

IQAC Meeting for the year 2016-17

Meeting	No 2
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	Dr Shyla Abraham	Teacher Representative
4	Dr Lata Mariana Varghese	Teacher Representative
5	Dr Jyothimol P	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Suma Bino Thomas	Teacher Representative
8	Dr Sindu Jones	Teacher Representative
9	Dr Jancey Thomas	Teacher Representative
10	Smt Liji Koshy	Teacher Representative
11	Smt Arabhi P	Teacher Representative
12	Dr Sindu Jones	Teacher Representative
13	Sri Shibu M George	Teacher Representative
14	Dr J Nalini	Teacher Representative
15	Dr Joy Markose	Bursar & Finance Officer
16	Sri K Y Philipose	HA- Office Head
17	Dr V Mathew Kurian	External Expert-Academician
18	Prof Cherian Thomas	Management Representative
19	Smt Seena R Nair	Librarian
20	Adv P K Vinodkumar	Alumni Representative
21	Ms Jiya Annie JAcob	Student Representative
22	Ms Binuja Varghese	Student Representative

Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion on previous meeting minutes and follow up action
 - Review of academic audit process, reports and actions to be taken on the suggestions
- Presidential Address by Principal
 - Spoke about the observations of academic audit team
 - Invited suggestions from the members for overall improvement

Meeting Discussions and Action Taken

1. Academic Calendar to include all examination schedule and various club as well as association activities too. Execution of calendar shall be monitored through the monthly reports submitted
2. Discussed and modified the action plan
3. Reviewed the progress of sessions arranged for advanced and slow learners.
4. Reviewed the input details of AQAR for 2015-16- Necessary modifications suggested- IQAC Convener entrusted to prepare the final draft once the PG results are declared by the University and send the same to NAAC after getting final approval.
5. Based on the suggestions from various subject associations and the committee to review the association activities as well as the suggestions of College Council, it was decided to do away with the competitions among associations for Best Subject Association and instead, encourage all Subject Associations to conduct programmes of their choice instead of sticking to the lists provided.
6. The FDPs/Orientation programmes arranged for teachers were reviewed and was decided to arrange such programmes which are useful for the staff members.
7. Discussed the activities of NSS, NCC Units etc and decided to carry out meaningful extension activities like House constructions,
8. Research Methodology related classes, training etc to be arranged for final year degree and PG students.
9. PG departments shall encourage students for paper presentation and publications.

10. All departments shall organise quality academic lectures as part of enrichment programmes.
- Formal vote of thanks proposed by Dr Jyothimol P.