



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

NOTICE

Respected Sir/Madam

13/06/2023

A meeting of IQAC members is scheduled on 14/06/2023, Wednesday at 3.10pm. All IQAC members and HODs are requested to attend the meeting without fail.

Agenda:

- Review of previous IQAC meeting minutes
- Academic Auditing
- Internal Audit


Ms. Blessy Raphael M

IQAC Coordinator


Dr. Ramani K

PRINCIPAL

Dr. RAMANI. K

Principal

Rajadhani Institute of Science & Technology
Post Mankara, Palakkad - 678 615
Tel : 0491 2875000



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY



IQAC MEETING MINUTES

Date: 14/06/2023










Time: 3.00 pm to 4.30 pm

Venue: Conference Room

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. Sithara Krishnan	HOD-ECE	
4.	Ms.Nitha T M	HOD-CSE	
5.	Ms. Anumol Sukumaran	HOD-CE	
6.	Ms. Ashilly N	AP-ECE	
7.	Ms. Anjali O	AP-CSE	
8.	Ms. Biji U I	AP- CE	
9.	Ms.Surabhi K	AP-ASH	

Agenda of the Meeting:

1. Review of previous IQAC meeting minutes
2. Academic Auditing
3. Internal Audit Review

Review of the previous Meeting:

Sl. No.	Points Discussed	Responsibility	Action Taken
1.	Conduction of Class Committee for S4/S6	Class Committee Chairperson and members	Conducted as per the schedule
2.	Conduction of Course Committee for S2	Course Committee Chairperson and members	First Course Committee conducted as per schedule 2 nd and 3 rd will be conducted as per scheduled date
3.	Conduction of IT2 for S6, S4 and IT1 for S2	Exam Cell	Conducted smoothly as per schedule


Points discussed as per agenda and Decisions taken are as follows:

1. The first internal Academic audit is rescheduled to 19th June 2023. The same Two internal auditors assigned on previous IQAC meeting can do the auditing.
2. CO-PO attainment calculations are discussed. The Internal CO calculation can be done through Linways and External CO calculation can be done in the excel sheet circulated by the principal.
3. The standard of questions in the Internal exam and assignment questions must be improved.
4. Maintenance register and Dead stock registers must be verified by the HoDs.
5. A separate evaluation sheet must be maintained for Project Guide during reviews.
6. Malpractice register, Examiners and observers' appointment orders must be verified by chief superintendent of Exam Cell.

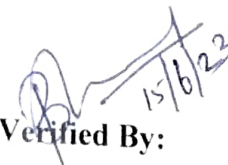
Feedback session minutes:

Sl. No.	Feedback	By	Response by Meeting Chair
1.	University exam marks for present semester cannot be assigned in CO attainment calculations. So how to calculate?	Mr. Sadanandan R HOD - ME	Two Excel sheets are shared by the Principal one with external exam result and other without external exam result. Sheets can be used accordingly
2.	Any Rubrics for evaluation sheet of project guide?	Ms. Ashilly N AP-ECE	The Rubrics mentioned in the syllabus can be used for guide evaluation.

Meeting concluded at 4.30 pm


15/6/23
Prepared By:

Archana P
IQAC Co-Coordinator


15/6/23
Verified By:

Blessy Rapheal M
IQAC Coordinator


15/6/23
Principal

Dr. Ramani K
IQAC Chairperson

Dr. RAMANI. K
Principal
Rajadhani Institute of Science & Technology
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