
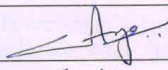
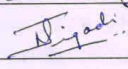
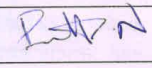



**Minutes of IQAC meeting held with Director, (Academics) RCL on 30/08/2020**

**Agenda for the Meeting: Action Plan-AQAR Submission-August 2020 to July 2021**

**Venue: Office of Director, (Academics) RCL**

Sl No	Names	Designation	Signature
1	Prof (Dr.) Rose Varghese	Director (Academics)	
2	Dr. Omprakash	Principal In-charge & Associate Professor (Law)	
3	Dr. Anuja S	Associate Professor (Law), Co-ordinator, IQAC	
4	Dr. Nikhila S. Tigadi	Assistant Professor, Senior Scale (Law)	
5	Ms. Rajashree K	Assistant Professor, Senior Scale (Law)	
6	Ms. Ramya	Assistant Professor (Sociology)	
7	Ms. Punitha N	Assistant Professor (Business Management)	
8	Ms. Gnanavi Bopaiah	Assistant Professor, (Law)	
9	Ms. Abhijit B.	Assistant Professor, (Law)	
10	Ms. Rhea Roy Mammen	Assistant Professor, Senior Scale (Law), Ex-Co-ordinator and Facilitate to IQAC	

**Proceedings of the meeting:**

The Director, (Academics) RCL welcomed Dr. Anuja.S (Associate Professor(Law), Co-ordinator, IQAC and the new members of IQAC which was re-constituted by an office order dated 25/08/2021. Ms. Rhea Roy Mammen, (Assistant Professor Sr. Scale, RCL) was also present at the meeting.

At the outset the Director (Academics) outlined the significance of IQAC as a prime organ of the institution that functions as a facilitative body for the enhancement of institutional growth and quality. Professor was vociferous regarding the need of the hour for faculty of the institution to act as one family by extending help, support and assistance to the IQAC in all its endeavours. The Director, emphasized upon the need for sensitizing the faculty on the subject matter and



assured that a faculty meeting will soon be convened in the month of September, 2021. The months, September and October were projected as the proper period to collect the information and complete the compilation of data for AQAR submission. The point was made clear by the Professor to the members of IQAC to incorporate details of all the academic and non- academic activities that were conducted at the behest of RCL, to be projected in the AQAR 2020-2021.

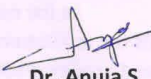
The Coordinator IQAC, Dr.Anuja.S, was called upon by the Director (Academics) to brief about the meeting Action Plan envisaged for AQAR Submission to the IQAC members. A brief presentation was made to the members regarding the objective behind AQAR Submission and its relevance in the context of institutional growth. The seven criterias of AQAR was divided amongst the IQAC members for administrative convenience. The strategies to be taken care of, regarding collection of information/ data from the Committees concerned, the faculty, the office personnel of RCL was discussed at length and the need for liasoning with different departments of GEF was mainly emphasized upon. Ms.Rhea, shared valuable suggestions from her first hand experiences of being in the role of Coordinator, IQAC which was well taken by everyone present in the meeting.

A list of members of various Committees constituted at RCL, was shared with the members of the IQAC, for identifying the Committees with which they need to network with. The need for meetings by the IQAC members with different Committees of RCL was highlighted by the Coordinator during the meeting. An Action Plan consisting of tentative timings was also shared with the Director (Academics) during the meeting.

Prof.(Dr).Rose Varghese appreciated the efforts taken up by IQAC regarding the preparatory works as to the submission of AQAR and shared with the IQAC members the concern for smooth and timely completion of the process. Professor, permitted the IQAC to conduct meetings with ERP (Campus Technology personnel) in coordination with Ms.Gnanvi, regarding the conducive data generation that can be made possible from their end, as and when required. The Director (Academics) shared with the members certain valuable information regarding the programmes conducted by the Centres/ Committees, that could come handy for IQAC, in the process.

The Director,(Academics) projected the need to schedule a meeting with Dr.P.N.Razdan, the Principal Advisor-Quality Assurance and Excellence Cell to appraise him of the preparatory works going on and eliciting his opinions and suggestions to be incorporated regarding the submission of AQAR,as well, along with the former Coordinator and the present Coordinator, IQAC.

The meeting was a fruitful one paving the way forward regarding the nuances of submission of AQAR and its intricacies.The presentation made by Dr.Anuja.S during the meeting is attached herewith for perusal and reference.

  
Dr. Anuja S  
Co-ordinator (IQAC)

