

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/34	Date/ Time:	7/10/2024 2:30pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	1st Internal Audit - follow up. Preparations for the full quorum meeting. Revisiting of vision & mission	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeth		
5. Mr. Jebin Francis	6. Dr. Anita John	7. Ms. Deepthy G S	8. Ms. Aparna George		
9. Mr. Nitheesh Kurian	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Ms. Bindu V A		
13. Dr. Nikhila T Bhuvan	14. Dr. Deepti Jayan K	15. Ms. Nafla Iqbal			
List of Absentees:					
1. Ms. Santhi B	2. Dr. Jisha G	3. Dr. Varghese S Chooralil			

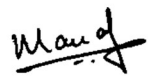
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	First Internal Audit follow up	<ul style="list-style-type: none"> ● Audit of some of the files will be pending. Please ensure all the faculties completed the audit as soon as possible. ● An opinion to take three options - Theory, Lab, Theory + lab audit ● For Add on courses general format is asked by the faculty members ● First week to upload the initial documents

2.	Mid Semester feedback	<ul style="list-style-type: none"> ● Please ensure maximum students complete the feedback. ● Ensure above 75% complete the feedback in RSMS
3.	CO Attainment	<ul style="list-style-type: none"> ● Semesters S1 to S4 - Confirm whether CO attainment is obtained for all the subjects for 2020-24 batch ● S5 to S8 for 2020-24 batch- Complete the details in QP master and obtain the CO attainment (all theory except minor and honors, comprehensive) ● PO attainment once obtained print out can be taken and submitted ● Comprehensive exam - Split up is not available - Equal division will be given to all CO's
4.	Lab course mark entry (2020-24 batch)	<ul style="list-style-type: none"> ● 2020-24 batch - to calculate CO attainment - daily evaluation should be mapped to CO's and kept ready ● RSMS will provide the provision to enter the mark split up for daily evaluation
5.	Second series	<ul style="list-style-type: none"> ● Series date to be finalized during HoD meeting
6.	Mentoring	<ul style="list-style-type: none"> ● Mentoring in digital format is available in RSMS
7.	Full quorum meeting	<ul style="list-style-type: none"> ● Meeting is scheduled on 14th October at 2:30pm at KE Seminar Hall ● Agenda - Revisiting the vision and mission
8.	Revision of institute vision and mission	<ul style="list-style-type: none"> ● Add the component of sustainable development goals and entrepreneurship
9.	Revised SAR	<ul style="list-style-type: none"> ● All the departments are requested to format the SAR ● Criteria wise SAR can be formatted and print should be taken before external review. ● Other than criteria 3 and 7, all the other criterias can be corrected and can be submitted by October 20th ● Review of SAR can be done during IQAC meeting ● Sundays can be utilized for SAR preparation - Comp off will be given

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	First internal audit pending files	Asst. HoD	14-10-2024	Open
2.	Labs mark entry (2020-24 batch)	All faculty	November 2024	Open
3.	Secon series exam dates	HoD meeting	10-10-2024	Open
4.	Revised SAR for review	Departments going for NBA	20-10-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 7/10/2024	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)/35	Date/ Time:	21/10/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	CO Attainment	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb		
5. Mr. Jebin Francis	6. Dr. Anita John	7. Ms. Deepthy G S	8. Ms. Aparna George		
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AGENDA / DISCUSSION POINTS

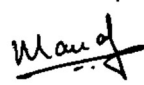
SI No.	Agenda point	Discussion points/Remarks
1.	CO Attainment	<ul style="list-style-type: none"> Asked the faculties whether the CO attainment of all theory courses were obtained. The IT department had an issue on 2 subjects. They have already forwarded the mail to OBE. Attainment of global elective is not obtained
2.	Lab attainment	<ul style="list-style-type: none"> For lab attainment CO master → Enter the lab CO's → CO-PO-PSO mapping → QP Scrutiny (Enter the details as we enter for assignments) Add marks (Internal) → Enter the experiment wise marks Daily evaluation attainment will be obtained End semester exam marks will not be included for attainment

3.	2020-24 CO PO attainment	<ul style="list-style-type: none"> ● 2020-24 batch CO-PO attainment can be printed, signed and kept in a file.
4.	Deadlines for SAR	<ul style="list-style-type: none"> ● Internal review of SAR should be done before an external review ● Internal review dates - November 8th 2024 (revised SAR) ● November 11-15 → SAR review committee (Principal, NBA coordinator, HoD, Department IQAC coordinator). ● Proof of documents should be collected and uploaded in drive ● External SAR review - November 20, 21, 22
5.	Pre Qualifier	<ul style="list-style-type: none"> ● Data filled in pre qualifier cannot be edited in SAR. ● Should be very careful while filling the data in pre-qualifier ● Part A is common for all departments. It will be filled by IQAC ● Part B - <ul style="list-style-type: none"> ○ B1 - Increase in intake should be clearly specified as per AICTE letter ○ B2 - Criteria 4.1 details for student intake (N1, N2) should be correctly entered. It will be fetched directly to SAR. The proof of student list should be uploaded in a folder and kept ○ B3 - Faculty list - Staff list from office can be taken as proof. Faculty joining and relieving period: August 30th to April 30th ○ B3.1 - Count of professors, Asso. professor, asst. Professor etc should be consolidated ○ B4 - Student faculty ratio - First year faculties should be removed. UG and PG strength will be included while calculating SFR ○ Pre-visit qualifiers - All the questions status will be YES. It should be verified ○ Pre Qualifier 1st draft should be ready by 28th October 2024. It should be discussed with the HoD and senior faculty list in the department
6.	SAR	<ul style="list-style-type: none"> ● SAR filing should start by December 1st, so it can be completed by December 21st. ● Pre-Qualifier can be submitted by November 3rd and 4th in the portal

		<ul style="list-style-type: none"> SFR - Excel sheet can be done and it can be uploaded in drive
9.	AQAR	<ul style="list-style-type: none"> Publications, funding details, patent etc should be updated in RSMS self-appraisal. It is required for AQAR filing

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	CO-PO attainment Print outs	All faculty	November 2024	Open
2.	SAR review	IQAC	November 2024	Open
3.	SAR filling	Departments going for NBA	21-12-2024	Open
4.	Publications, funding details in self appraisal report	All faculty	01-11-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 21/10/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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