IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/5	Date/ Time:	09/10/2023, 12:15pm to 12:45pm	Duration	30mins
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		Audit, KIRF	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Dr. Renju S
5. Dr. Aysha Zeneeb	6. Ms. Aparna George	7. Dr. Deepti Jayan K	8. Dr. Jisha G
9. Mr. Jithin P N	10. Ms. Bindu V. A	11. Dr. Varghese Chooralil	12. Ms. Prathibha P K

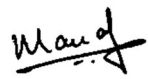| List of Absentees:			
1. Ms. Sangeetha Jamal	2. Ms. Shyama Sreekumar		

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**Honours**	● Workload for honors subject like normal theory subject (3L+1T)
2.	**Tutorials**	● Remind the faculty members to complete atleast 2 tutorials before Series 1 exam
3.	**Remedial/ Tutorial attendance marking**	● Enquiry on whether 80% attendance is required for remedial or not for attending internal examinations ● Clarity to be obtained on marking of remedial attendance ● All the faculty had the opinion that double entry of attendance for remedial/ tutorial to be avoided
4.	**Remedial**	● Remedial for every student in the case if number of students are less for honours - What will be the feasibility during NBA
5.	**KIRF**	● Data for the previous 3 years are required for filing KIRF

6.	**Parents details in RSMS**	• Option to be included in RSMS to identify the educational qualifications of parents so as to track the number of first-generation learners etc while filing surveys
7.	**Workload**	• All the departments have submitted the workload for even semesters as hard copy • Odd semester 2023 soft copy has been uploaded. The subject codes for first semester courses to be updated
8.	**Audit**	• Asst. HoD's were instructed to submit the list of auditors from the department to IQAC by next week. • Also, they were asked to check the status of Phase 1 documents uploaded in share point. • Complete audit is proposed to be conducted after Series 1. • It was proposed to include the list of faculties who have not produced the files in the report page in RSMS. • Number of auditors can be 4 for departments with 1 batch, 8 for departments with 2 batches and 12 for departments with 3 batches.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	List of auditors	Asst. HoD	16-10-2023	Open
2.	KIRF Data Entry	IQAC	November 2023	Open

Prepared By: **Dr. Elizabeth Rita Samuel**	Prepared Date: 9/10/2023	Reviewed By: **Dr. Manoj G Tharian,** **IQAC Coordinator**