



## IQAC CORE COMMITTEE MEETING MINUTES OF MEETING

### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(C)/03	<b>Date/Time:</b>	14/10/2024 2.30 PM - 4:00 PM	<b>Duration</b>	1.5 hours
<b>Venue:</b>	Board Room		<b>Purpose/Subject:</b>	IQAC Core Committee Meeting	
<b>List of Attendees:</b>					
1. Rev. Dr. Jose Kuriyath CMI	2. Rev. Dr. Jaison Paul Mulerikkal CMI	3. Rev. Dr. Joel George Pullolil CMI	3. Dr. Manoj G Tharian		
4. Dr. Elizabeth Rita Samuel	5. Mr. Rony Antony P	6. Dr. Aysha Zaneeb	7. Dr. Jincy J Fernandez		
8. Mr. Manu Joseph	9. Rev. Dr. Joseph Mathew CMI	10. Dr. Sivanandan Achari	11. Ms. Nazneen Jehangir		
12. Mr. Vinod V	13. Ms. Krishnapriya	14. Dr. Varghese S Chooralil	15. Dr. Deepthi K Jayan		
16. Ms. Bindu V A	17. Mr. Jebin Francis	18. Ms. Shyama Sreekumar	19. Mr. Nitheesh Kurien		
20. Dr. Anita John	21. Mr. M. T. Kuriakose	22. Ms. Alna Khaleel			
<b>List of Absentees:</b>					
1. Dr. Vinodkumar P B	2. Ms. Dayana Vincent	3. Prof. Kuttyamma A J	4. Mr. Joseph P M		
5. Ms. Deepthy G S	6. Ms. Aparna George	7. Ms. Bency Wilson	8. Dr. Nikhila T Bhuvan		
9. Dr. Jisha G	10. Ms. Santhi B				

### AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
		<ul style="list-style-type: none"><li>The meeting started with a silent prayer.</li></ul>
COMM/IQAC(C)/03_01	Welcome address and overview of the Institution & Institutional Achievements by Principal	<ul style="list-style-type: none"><li>Principal warmly welcomed the newly joined members, and he briefed the role played by RSET IQAC in setting standards, systemizing RSET functioning and motivating the faculty members in adhering to those standards</li><li>Principal gave a brief overview about the institutional achievements during the academic year 2023-24 including position of RSET in various national surveys, funded projects taken up by the faculty members, placement statistics etc.</li><li>Principal also briefed on the agenda of the meeting:<ul style="list-style-type: none"><li>Revision of vision and mission statements</li><li>Institutional Development Plan</li><li>NBA and NAAC preparations</li><li>Internship Opportunities</li></ul></li></ul>

<p>COMM/IQAC(C)/ 03_02</p>	<p>Reporting of Activities by IQAC &amp; IQAC's plan for next year by Dr. Manoj G Tharian</p>	<ul style="list-style-type: none"> <li>● Dr. Manoj G Tharian, IQAC coordinator briefed on the activities done by IQAC during the academic year 2023-24: <ul style="list-style-type: none"> <li>○ Conducting audits and undertaking quality initiatives</li> <li>○ NBA and NAAC accreditation work</li> <li>○ Improved visibility of college through rankings/surveys</li> <li>○ Preparation of various reports and newsletters</li> <li>○ Inhouse software for CO and PO attainment</li> <li>○ Annual academic retreat, RIDHI for RSET staff</li> <li>○ Faculty training programs</li> <li>○ Institutional development plan of RSET</li> </ul> </li> </ul>
<p>COMM/IQAC(C)/ 03_03</p>	<p>NBA and NAAC Preparations</p>	<ul style="list-style-type: none"> <li>● Dr. Aysha Zeneb, NBA coordinator provided the status of the Self-Assessment Report (SAR) preparation for Tier 1 NBA accreditation</li> <li>● Dr. Jincy J Fernandez, NAAC coordinator briefed the changes in accreditation attributes brought out by NAAC to adapt to the evolving educational landscape, in view of the upcoming NAAC accreditation of the institution in 2025.</li> </ul>
<p>COMM/IQAC(C)/ 03_04</p>	<p>Open Discussion</p>	<p><b>Revision of vision and mission</b></p> <ul style="list-style-type: none"> <li>○ Director has suggested rephrasing "mankind" to "humankind."</li> <li>○ The members emphasised the need for integrating the Sustainable Development Goals (SDGs) into the vision and mission of the institution. This will ensure that graduates will be equipped with a holistic understanding of how their work impacts social equity, environmental sustainability, and economic development, making them more effective contributors to solving complex real-world problems.</li> <li>○ Members highlighted the importance of incorporating employability and entrepreneurial thinking into the institution's vision and mission statements, recognizing its fundamental role in shaping future engineers who can transform innovative ideas into viable solutions.</li> <li>○ Ms. Nazneen, Nest suggested to rephrase the statement "sound practical skills" in the vision statement.</li> <li>○ External members advised creating a concise two-line vision and mission that emphasizes sustainability and entrepreneurship.</li> <li>○ Incorporate outcomes like enrichment, happiness, and well-being into the mission. The above two suggestions were put forward by Dr. Sivanandan Achari.</li> </ul>

