



Indian Institute of Space Science and Technology

Internal Meeting minutes

IQAC/M/2023-5

Agenda:SSR Preparation

Date & Time :3/1/2024 ; 11 am Location: Registrar Office, Admin Building, IIST

Attendees: Dr Kuruvilla Joseph, Dr.Chris Prema, Dr Gigy J. Alex, Dr Gomathi N, Dr Sam Noble, Dr.Sheeba Rani J, Dr. Prathap C, Abdunnasar A, Dr. N.Selvaganesan

TOPIC: CRITERIA 4

Presenter:,Dr.Prathap C

Decision:

- Criteria 4.1- completed
- Criteria 4.2-completed
- New Geo-tagged Photographs of classrooms have to be taken with teachers and students and IIST emblem in photographs (pending)
- Criteria 4.1.2,4.2.2,4.2.2- Collect Audit report consolidated related to Computer expenditure and IT services , Purchase order of computers have to be collected.(pending)

Action: Dr.Prathap C

Action: Shri Abdunnasar,Shri Rakesh Menon

Recommendation:

- Prof Kuruvilla proposed to have a policy on repair and maintenance. A policy has to be drawn after discussion.
- Practice log book and slot system for labs

Action: Dr Kuruvilla Joseph

Action: HoDs

TOPIC: CRITERIA 6

Presenter:Dr Gomathi N

Decision:

- Criteria 6.2.2- An e-governance report has to be prepared by SSG Team and the same has to be submitted to IQAC chairman for approval.(pending)
- Criteria 6.3.2- Office orders of Conference memorandum of faculty- Need to be collected from Establishment (pending)
- Criteria 6.4.2- Total grants received- include books donated to library by DoS can be included. (pending)

Action:Dr Gomathi N

Recommendation:

- Each dept is requested to organise AICTE sponsored FDP during summer vacation. And encourage participation of IIST faculty members.

Action:All(HoDs)

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(IQAC)

Verified by:Associate Co-ordinator
(IQAC)

Approved by:Co-ordinator
प्रोफ. कुरुविला जोसेफ (IQAC)
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Dean (Academics), IIST