

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/24	Date/ Time:	25/07/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	CO - PO attainment calculation 2020 autonomous batch onwards	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Dr. Aysha Zeneeb	4. Ms. Anjana Mohandas		
5. Ms. Bindu V A	6. Dr. Jisha G	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Ms. Viji	10. Dr. Nikhila	11. Mr. Jithin P N	12. Dr. Varghese Chooralil		
13. Ms. Shyama Sreekumar	14. Ms. Santhi B				
List of Absentees:					
1. Ms. Shyama Sreekumar	2. Dr. Jisha G	3. Ms. Aparna George	4. Ms. Bency Wilson		
5. Mr. Jebin Francis					

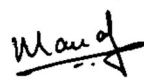
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Tier 1 accreditation	<ul style="list-style-type: none"> Aysha miss explained the requirements for achieving 3 years and 6 years Tier 1 (UG) accreditation Criteria 5 should have 40% above mandatory - Faculty information and contribution

2.	Pre-Qualifier	<ul style="list-style-type: none"> • Within 60 days post pre-qualifier submission, SAR should be submitted • Aysha miss briefed about the different details to be filed in the NBA pre qualifier
3.	Files for NBA and NAAC	<ul style="list-style-type: none"> • Supporting file list and list of documents to be maintained in each file is consolidated in excel • It will be circulated among the departments

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Scrutiny Members verification	HoD and Asst. HoD	04-07-2024	Open
2.	CO attainment	All faculty	16-07-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 25/7/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
--	---------------------------------	--

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/25	Date/ Time:	29/07/2024 3:30pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	CO - PO attainment calculation 2020 autonomous batch onwards	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Dr. Aysha Zeneeb	4. Ms. Shyama Sreekumar		
5. Ms. Bindu V A	6. Dr. Jisha G	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Ms. Viji	10. Dr. Nikhila	11. Mr. Jithin P N	12. Dr. Varghese Chooralil		
13. Dr. Nikhila T Bhuvan	14. Ms. Santhi B	15. Mr. Nitheesh Kurian	16. Ms. Aparna George		
List of Absentees:					
1. Mr. Jebin Francis	2. Ms. Bency Wilson				

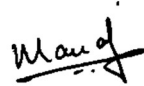
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Brain General	<ul style="list-style-type: none"> To activate it - HoD's to inform during the HoD meeting
2	2023-24 attainment	<ul style="list-style-type: none"> Attainment of 2023-24 is not obtained in RSMS Should be mentioned in HoD meeting also
3	Course Plan entry	<ul style="list-style-type: none"> August 9th is the deadline for course plan entry
4	Audit report	<ul style="list-style-type: none"> Audit report of previous even semester should be signed and submitted
5	4-0-3 course attendance entry	<ul style="list-style-type: none"> Theory and lab should be chosen from drop-down for attendance entry
6	Committees	<ul style="list-style-type: none"> Principal has made changes in the committee list.

7	Add on course workload	<ul style="list-style-type: none"> • 2 workload can be given
8	NBA General Files	<ul style="list-style-type: none"> • Higher studies - GATE, GRE, TOEFL - Id Card, Mail from university, etc - Proofs to be collected • Placement data minimum 40% to be checked • Criteria wise people from different departments sitting together and to discuss the contents in files - August 17th 2024.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Course Plan Entry	All faculty	09-08-2024	Open
2.	Criteria wise meeting	Criteria in charges	17-08-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 29/7/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
--	---------------------------------	--