

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/19	Date/Time:	08/04/2024 2:00pm to 2:30pm	Duration	30 mins
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	CO PO Attainment	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar		
5. Ms. Aparna George	6. Ms. Bindu V A	7. Dr. Deepti Jayan K	8. Ms. Sangeetha Jamal		
9. Dr. Rinu Alice Koshy	10. Mr. Jithin P N	11. Dr. Aysha Zeneb	12. Ms. Deepthy G S		
13. Ms . Liya	14. Dr. Divya James	15. Ms. Prathibha P K	16. Dr. Varghese S Chooralil		
List of Absentees:					
1. Ms. Sangeetha Jamal					

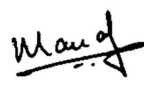
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1	CO-PO attainment of 1st series exam	<ul style="list-style-type: none">It is updated in RSMSFaculty members can take corrective actions depending on attainment
2	Internal audit	<ul style="list-style-type: none">Internal audit is scheduled on 12, 14 and 15 April
2	Audit of Lab+ Theory courses	<ul style="list-style-type: none">3-0-2/2-0-2 courses will be audited together. Documents of theory and lab can be put together in the same folder4-0-2/4-0-3 courses will be audited separately
3	Mid Semester Feedback	<ul style="list-style-type: none">Kindly ensure all the students complete it before 12th April

4	Mark Entry - Series 1	<ul style="list-style-type: none"> Ensure that all have completed the series mark entry
5	Remedial class	<ul style="list-style-type: none"> Maintain all the data like attendance, documents It can be taken after class or on Saturdays

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Internal Audit	All faculty	16-04-2024	Open
2.	Mid semester feedback	Class Teachers	12-04-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 8/4/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/2 0	Date/ Time:	22/04/2024 2:00pm to 2:30pm	Duration	30 mins
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	1 st internal audit report S8 feedbacks	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Aparna George		
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. Dr. Jisha G	12. Ms. Prathibha P K		
13. Dr. Varghese Chooralil	14. Mr. Jebin Francis	15. Ms. Shyama Sreekumar	16. Dr. Divya James		
List of Absentees:					
1. Mr. Jebin Francis	2. Ms. Sangeetha Jamal				

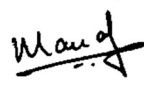
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Final year Feedback	<ul style="list-style-type: none"> Student Satisfaction survey and Student feedback on facilities. It will be enabled in RSMS from tomorrow Student's feedback on curriculum Parents feedback and graduate exit feedback from department level. Graduate exit feedback - based on PSO's indirect assessment. Since it is different for different departments, it should be taken from department level
2.	Internal Audit	<ul style="list-style-type: none"> If there is any pending audit, it should be completed from the IQAC. Audit report should be signed by IQAC coordinator and HoD along with comments should be handed over to IQAC.

3.	CO PO Assessment	<ul style="list-style-type: none"> CO PO assessment of the previous semester will be done by the software team
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ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	CO-PO assessment of previous semesters	Software team	May 2024	Open
2.	Pending internal audit	IQAC	26-04-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 22/4/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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