

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

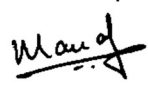
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|---------------------------|---|----------------------------|-----------------------------------|---|--------|
| Meeting Ref. No: | COMM/IQAC(W)/9 | Date/ Time: | 11/12/2023, 12:15pm to 12:45pm | Duration | 30mins |
| Venue: | IQAC Room, 1 st floor, PG Centre | | Purpose/Subject: | RSMS updates Remedial class details Workload update | |
| 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 | | |
| 13. Ms. Shyama Sreekumar | | | | | |
| List of Absentees: | | | | | |
| 1. Ms. Sangeetha Jamal | | | | | |

AGENDA / DISCUSSION POINTS

| SI No. | Agenda point | Discussion points/Remarks |
|--------|-------------------------------|--|
| 1. | RSMS updates | <ul style="list-style-type: none"> Status of CO-PO attainment process in RSMS was conveyed to the assistant HoD's |
| 2 | Remedial class details | <ul style="list-style-type: none"> Remedial class details should be updated in RSMS |
| 3 | Workload update | <ul style="list-style-type: none"> Asst. HoD's were requested to submit the updated workload to IQAC |
| 4 | Third Internal/Retest | <ul style="list-style-type: none"> The eligibility for retest was conveyed |

ACTION ITEMS

| Action No. | Action item description | Action by | Target date | Status |
|------------|-------------------------|-------------|---------------------|--------|
| 1. | Remedial class details | All faculty | As soon as possible | Open |

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| Prepared By: Ms. Shyama Sreekumar | Prepared Date: 11/12/2023 | Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator |
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IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

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|---------------------------|---|----------------------------|-----------------------------------|----------------------------------|--------|
| Meeting Ref. No: | COMM/IQAC(W)/10 | Date/ Time: | 18/12/2023, 12:15pm to 12:45pm | Duration | 30mins |
| Venue: | IQAC Room, 1 st floor, PG Centre | | Purpose/Subject: | Assignment and retest mark entry | |
| 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 | | |
| 13. Ms. Shyama Sreekumar | | | | | |
| List of Absentees: | | | | | |
| 1. Ms. Sangeetha Jamal | | | | | |

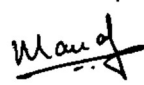
AGENDA / DISCUSSION POINTS

| SI No. | Agenda point | Discussion points/Remarks |
|--------|---|---|
| 1. | Assignment mark entry | <ul style="list-style-type: none"> Procedure for entering assignment marks were conveyed. CO mapping should be done for the assignments |
| 2 | Retest mark entry | <ul style="list-style-type: none"> Scrutiny details for retest should be entered in Retest 1 and Retest 2 corresponding to Series 1 and 2 portions |
| 3 | Project, Seminar and Open elective | <ul style="list-style-type: none"> CO-PO mapping will only be there now PSO mapping is not enabled as of now |
| 4 | Second audit | <ul style="list-style-type: none"> Second audit will be conducted during the month of January 2024 |

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| 5 | NBA Mock audit | <ul style="list-style-type: none"> Tentatively during the first week of February, there will be a mock audit |
| 6 | Workshop on CO-PO attainment | <ul style="list-style-type: none"> CO-PO workshop will be held for all faculty as early as possible. |

ACTION ITEMS

| Action No. | Action item description | Action by | Target date | Status |
|-------------------|--------------------------------|------------------|--------------------|---------------|
| 1. | Second Audit | All faculty | January 2024 | Open |
| 2. | Workshop on CO-PO | IQAC | January 2024 | Open |

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| Prepared By: Ms. Shyama Sreekumar | Prepared Date: 18/12/2023 | Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator |
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