

## IQAC Working Committee

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(W)/1 4	<b>Date/ Time:</b>	12/02/2024 2:30pm to 3:00pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, 1 <sup>st</sup> floor, PG Centre		<b>Purpose/Subject:</b>	Audit report AQAR filing, workload	
<b>List of Attendees:</b>					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar		
5. Dr. Aysha Zeneeb	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Anila Kuriakose		
9. Mr. Jithin P N	10. Ms. Bindu V A	11. Ms. Sangeetha Jamal	12. Ms. Prathibha P K		
13. Dr. Varghese Chooralil	14. Mr. Jebin Francis	15. Ms. Aparna George			
<b>List of Absentees:</b>					
1. Ms. Deepthy G S					

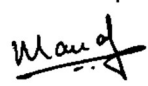
#### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	<b>Audit of files</b>	<ul style="list-style-type: none"> <li>Ensure that all the course files and class teacher files are audited</li> <li>Report can be submitted after intimation from IQAC. HoD comments, signature of IQAC coordinator and HoD should be added in the report.</li> </ul>
2.	<b>First round of documents for audit</b>	<ul style="list-style-type: none"> <li>Documents in the first phase should be uploaded in the share point within two weeks of semester starting.</li> <li>Teachers list and subject list should be uploaded in sharepoint</li> </ul>

3.	<b>Add on course details in RSMS</b>	<ul style="list-style-type: none"> <li>● Once the students list is ready, course code, subject name and list of students should be shared with Krishnadas. So that course plan, attendance etc can be entered in RSMS</li> <li>● File audit will be there for add on course. List of documents to be uploaded for add on course will be shared.</li> <li>● Syllabus should be maintained for the add on course as well</li> </ul>
4.	<b>Project/Mini Project/Lab Rubrics</b>	<ul style="list-style-type: none"> <li>● Rubrics/evaluation criteria for the project/mini project/lab should be submitted before the next meeting on 19th February 2024.</li> <li>● Rubrics can be updated in RSMS in the beginning of the semester itself for the ease of mark entry</li> </ul>
5.	<b>Add on course details</b>	<ul style="list-style-type: none"> <li>● Add on course details of the previous semester should be maintained in the sharepoint itself. These details are required for AQAR filing (2022-23)</li> <li>● Details for the academic year 2022-23 should be uploaded by 17th February 2024.</li> <li>● Certificates issued should also be uploaded in sharepoint.</li> </ul>
6.	<b>Student Projects</b>	<ul style="list-style-type: none"> <li>● Student project details of 2023 pass out batch should be done in RSMS.</li> <li>● It should be done for B.Tech and M.Tech</li> <li>● Reports should be compressed and uploaded. Fill the remaining details if you are not able to upload the project report</li> </ul>
7.	<b>Publications/Books Proof</b>	<ul style="list-style-type: none"> <li>● Some of the publication/book proofs are pending. Kindly follow up and submit the same at the earliest.</li> </ul>
8.	<b>Comprehensive course viva in S8</b>	<ul style="list-style-type: none"> <li>● Course plan can be entered as subject preparation for subjects from 3rd semester</li> </ul>
9.	<b>Syllabus uploading in website</b>	<ul style="list-style-type: none"> <li>● Syllabus of the current even semester is not updated in website</li> </ul>
10.	<b>Workload even semester</b>	<ul style="list-style-type: none"> <li>● Workload of the current even semester should be submitted by 23rd February 2024</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Workload even semester	Asst. HoD	23-02-2024	Open
2.	Add on course details	Asst. HoD	17-02-2024	Open
3.	Rubrics for project	Project incharges	19-02-2024	Open

<b>Prepared By:</b> Ms. Shyama Sreekumar	<b>Prepared Date:</b> 12/2/2024	<b>Reviewed By:</b>  <b>Dr. Manoj G Tharian,</b> IQAC Coordinator
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## IQAC Working Committee

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(W)/1 5	<b>Date/ Time:</b>	19/02/2024 2:30pm to 3:00pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, 1 <sup>st</sup> floor, PG Centre		<b>Purpose/Subject:</b>	Audit report Add on course	
<b>List of Attendees:</b>					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar		
5. Dr. Aysha Zeneeb	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Mr. Jithin P N	10. Ms. Bindu V A	11. Ms. Sangeetha Jamal	12. Ms. Prathibha P K		
13. Dr. Varghese Chooralil	14. Mr. Jebin Francis	15. Ms. Aparna George			
<b>List of Absentees:</b>					
Nil					

