

IQAC Meeting for the year 2017-18

Meeting	No 2
Date	12/11/2017
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	Prof N V Leela	Teacher Representative
4	Dr Shyla Abraham	Teacher Representative
5	Dr Biju Thomas	Teacher Representative
6	Dr Jyothimol P	Teacher Representative
7	Dr Suma Bino Thomas	Teacher Representative
8	Dr J Nalini	Teacher Representative
9	Dr Annie Cherian	Teacher Representative
10	Dr Sindu Jones	Teacher Representative
11	Smt Arabhi P	Teacher Representative
12	Sri Shibu M George	Teacher Representative
13	Dr Rejitha V	Teacher Representative
14	Dr Joy Markose	Bursar & Finance Officer
15	Sri Rajan Varughese	HA- Office Head
16	Sri Alexander Oommen	Management Representative
17	Dr Sheelakumari R S	Parent Representative
18	Adv P K Vinodkumar	Alumni Representative
19	Sri Abraham Kurian	Industry Representative
20	Mr Ramnath R	Student Representative
21	Ms Ganga S Kumar	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
- Presidential Address by Principal
 - Presented the Academic Audit Report for 2016-17; discussed the observations of the team members Dr Johney Johnson and Dr Anas S; Department-wise score sheets were provided to the department representatives. The top scoring department would be eligible for the trophy instituted by Prof Jacob Kurian Onattu.
 - 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 thanked all for the successful conduct of the academic audit.

Meeting Discussions and Action Taken

1. Suggestions for the purchase of some software which will help the e-documentation storage as a part of accreditation
2. Sessions for teachers and NTS under the auspices of IQAC.
3. Discussion on feedback from stakeholders and discussion on action to be taken at the department level and the college level.
4. Departments may try to organise collaborative events.
5. Constitution of Criterion teams in view of the upcoming NAAC accreditation 4th cycle.
6. Arrange motivational sessions for bright and advanced learners as well as learners whose academic performance is not found to be satisfactory.

Formal Vote of Thanks by Dr Shyla