Indian Institute of Space Science and Technology

Internal Meeting minutes

IQAC/M/2023-6

Agenda:SSR Preparation

Date & Time :8/1/2024 ; 2pm **Location:**Research lab, IIST

- **Attendees:** Dr Kuruvilla Joseph, Dr Gigy J. Alex, Dr Sam Noble, Dr.Sheeba Rani J,Dr Lekshmi V. Nair, Dr Samir Mandal, Smt. K. R. Bindya, Dr C V Anilkumar,Dr Deepak T.G, Dr.Jobin Cyriac, Dr Immanuel Raja

TOPIC: CRITERIA 2

Presenter:,Dr.Deepak.T.G

Decision:

- Criteria 2.6.1- Upload PEO/PSO/PO for all courses in website-Action point: mail send to all HoD's regarding CO

    Action: mail send to all HoD's regarding CO

- Criteria 2.6.2- Final year mark list of all students has to be collected. (pending)
- Criteria 2.1.1- Signed admission extract is collected.
- Criteria 2.1.2-Copy of letter issued from UGC/AICTE (pending)
- Criteria 2.2.1-CalTech internship student list collect from Mrs Bindya (pending)
- Criteria 2.2.2-Total student strength exclude PhD students has to be collected.(pending)

    Action: Dr Deepak T.G

- Criteria 2.7.1- Online student satisfaction survey(SSS)- 2022-2023 data collected from SSG and data sorted.Analysis of SSS (pending)

    Action: Dr C V Anilkumar,Dr Deepak T.G,Dr Sam Noble

TOPIC: CRITERIA 5

Presenter:Dr Lekshmi V. Nair

Decision:

- Criteria 5.1.1: completed
- Criteria 5.1.2- completed
- Criteria 5.1.3- From Aerospace, Avionics, Earth Science the team needs to collect soft skill, language & communication skill, awareness of trends in technology related program brochures
- Criteria 5.1.4- Upload document in website.
- Criteria 5.2.1- Need to collect appointment order of students who got placements IIST/ISRO/DOS
- Criteria 5.2.2-Completed
- Criteria 5.2.3-completed-- website link of orders (pending)
- Criteria 5.3.1-completed
- Criteria 5.3.2-Students council website has to be launched.
- Criteria 5.3.3- completed.

Prepared by:Diya U Pradeep
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(IQAC)

Verified by:Associate Co-ordinator
(IQAC)

Approved by:Co-ordinator
(IQAC)
प्रोफ. कुरुविला जोसफ़/Prof. Kuruvilla Joseph
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