

## IQAC Meeting for the year 2017-18

Meeting	No 1
Date	03/08/2017
Venue	Mrs Mammen Mappilai Education Technology Hall (Room No 13)
Time	3.00 pm

### Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Shyla Abraham	Teacher Representative
4	Dr Jyothimol P	Teacher Representative
5	Dr Suma Bino Thomas	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Sindu Jones	Teacher Representative
8	Smt Arabhi P	Teacher Representative
9	Sri Shibu M George	Teacher Representative
10	Dr Rejitha v	Teacher Representative
11	Dr Joy Markose	Bursar & Finance Officer
12	Sri Rajan Varughese	HA- Office Head
13	Sri Alexander Oommen	Management Representative
14	Dr Sheelakumari R S	Parent Representative
15	Adv P K Vinodkumar	Industry Representative
16	Mr Ramnath R	Student Representative
17	Ms Ganga S Kumar	Student Representative
18	Ms Ansu Anil	Student Representative
19	Ms Ann Merin Kuruvilla	Student Representative

## **Meeting Routines**

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion of previous minutes and action taken on the same
  - Review of plan of actions and modification of academic calendar based on revised examination schedules.
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- Presidential Address by Principal
  - Emphasises the role of IQAC in the development of the institution
  - Need to get acquainted with the revised accreditation methodology
  - Mentioned the major academic achievements during the last year as well as the programmes conducted in the first three months.
- IQAC Convener presented a brief overview of the report for the year 2016-17 and the AQAR.

## **Meeting Discussions and Action Taken**

1. Academic audit of the year 2016-17 during October /November. Audit team may be drawn from M G university. IQAC Convener to do the follow up action and prepare schedule for the two-day programme.
2. Updating details in college website to be made in a timely manner and softcopies of brochures and events shall be sent to iqac mail.
3. The face book page of the college has to be popularised among stakeholders
4. Departments may try to organise collaborative events.
5. The alumni representative Adv Vinod kumar offered a scholarship of Rs 2500/-
6. A newsletter for the year to be prepared and DR Shyla Abraham entrusted with the charge.
7. The suggestions by student representatives regarding infra structural maintenance and augmentation were positively considered.
8. Departments/Clubs were asked to conduct quality-oriented programmes, Career related and Entrepreneurship related programmes and cultural programmes after considering the academic and examination schedule.

9. To ensure participation in NIRF ranking from the academic year. Though, the college has not yet received any mail from MHRD in this regard, it was decided to hold discussions with institutions who are already registering for NIRF and get acquainted with the procedure.
- Formal Vote of Thanks by Dr Shyla Abraham