

**NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION  
TECHNOLOGY**

Department of Commerce

**Minutes of Research Quality Assurance Committee (RQAC)**

**Thursday 28th October 2021**

Faculty present- Dr. Mathew Jose K, Dr. Antony George, Dr. Jalendran E S, Ms. Lakshmi Priya M R, Ms. Bindu G, Ms. Anitha Mary Alex, Ms. Kavitha Vincent

Faculty absent-Dr. Joy Joseph Puthussery, Ms. Noble Devassy

Agenda:

- Allocation of Project Guide
- Project period syllabus
- Project Schedule
- Guidelines on preparing synopsis
- Usage of library during Project hour
- Best Project Awards

The meeting started at 2.15 p.m. and Dr. Antony George (Co-ordinator of RQAC) presided the meeting. Discussions and decisions of the meeting are mentioned below:


- Dr. Mathew Jose K (HoD) mentioned that Project topic selection and framing objectives are the primary responsibility of teachers engaging project hours.
- HoD also mentioned that guide allocation will be made according to the teachers who are engaging in respective final year classes.
- Dr. Antony brought into notice certain matters like – Research syllabus and format of synopsis will be forwarded to Project teachers and Project Guides respectively.
- HoD emphasized that maximum of 3 objectives is to be framed and no need to mention primary & secondary objectives.
- Dr. Jalendran mentioned that Project Guide should give one best project to RQAC for Best Project Award Nomination. Full paper is to be forwarded and not synopsis.
- Ms. Kavitha Vincent suggested that Meeting with Project guide once in a week is to be made compulsory.
- HoD mentioned that students should utilize library facilities during Project hours (Maximum 2 project hours can be utilized for this purpose)
- Minimum number of pages for the project report is 50 and the maximum is limited to 100 pages.



- Following are the tentative dates decided for submission of each stage:

Finalization of Project Topic	:	30 <sup>th</sup> November 2021
Synopsis	:	10 <sup>th</sup> December 2021
Submission of Questionnaire	:	15 <sup>th</sup> December 2021
Data Collection	:	10 <sup>th</sup> January 2022
Data Analysis	:	30 <sup>th</sup> January 2022
Draft Copy	:	10 <sup>th</sup> February 2022
Final Copy	:	20 <sup>th</sup> February 2022

- After discussions regarding the matters mentioned above. Dr. Antony concluded the meeting by 3.55 p.m.

  
Ms. Lakshmi Priya M R  
RQAC - Secretary

