conducted on 16th, 19th and 20th of June 2023
COMM/IQAC(T)/23_9	Feedback on Mentoring from Faculty	<ul style="list-style-type: none"> Information regarding mentoring sessions
COMM/IQAC(T)/23_10	NBA and NAAC preparations	<ul style="list-style-type: none"> Regarding NBA and NAAC preparations
COMM/IQAC(T)/23_11	Distinguished Lecture Series	<ul style="list-style-type: none"> Regarding Distinguished Lecture Series jointly organized by Centre for Topology and Applications (CETA), Department of Mathematics and IQAC

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/23_2	IQAC office assistant	Team IQAC & Higher Authority	First week of June	Open
COMM/IQAC(T)/23_3	RSMS Updation	Team IQAC	First week of June	Open
COMM/IQAC(T)/23_4	Departmental Office Assistance	Team IQAC	First week of June	Open
COMM/IQAC(T)/23_5	Attendance marking	Joint Secretary (Course & Examination)	First week of June	Open
COMM/IQAC(T)/23_6	Conduct of future events	Joint Secretary (Extracurricular)	Second week of June	Open
COMM/IQAC(T)/23_7	IIC & Kapila Portal	Team IQAC	Second week of June	Open
COMM/IQAC(T)/23_8	Internal Audit	Joint Secretary (Audit)	Second & Third week of June	Open
COMM/IQAC(T)/23_9	Feedback on Mentoring from Faculty	Team IQAC	Third week of June	Open
COMM/IQAC(T)/23_10	NBA and NAAC preparations	Team IQAC	Third week of June	Open

COMM/IQAC(T)/23_11	Distinguished Lecture Series	CETA, DMA& Team IQAC	Last week of June	Open
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Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 26-05-2023	Reviewed By: Ms. Liza Annie Joseph
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