

IQAC Meeting for the year 2016-17

Meeting	No 3
Date	xx
Venue	Mrs Mammen Mappilai Education Technology Centre
Time	3.30 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 Lata Mariana Varghese	Teacher Representative
6	Dr Jyothimol P	Teacher Representative
7	Dr Annie Cherian	Teacher Representative
8	Dr Suma Bino Thomas	Teacher Representative
9	Dr Sindu Jones	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	Fr K K Thomas	Parent Representative
18	Dr V Mathew Kurian	External Expert-Academician
19	Prof Cherian Thomas	Management Representative
20	Smt Seena R Nair	Librarian
21	Adv P K Vinodkumar	Alumni Representative
22	Ms Jiya Annie JAcob	Student Representative

23	Ms Binuja Varghese	Student Representative
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Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion on previous meeting minutes and follow up action
- Presidential Address by Principal
 - Explained the progress of the Twin Building project- The second Women's Hostel and Golden Jubilee Amenity Centre and the status till date.
 - Invited suggestions from the members for overall improvement

Meeting Discussions and Action Taken

1. The draft of AQAR for 2015-16 discussed and approved. The modifications of result related aspects to be done and the final draft may be prepared accordingly.
2. Review of activities of various clubs and associations was done. Principal and IQAC convener were entrusted to do the follow up once the reports are submitted.
3. The feedback responses were analysed. Necessary action for improvement were discussed and recommended for implementation. The Principal and IQAC convener were authorised to discuss the same with staff members.
4. The activity summary report prepared by the IQAC co-ordinator was approved.
5. It was decided to seek alumni support and help with regard to student scholarships, development of infrastructure and also extension activities.
6. It was also decided to encourage more teachers to pursue research. The Research Cell may collect details of permanent teachers who have not yet registered for research and motivate them to do so. Also, efforts shall be taken so that those who have already registered on a part-time basis shall proceed on FDP Scheme for full time research.

The members appreciated the efforts of Principal Prof Alexander V George for the past two years and wished him a peaceful post-retirement life.

- Formal vote of thanks proposed by Smt N V Leela.

