



# RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

## NOTICE

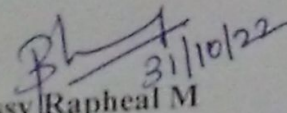
31/10/2022

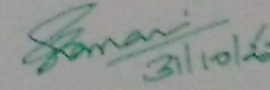
Respected Sir/Madam,

A meeting of IQAC members is scheduled on 01/11/2022, Tuesday at 12.45pm. All IQAC members are requested to attend the meeting without fail.

### Agenda:

- Academic Auditing
  - Review of previous IQAC meeting
  - DQAC
  - Staff Profile
  - MOOC course
  - Placement Details

  
Ms. Blessy Rapheal M  
31/10/22  
IQAC Coordinator

  
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: 01/11/2022

Time: 12.45 PM to 1.30 PM

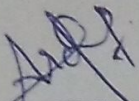
Venue: Placement room

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	

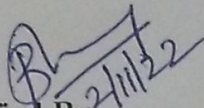
Points discussed and Decisions taken	Responsibility	Action Taken
1. HODs will be the Chairman of DQAC committee of respective department and Chairman of each Course and Class Committee will be the members of DQAC. DQAC may discuss the uniform mode of conduction of Internal Exams, Scrutiny, and CO mappings with the questions	HOD	DQAC to be reconstituted in each department. Follow ups can be made for the standardized conduction of Internal exams
2. All the certificate (both academic and extra-curricular) can be filed in individual staff profile to be maintained in departments.	All the Staff members	Conveyed in the department meeting to update the staff profile
3. Students should be encouraged to undergo MOOC courses.	Staff Advisor	Coordinator for the conduction and monitoring of MOOC course need to be identified in each department and proper instructions need to be provided to students



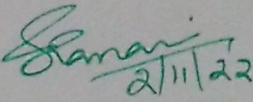
Points discussed and Decisions taken	Responsibility	Action Taken
External interaction file to be maintained.	HOD	Maintained in all the departments.
Placement details of pass out students with proof should be filed in the department.	Department placement coordinator	Placement Coordinator of each department should collect the details from passed out students.

  
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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