		<p><b>Institutional Development Plan (IDP)</b></p> <p><b>1. For Student Development:</b> The following points were put forward by Mr. Vinod, EY</p> <ul style="list-style-type: none"> <li>○ Establish a Toastmasters club in collaboration with industry partners to reduce costs for students.</li> <li>○ Create a similar club with industry members.</li> <li>○ Utilize Microsoft licenses for skill enhancement through CSR support.</li> </ul> <p><b>2. For Teacher Development:</b></p> <ul style="list-style-type: none"> <li>○ Conduct design thinking workshops by EY. It was proposed by Mr. Vinod, EY.</li> <li>○ Ms. Nazneen Jehangir, Nest suggested to organize faculty development programs in collaboration with Nest.</li> <li>○ Invite external experts to discuss SDG goals for both students and teachers. It was put forward by Mr. Vinod, EY.</li> <li>○ Offer research support for faculty through an incentive scheme.</li> </ul> <p><b>Internship Programs:</b></p> <ul style="list-style-type: none"> <li>○ Focus on quality skilling internships.</li> <li>○ Nest to provide 5-day internships based on pre-tests to ensure quality.</li> <li>○ Promote long-term internships for better placements</li> </ul> <ul style="list-style-type: none"> <li>● Director requested the support from industries for meeting the expenses incurred for scientific paper publication by the faculty</li> </ul>
COMM/IQAC(C)/03_05	Concluding Remarks by Dr. Elizabeth Rita Samuel	Dr. Elizabeth Rita Samuel, Co-coordinator concluded the session by summarizing the points discussed during the open discussion.
COMM/IQAC(C)/03_06	Vote of Thanks by Rev. Dr. Joel George Pullolil CMI	The meeting was concluded by a Vote of Thanks by Rev. Dr. Joel George Pullolil, UG Dean

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(C)/3_04.01	Mission and Vision: Revise the mission and	IQAC	December 2024	Open

	vision based on discussion feedback.			
COMM/IQAC(C)/ 3_04.02	<b>SDG Mapping:</b> Classify services provided by the institute (e.g., water testing consultations).  Map activities to SDGs; consider carbon certification for the e-waste drive to enhance global ranking.	Dean (SDG)	January 2024	Open
COMM/IQAC(C)/ 3_04.03	<b>Awareness Initiatives:</b> Display SDGs in front of the main block for improved awareness.	IQAC	February 2024	Open
COMM/IQAC(C)/ 3_04.04	<b>Ranking Initiatives:</b> Explore the possibility of applying for the India Today ranking this year. (Registered)	IQAC	October 2024	Closed
COMM/IQAC(C)/ 3_04.05	<b>Internship Promotion:</b> Promote long-term internships to improve placement outcomes.	Internship Cell	December 2024	Open

<b>Prepared By: Dr. Manoj G Tharian (IQAC Coordinator)</b>	<b>Prepared Date:</b> 16-10-2024	<b>Reviewed By:</b> All
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**Rev. Dr. Jaison Paul Mulerikkal CMI**  
Principal, RSET  
Chairperson, IQAC