



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

IQAC MEETING MINUTES 1

Date: 20/10/2023

Time: 1.00 pm to 2.00 pm

Venue: Conference Hall

Meeting Convened by:

1. Dr. Ramani K (Principal, IQAC Chairperson) *Ramani* 20/10/23
2. Ms. Blessy Rapheal M (Asso. Prof. - ECE, IQAC Coordinator) *Bl*

Meeting attended by

Sl. No.	Name of Faculty	Designation	Signature
1.	Ms. Archana P	IQAC Coordinator, AP-EEE	<i>Archana P</i> 20/10/23
2.	Mr. Deepu T	AP - ME	<i>Deepu T</i> 20/10/23
3.	Ms. Ashilly N	AP-ECE	<i>Ashilly N</i> 20/10/23
4.	Ms. Rabeena T M	AP-CSE	<i>Rabeena T M</i> 20/10/23
5.	Ms. Biji U I	AP- CE	<i>Biji U I</i> 20/10/23
6.	Ms. Surabhi K	AP-ASH	<i>Surabhi K</i>

Agenda of the Meeting:

1. Summarized the external audit report of previous semester and suggested corrective measures
2. To discuss about the documents to be verified for the first internal audit.
3. Course file for common subject.
4. Minor subject.
5. Other related discussions.

Points discussed and Decisions taken are as follows:


1. Department-level documents to be verified are discussed. A checklist is provided to the department IQAC Coordinators for verification.
2. Internal audit is scheduled on October 26th and 27th, 2023. The department-wise schedule for the internal audit will be circulated by Ms. Blessy Raphael M., IQAC Coordinator.
3. Internal auditors should sign the audited files.
4. If any corrections or missed documents are found, auditors can provide remarks in the checklist available in the file and inform the respective faculty, department IQAC coordinator, and HoD for making corrective measures and get the corrections made verified and updated in the checklist by the auditor within a week after the audit date.
5. Auditors should re-audit the corrected documents and a final status report must be submitted to the IQAC coordinator before November 6th, 2023.
6. Regarding common subjects, one file can be maintained with course diaries kept separately for each department. One copy of other common elements like notes, question banks, university question papers, etc. can be maintained in that file itself.
 - Same box file can be maintained for one subject until the scheme is renewed.


- Previous semester box files can be appended with current semester related documents.
 - The new documents can be filed above the previous AY documents.
7. Course file is mandatory for Minor/Honor courses.
- HODs and Internal auditors need to audit the files as per the same checklist.
 - Subject communities will be created in Linways for all Minor/Honor courses.
 - All documents have to be maintained both in Linways and hardcopy of course file.
 - A monthly timetable should be prepared for Minor/Honor courses, which can include online classes on Saturdays.
8. Rubrics for all evaluations conducted must be framed and filed. These rubrics must be instructed to students and should be followed for the evaluations.
9. Remedial timetable with the hours before lunch break on Mondays, Wednesdays and Fridays need to be published monthly. Remedial conduction status has to be verified by HODs and audited by internal auditors. This will surely improve the mode of learning as per the completion of syllabus which in turn gets reflected in their internal test marks and final university results.
10. A supplementary remedial timetable should be prepared for the needy subjects suggested by students in each department. It has to be circulated to students and parents for achieving a good follow up of the supplementary subjects.
- During these remedial hours, important questions can be given in prior.
 - Students can be addressed about the plan of study based on the subject requirement.
 - Students may be instructed to learn small topics or questions given for that week.
 - Subject coordinator may suggest a date and time during the breaks or Saturdays for practicing the questions.
 - These sessions can be used for doubt clearing as well.


Feedback Session Minutes:

Sl. No.	Feedback	By	Response by Meeting Chair
1.	Whether hour wise attendance hardcopy mandatory?	Ms. Rabeena T M AP, CSE	Soft copies can be maintained. Any document that is challenging to keep in hard copy can be stored as a soft copy and the same must be made auditable during the internal & external audits.
2.	Time for Internal audit	Ms. Archana. P AP, EEE department	Before the audit, the auditors and the department coordinator can talk and decide on a convenient time for the audit on the scheduled dates as both may be engaged with class hours.

Meeting concluded at 2 pm


Prepared by:
Archana P
IQAC Co-Coordinator

Verified by: 
Blessy Rapheal M
IQAC Coordinator


Principal
Dr. Ramani K
IQAC Chairperson