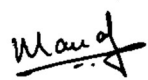
#### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	<b>Add on course details</b>	<ul style="list-style-type: none"> <li>Upload the add on course details for the academic year 2022-23 as soon as possible. It's required for AQAR filing</li> </ul>
2.	<b>Minor/Honour Project</b>	<ul style="list-style-type: none"> <li>Rubrics for minor/honour project evaluation to be submitted</li> </ul>
3.	<b>Audit report</b>	<ul style="list-style-type: none"> <li>Submit the audit report from RSMS after writing comments and signature of the IQAC department coordinator and HoD.</li> <li>As the No's are not displayed in RSMS now, please track if any faculty is pending to show the files.</li> </ul>
4.	<b>Project reports</b>	<ul style="list-style-type: none"> <li>M.Tech project (2023 pass out) details should be uploaded in google drive shared</li> </ul>

5.	<b>Audit entry</b>	<ul style="list-style-type: none"> <li>Faculty-subject list can be shared with the auditors of a particular department, so as to track the number of files to be shown by a particular faculty</li> <li>Faculty wise audit report generation - to check with RSMS people</li> </ul>
6.	<b>Workload</b>	<ul style="list-style-type: none"> <li>Main project/Mini project/Honour or Mini project split up should be shown in workload</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	<b>Add on course details</b>	Asst. HoD	As soon as possible	Open
2.	<b>Faculty-subject list</b>	Asst. HoD	Third week of February	Open
3.	<b>Audit Report</b>	HoD and Asst. HoD	26-02-2024	Open
4.	<b>M. Tech Project Report</b>	Project Coordinators	26-02-2024	Open

<b>Prepared By:</b> <b>Ms. Shyama Sreekumar</b>	<b>Prepared Date: 19/2/2024</b>	<b>Reviewed By:</b>  <b>Dr. Manoj G Tharian,</b> <b>IQAC Coordinator</b>
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## IQAC Working Committee

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(W)/1 6	<b>Date/ Time:</b>	26/02/2024 2:00pm to 2:30pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, 1 <sup>st</sup> floor, PG Centre		<b>Purpose/Subject:</b>	Workload NAAC AQAR	
<b>List of Attendees:</b>					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar		
5. Dr. Aysha Zeneeb	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Mr. Jithin P N	10. Ms. Bindu V A	11. Ms. Sangeetha Jamal	12. Ms. Prathibha P K		
13. Dr. Varghese Chooralil	14. Mr. Jebin Francis	15. Ms. Aparna George			
<b>List of Absentees:</b>					
NIL					

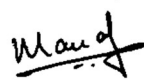
#### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	<b>Workload of add-on courses</b>	<ul style="list-style-type: none"> <li>Workload of 2 is given for add-on courses for one semester i.e., 30 hours in a semester.</li> <li>For a 30-hour course, 2 credits are given.</li> </ul>
2.	<b>C programming lab workload</b>	<ul style="list-style-type: none"> <li>Teachers from other departments assisting the C programming lab will be given 1 workload</li> </ul>
3.	<b>Minor/Honour Workload</b>	<ul style="list-style-type: none"> <li>Minor coordinators will be given a workload of 1 if the strength is less than 20</li> <li>Minor coordinators should monitor the students who are coming to their departments for minor. They have to communicate to the class teacher of the corresponding department.</li> <li>Coordinators and guides of Minor/Honour will be assigned one workload.</li> </ul>

		<ul style="list-style-type: none"> <li>MOOC course certificates of the Minor/Honour courses should be verified by the coordinators as soon as possible</li> <li>Only one coordinator for minor/honour if the total number of students for minor/honours is less than 20.</li> <li>Minor coordinator and honour coordinator will be given 0.5 workload if there are two separate faculty members.</li> </ul>
4.	<b>Association File Summary</b>	<ul style="list-style-type: none"> <li>RSMS association report should be submitted to the office</li> </ul>
5.	<b>FDP reports</b>	<ul style="list-style-type: none"> <li>Updation of FDP attended, resource etc should be verified in RSMS (Check whether the file is uploaded) - 2022-23</li> <li>All the faculties are requested to verify in the self-appraisal reports.</li> <li>All the faculties are requested to update the self-appraisal of AY 2023-'24</li> </ul>
6.	<b>Minutes of Meetings in RSMS</b>	<ul style="list-style-type: none"> <li>A Signed copy of the MoM can be uploaded in RSMS under the Minutes of Meetings of Advisory, Class Committee, Course Committee Meetings etc.</li> </ul>
7.	<b>Non-Govt. Funding</b>	<ul style="list-style-type: none"> <li>Requested to verify Non-Govt. Funding in respective departments.</li> </ul>

#### ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	<b>FDP attended, resource person details to be updated in RSMS</b>	All faculty	10-03-2024	Open
2.	<b>Non-Government funding</b>	Asst. HoD	07-03-2024	Open

<b>Prepared By:</b> <b>Ms. Shyama Sreekumar</b>	<b>Prepared Date: 26/2/2024</b>	<b>Reviewed By:</b>  <b>Dr. Manoj G Tharian,</b> <b>IQAC Coordinator</b>
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