IQAC Meeting for the year 2018-19

Meeting	No 1
Date	24-09-2018
Venue	Mrs Mammen Mappilai Education Technology Centre
Time	3.30 pm

Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Jyothimol P	Teacher Representative
4	Dr Shyla Abraham	Teacher Representative
5	Dr Suma Bino Thomas	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Sindu Jones	Teacher Representative
8	Dr Joy Markose	Bursar & Finance Officer
9	Sri Rajan Varughese	Superintendent
10	Smt Seena R Nair	Librarian
11	Prof Jacob Kurian Onattu	Academician- External
12	Sri Alexander Oommen	Management Representative
13	Sri Baby Kuriakose	Parent Representative
14	Adv Vinod Kumar	Alumni Representative
15	Mr Abraham Kurian	Industry Representative
16	Mr Akhil A Pai	Student Representative
17	Mr Ananthakrishnan K	Student Representative
18	Prof Jyothi Susan Abraham	Documentation Officer- (Special Invitee)

Meeting Routines

- Started with a silent prayer

- Words of Welcome by IQAC co-ordinator

- Discussion of previous minutes and action taken on the same

  o Revised Plan of Action , considering Examination Schedule approved

- Presidential Address by Principal

  o Thrust on new accreditation framework of NAAC

  o Preparation of AQAR based on formats

  o Overview on College activities till date

Meeting Discussions and Action Taken

1. More provisions for differently abled persons like ramp construction in the old buildings, wherever possible, provision of wheel chair; more facilities shall be arranged in the Ladies' Room in the newly constructed building

2. Necessary renovations shall be made in the playground – (reference: NAAC peer team report of third cycle)

3. More student involvement in various social projects including exploring the possibility of palliative care unit by the college.

4. Utilisation of tutorial sessions for suggestions from the students in arranging activities catering to Institutional Social Responsibility.

5. To authorise Department Heads to supervise the mentoring activities by providing formats based on the general format circulated. The HoDs will be in charge of allotting students to mentors and the same mentor would continue for the entire programme period. In case of Guest Faculty Members or changes in the faculty list, necessary substitution or re-arrangements can be done by the HoD and an internal circular may be issued effecting the same. Mentoring shall be in addition to the tutorial system.

6. E-learning has to be promoted. Each department shall submit e-resources like YouTube videos to be uploaded in the college website.

7. Possibility of digitalisation and automation in e-governance activities shall be explored.

8. Preparation for NAAC accreditation process to be started at the earliest.

9. Support of alumni may be sought to convert more class rooms into smart class rooms.

10. Encourage teachers to participate in FDPs, short term programmes etc in addition to Orientation and Refresher Courses.
11. Establishment of a computer lab cum smart class room in the newly constructed Students Amenities Centre and seeking financial assistance from the MLA Fund of Sri Thiruvanchoor Radhakrishna MLA who is also an alumnus of the college.

- IQAC Convener presented the rolling plan for the next three months. The details of various academic and co/extra-curricular activities, achievements etc. were presented.
- Formal Vote of Thanks by Dr P Jyothimol.