

## IQAC Meeting for the year 2015-16

Meeting	No1
Date	xx
Venue	Dr A P Mani Media Centre
Time	3.15 pm

## Members

1	Prof Alexander V George	Principal
2	Sri Manoj Narayanan K S	Co-ordinator
3	Smt N V Leela	Teacher Representative
4	Dr Shyla Abraham	Teacher Representative
5	Dr Jyothimol P	Teacher Representative
6	Sri M J Shaju	Teacher Representative
7	Dr Annie Cherian	Teacher Representative
8	Dr Suma Bino Thomas	Teacher Representative
9	Dr Sindu Jones	Teacher Representative
10	Smt Elsie Elizabeth	Teacher Representative- Special Invitee
11	Smt Liji Koshy	Teacher Representative
12	Smt Arabhi P	Teacher Representative
13	Dr Nibu A George	Teacher Representative
14	Sri Shibu M George	Teacher Representative
15	Dr Joy Markose	Bursar & Finance Officer
16	Sri P E Johnykutty	HA- Office Head
17	Dr V Mathew Kurian	External Expert-Academician
18	Prof Cherian Thomas	Management Representative
19	Adv P K Vinodkumar	Alumni Representative
20	Mr Abey Zacharias	Student Representative
21	Ms P K Archana	Student Representative

22	Ms Sudhi Mary Thomas	Student Representative
23	Ms Gadha R	Student Representative

### **Meeting Routines**

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Presidential Address by Principal
  - Congratulated the entire IAQC team for securing overall A Grade with CGPA 3.11 in the third cycle of accreditation. He pointed out that Target 2020 shall be set to face the 4<sup>th</sup> cycle.
  - Stressed on the role of IQAC for continuing with the quality education provided by the institution

### **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,
- Formal vote of thanks proposed by Sri M J Shaju.