

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/2 1	Date/ Time:	22/5/2024 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. Jebin Francis	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. Dr. Varghese Chooralil		
13. Ms. Shyama Sreekumar					
List of Absentees:					
1. Mr. Nitheesh Kurian	2. Ms. Sangeetha Jamal	3. Ms. Prathibha P K	4. Dr. Divya James		

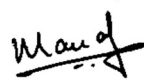
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Retest Mark Entry	<ul style="list-style-type: none"> Ineligible students (attendance shortage) - Software team is working on entering the marks in RSMS for S2/S4/S6 Verify the marks under assignment
2.	Attendance percentage in RSMS	<ul style="list-style-type: none"> Whether there is provision for updating the attendance percentage after approving medical leaves etc for checking eligibility during internal exams
3.	Lab Exam	<ul style="list-style-type: none"> Daily exam for only attainment calculation No need to include internal exam for labs for attainment calculation

4.	Attainment weightages	<ul style="list-style-type: none"> • 1st internal - 12.5 (CO1/CO2) • 2nd internal - 12.5 (CO3/CO4) • Assignment - 15 • End Semester Exam - 100 (5 CO's 20 mark each)
5.	Accreditation	<ul style="list-style-type: none"> • Expires on June 30, 2025. • All the departments are going for Tier 1 accreditation (full). • SAR should be submitted by December 31, 2024. • Outcome attainment is required for SAR submission • Attainment calculation should be completed in RSMS by 2024 August.
6.	Second audit	<ul style="list-style-type: none"> • Second Internal audit is scheduled from June 3 to June 5, 2024

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	NBA Tier I accreditation	All faculty, IQAC and NBA coordinator	31-12-2024	Open
2.	Second internal audit	All faculty	05-06-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 22/5/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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