



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

NOTICE

25/10/2022

Respected Sir/Madam

A meeting of IQAC members is scheduled on 28/10/2022, Friday at 1.00 pm. All IQAC members are requested to attend the meeting without fail.

Agenda:

- Academic Auditing
 - Review of previous IQAC meeting
 - Department wise Academic Calendar
 - Co-Curricular and Extra-Curricular activities
 - Submission of Assignment
 - Conduction of Tutorial and Remedial Sessions
 - PTA Meeting Schedule
 - Project and Seminar Guidelines

Ms. Blessy Raphael M
25/10/22
IQAC Coordinator

Ramani
25/10/22
Principal

IQAC Chairperson

Dr. RAMANI. K
Principal
Rajadhani Institute of Science & Technology
Post Mankara, Palakkad - 678 613
Tel : 0491 2875000



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

MINUTES OF IQAC MEETING

Date: 28/10/2022

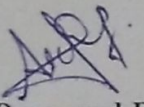
Time: 1 pm to 2 pm

Venue: Placement room

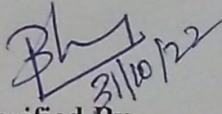
Sl. No.	Attendees	Designation	Signature
1.	Dr. Ramani K	Principal	
2.	Ms. Blessy Rapheal M	IQAC Coordinator, AP - ECE	
3.	Ms. Sithara Krishnan	HOD ECE	
4.	Ms. Anisha Ashok	HOD - EEE	
5.	Mr. Sadanandan R	HOD - ME	
6.	Ms. Archana P	AP-EEE	
7.	Ms. Ashilly N	AP-ECE	
8.	Ms. Anjali O	AP-CSE	
9.	Ms. Biji Issac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

Points discussed and Decisions taken	Responsibility	Action Taken
1. Department wise Academic Calendar to be prepared	Internal Auditor	Shared the Institution calendar to all departments to update the Department activities
2. Co-Curricular and Extra-Curricular activities to be included in the Academic Calendar	Co-Curricular and Extra-Curricular Activity in-charges	Shared the Institution calendar to update the Department activities
3. Assignment should be submitted on or before scheduled date in the morning itself before 9.00 am. Late submissions are to be discouraged to make them aware about the timely submissions and time management. For those who submit late, same questions of the assignment can be given to be written as test paper to score the assignment marks.	All Subject handling faculty	HODs and staff advisors are instructed to monitor the timely submission of assignments.
4. Class Committee and Course Committee meeting has to be conducted by the Class Committee and Course Committee Chairman.	Class Committee and Course Committee Chairman	Constituted and conducted as per KTU rules.

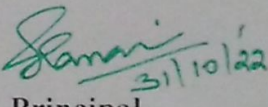
Points discussed and Decisions taken	Responsibility	Action Taken
5. Two faculty members should be assigned for tutorial classes.	HOD	Two faculty members are assigned for each subject with tutorial sessions.
6. Tutorial attendance and remedial attendance with marks (if test conducted) should be maintained.	All Subject handling faculty	HODs may regularly check the log of tutorial register. A copy of attendance and marks (if test conducted) should be filed in course file
7. PTA Meeting has to be conducted at regular frequency and log register need to be maintained.	HOD	First PTA meeting for all S3, S5, S7 batches are scheduled during the first week of November
8. HOD should maintain guideline for projects and seminars	HOD	Common guidelines for conduction of Project and Seminar will be prepared by all HODs.


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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