



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

NOTICE

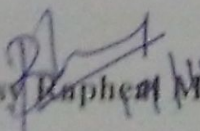
19/10/2022

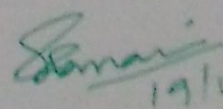
Respected Sir/Madam

A meeting of IQAC members is scheduled on 21/10/2022, Friday at 1 pm. All IQAC members are requested to attend the meeting without fail.

Agenda:

- KTU Academic Auditing
 - Planning the preparations for the audit
 - Internal Audit schedules
 - Internal Exam Question Pattern, Scrutiny
 - Conduction of Retest for genuine reasons
 - Improvement plans, etc


Ms. Blessy Raphael M
19/10/22
IQAC Coordinator


19/10/22
Principal
IQAC Chairperson



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

MINUTES OF IQAC MEETING

Date: 21/10/2022

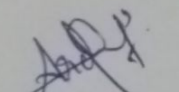
Time: 1 pm to 2 pm

Venue: Placement room

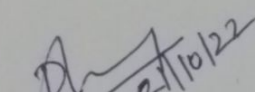
Sl. No.	Attendees	Designation	Signature
1.	Dr. Ramani K	Principal	
2.	Ms. Blessy Rapheal M	IQAC Coordinator, AP - ECE	
3.	Ms. Anisha Ashok	HOD - EEE	
4.	Mr. Sadanandan R	HOD - ME	
5.	Ms. Archana P	AP-EEE	
6.	Ms. Ashilly N	AP-ECE	
7.	Ms. Anjali.O	AP-CSE	
8.	Ms. Biji Issac	AP-CE	
9.	Ms.Surabhi K	AP-ASH	

Points discussed and Decisions taken	Responsibility	Action Taken
1. Informed about the date of external audit schedule (15 th November to 24 th November 2022).	IQAC	KTU Schedule circulated
2. It is decided to conduct the first internal Academic audit on 2 nd November 2022 and second internal audit on 9 th November 2022. Two internal auditors are assigned for each department.	IQAC	Internal Audit Schedule with internal auditors circulated. Auditor reports are expected on 10.11.22
3. Department level documents to be prepared for audit are discussed.	IQAC	Check list provided
4. Question paper format is standardized. Part A Answer all questions 5*3=15 marks Part B Either / OR Questions Two 14 mark questions & one 7 marks Question. CO's should be mapped for each question in Question paper. Scrutiny forms are provided. Internal test question paper and the scheme of evaluation are to be scrutinized by the chairperson before submission	Course /Class Committee Chairperson of each batch	Question paper format is circulated for reference. Scrutiny by Chairperson of the Course need to be completed for Internal Exam 1 before 4 th Oct. 2022 for the Internal Exams scheduled on 7 th , 8 th and 9 th Oct. 2022

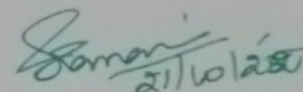
Points discussed and Decisions taken	Responsibility	Action Taken
to exam cell through HODs		
5. Retest can be permitted only for genuine reasons and students can be informed to submit the original medical certificate or proof for approval. Inform them to get the request letter authorized by their parents.	All Subject handling faculty	Collect request letters authorized by parents along with proof before scheduled exams
6. Gaps in syllabus should be identified for each subject. Plan for addressing the topics beyond the syllabus can be listed.	All Subject handling faculty	List of gaps with plans for conduction of topics identified can be submitted to HOD
7. Lecture notes, Samples of class test, internal test, assignment, tutorial and remedial sessions should be maintained in each course file.	All Subject handling faculty	Checklist to be followed for Course file indexing is provided
8. Tutorial register and remedial register to be maintained in each department.	HOD	Log of Tutorials and Remedial sessions conducted can be recorded


Prepared By

Ms. Archana P
IQAC Co-Coordinator


Verified By

Ms. Blessy Rapheal M
IQAC Coordinator


Principal

Dr. Ramani. K
IQAC Chairperson

Dr. RAMANI. K
Principal
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