Indian Institute of Space Science and Technology

Meeting minutes

IQAC/M/2024-5

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)

                                                        Action: Dr.Prathap C

- 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: 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.

                                                Action: Dr Kuruvilla Joseph

- Practice log book and slot system for labs

                                                        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

Verified by:
Associate Co-ordinator (IQAC)

डॉ. अनिल कुमार सी. वी./Dr. Anil Kumar C. V.
प्रोफेसर व विभागाध्यक्ष/Professor & Head
गणित विभाग/Department of Mathematics
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Approved by:
Co-ordinator (IQAC)

प्रोफ. कुरुविला जोसेफ
Prof. Kuruvilla Joseph
कुलसचिव, आईआईएसटी
Registrar, IIST

Chairman (IQAC)

डॉ. उण्णिकृष्णन नायर. एस
Dr. Unnikrishnan Nair S
निदेशक, आईआईएसटी
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