



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

IQAC MEETING MINUTES 2

Date: 17/11/2023

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)

Ramani
17/11/23
[Signature]

Meeting attended by

Sl. No.	Name of Faculty	Designation	Signature
1.	Ms. Archana P	IQAC Coordinator, AP-EEE	<i>[Signature]</i> 17/11/23
2.	Mr. Deepu T	AP - ME	<i>[Signature]</i>
3.	Ms. Ashilly N	AP-ECE	<i>[Signature]</i> 17/11/23
4.	Ms. Rabeena T M	AP-CSE	<i>[Signature]</i>
5.	Ms. Biji U I	AP- CE	<i>[Signature]</i>
6.	Ms. Sefin Raj	AP-ASH	<i>[Signature]</i>

Agenda of the Meeting:

1. Discussion on the conduction of first internal audit.
2. Discussion on other improvements.

Points discussed and Decisions taken are as follows:

1. In all course files and department files, signatures of the faculties who are handling the files undersigned by HoDs are mandatory on all documents except the documents which are issued by University or Govt.
2. Rubrics should be defined for the lab experiments, seminars and projects.
3. Depts are suggested to file all the hard copies of the possible documents. Only bulky documents or data that is difficult to fit in A4 papers may be maintained as soft copies in department drives.
4. Students can register with professional bodies such as IEI and IEST, where enrollment is free of cost and it is common for all branches.
5. The purchase order and bills should be maintained properly by the lab staff.
6. Students' journal publications of an academic year in each dept can be compiled into a soft bonded book and kept in the dept library for future reference.
7. A fewer number of students have registered for MOOC courses. Advisors and HoDs should follow them up for completion of the courses and also encourage more students to enroll in MOOC courses related to the subjects in the corresponding semesters.
8. More students need to be encouraged to register Minors and Honors.
9. As part of the department association, various technical activities such as FDPs, skill development programs, webinars, etc., should be scheduled and conducted for improving the teamwork, communication skills, leadership skills etc.
10. Add-on courses, such as hands-on training of 3D printers and sessions on design engineering and so on can be conducted for improving their practical skills.

11. Students need to be encouraged to register in Innovation Cell, Start-up intimations IEDC, IEEE.
- They must be promoted to submit their ideas and get awareness about their ideation through the organized meet ups by various organizations.
 - This will improve their talents in thinking out of the box and come up with creative solutions for the problems.
 - Such talents may promote them to get funding from such organizations for the implementation of their ideas which in turn will help them to apply for patents.
 - Such initiatives need to be taken from the dept to promote building up their skills.
12. HoDs need to update the dept budget submitted during the commencement of the academic year with the details of the items received and submit request for the pending items yet to be received.
- Follow up of the items required must be made from the dept to make it available on time for the smooth conduct of the activities in the department.
13. The following documents must be updated in department-level files and made as a part of dept and HOD level discussions.
- Awards/Honors of Staff
 - Placement / Higher studies / Entrepreneurship / startups details of pass-out students with proof
 - Register showing activity points need to be updated by the staff advisors with the submission of activities by students in every semester.
 - Faculty evaluation 1 and 2 need to be analyzed by HOD of the concerned department and those faculty members whose percentage of feedback evaluation is less than 75 % need to submit an explanation mentioning the cause of reduction in the evaluation and the corrective measures suggested for overcoming the remarks. HOD may include their remarks and follow up the corrective measures suggested. Both evaluations need to be submitted within a week of evaluation to Principal with faculty and HOD remarks to take necessary corrective measures.
 - External interaction and staff extension file need to update with the available information and an elaborate discussion during the department meeting is suggested to improve the activities.
 - Each department may come up with plans to improve on these improvements in the department.


Meeting concluded at 2 pm



20/11/23

Prepared by:

Archana P
IQAC Co-Coordinator

Verified by:


Blessy Raphael M
IQAC Coordinator


20/11/23

Principal

Dr. Ramani K
IQAC Chairperson