



# RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

## NOTICE

Respected Sir/Madam

03/03/2023

A meeting of IQAC members is scheduled on 07/03/2023, Tuesday 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 Exam Question Paper and Scrutiny
  - Conduction of Retest for genuine reasons
  - Improvement plans
  - Minor Class
  - Other related discussions.

Ms. Blessy Raphael M

IQAC Coordinator

*Ramani*  
3/3/23

Dr. Ramani K

PRINCIPAL

**Dr. RAMANI. K**

Principal

Rajadhani Institute of Science & Technology  
Post Mankara, Palakkad - 678 613  
Tel : 0491 2875000



# RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

## IQAC MEETING MINUTES

Date: 07/03/2023

Time: 1.00 pm to 2.00 pm

Venue: Conference Hall

Meeting Convened by:

1. Dr. Ramani K (Principal, IQAC Chairperson)
2. Ms. Blessy Rapheal M (Asso. Prof. - ECE, IQAC Coordinator)

Meeting attended by

Sl. No.	Name of Faculty	Designation	Signature
1.	Ms. Archana P	IQAC Co-Coordinator AP-EEE	
2.	Mr. Sadanandan R	HOD - ME	
3.	Ms. Ashilly N	AP-ECE	
4.	Ms. Anjali.O	AP-CSE	
5.	Ms. Biji U I	AP- CE	
6.	Ms.Surabhi K	AP-ASH	

**Agenda of the Meeting:**

1. Planning for the verification of documents
2. Internal Exam Question Paper and Scrutiny
3. Conduction of Retest for genuine reasons
4. Improvement plans
5. Minor Classes
6. Other related discussions

**Points discussed and Decisions taken are as follows:**

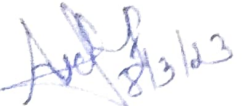
1. Department level documents to be verified are discussed. A Check list is provided to the department IQAC Coordinators for verification.
2. Course file for all the subjects to be submitted on or before 20/03/2023.
3. Class Committee and Course Committee meeting have to be conducted by the chairman as per the KTU academic calendar.
4. Assignment should be submitted on scheduled date at 9.00 am. Late submissions should not be entertained.

5. Internal test question pattern is discussed.  
COs should be mapped in Question paper.  
Part A  
Answer all questions  $5 \times 3 = 15$  marks  
Part B  
Either - OR Questions Pattern  
Two 14-mark questions and one 7 marks question
6. Internal test question paper and the scheme of evaluation are to be scrutinized by the Chairperson before submission to exam cell through HODs.
7. Scrutiny to be completed for Internal Test 1 before 13<sup>th</sup> March, 2023 for S4, S6 and S8 classes as the IT1 is scheduled to commence from 15<sup>th</sup> of March.
8. Retest can be conducted only for the students who have genuine reasons. Class advisors have to collect the request letter authorized by parents along with proof of genuine nature before scheduled exams and the same must be submitted to HOD.
9. Regarding Tutorial and Remedial Sessions:
- Remedial Timetable before IT1 has to be prepared and schedule has to be strictly monitored by HODs. They will surely enhance the learning process and improve their marks.
  - Minimum two staff members should be assigned by HOD for tutorial classes.
  - Tutorial attendance and remedial attendance should be maintained properly by all the teaching faculties.
  - Tutorial register and remedial register to be maintained properly in each department.
  - HOD have to verify them at frequent intervals
10. Minor Classes for AY 2022-2023 Even Semester have to commence from 11/03/2023 (Saturday) in online mode. Classes are to be conducted on all Saturdays except Second Saturdays). HODs need to monitor the conduction and update in the HODs group.
11. Internal test-1 for Minor/Honor courses to be completed by April 2023 and Internal test-2 to be conducted along with the IT-2 of regular subjects in the month of June, 2023.

## Feedback Session Minutes:


Sl. No.	Feedback	By	Response by Meeting Chair
1.	Last date to verify department documents.	Mr. Sadanandan R HOD - ME	Before 20/03/2023
2.	How to schedule Timetable for remedial sessions during IT1 exam?	Ms. Ashilly N AP-ECE	Last two hours can be scheduled for the next day exam.
3.	Format for remedial and tutorial register.	Ms. Biji Issac AP-CE	Same format used before can be continued.

Meeting concluded at 2 pm

  
8/3/23


Prepared By:

Archana P  
IQAC Co-Coordinator

  
8/3/23

Verified By:

Blessy Rapheal M  
IQAC Coordinator

  
8/3/23

Principal

Dr. Ramani K  
IQAC Chairperson

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