

### **Meeting Discussions and Action Taken**

1. To organise FDP and workshops for teachers and Administrative staff. The activities may preferably start in the third week of June. The IQAC convener informed that the availability of Dr K S Radhakrishnan has been sought so as to inaugurate the activities and conduct a one-day FDP.
2. To organise special session for motivating the toppers of classes and also identifying the issues faced by slow learners and poor performers. The Principal and IQAC convener shall chart sessions for the same.
3. To design new feedback forms for student assessment of the institution and also teacher assessment by students.
4. To strengthen the activities of the documentation committee.
5. As pointed out by the external academic expert Dr V Mathew Kurian, there has been a paradigm shift in education and all are involved in healthy competition. The role of all stakeholders has changed tremendously.
6. Conduct training programme for administrative staff.
7. Decided to continue with the good practice of commemorating the services of stalwart teachers of yesteryears by organising academic lectures by experts, organising quiz competitions, providing scholarships etc. This will add to curriculum enrichment and academic excellence and at the same time, help the new generation students and teachers to have an idea regarding how well the teachers of the previous generation served their institutions. All departments may be asked to start such programme so that this can be developed as an Academic and Student Support Best Practice.
8. As a part of Value Education and also to provide knowledge regarding various important days, messages to be broadcast through Public announcement System by selected students and teachers.
9. Student representatives came out with suggestions like campus cleanliness, beautification, arranging talks relating to career, higher education and placement and organising extension initiatives.
10. Departments shall prepare plan of action and the students shall be informed the same.
11. A committee consisting of Smt N V Leela, Sri Manoj Narayanan K S,