IQAC Meeting for the year 2015-16

Meeting	No 3
Date	xx
Venue	Mrs Mammen Mappilai education technology Centre
Time	2.15 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 Arabhi P	Teacher Representative
12	Dr Nibu A George	Teacher Representative
13	Sri Shibu M George	Teacher Representative
14	Dr Joy Markose	Bursar & Finance Officer
15	Sri P E Johnykutty	HA- Office Head
16	Prof Cherian Thomas	Management Representative
17	Adv P K Vinodkumar	Alumni Representative
18	Mr Abey Zacharias	Student Representative
19	Ms P K Archana	Student Representative
20	Ms Sudhi Mary Thomas	Student Representative
21	Ms Salamma Viod	Parent Representative

Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion on previous minutes and appraisal of action taken on the same.
- Presidential Address by Principal
    - Summarised the important activities and events organised during the year
    - Appreciated the organisers of various events including Union Elections, Union Activities etc.
    - Communicated the viewpoints and suggestions of students as received from structured feedback forms and also personal communication with students

Meeting Discussions and Action Taken

1. Organise workshops for teachers and, if possible, inter-collegiate seminars/workshops with thrust on quality initiatives in higher education sector.
2. Evaluation of the activities of subject associations was done and endorsed the results as judged by the external panel. It was also decided to consider the suggestions received from students and teachers-in-charge of various Subject Associations to do way with the competition system and encourage conduct of quality programmes.
3. Organise more motivational programme for students belonging to various learning groups like advanced learners, slow learners etc. and also direct departments to identify the learning needs and status of various students by evaluation techniques including tests, quiz, debates, discussions etc. Bridge courses and enrichment lectures may be arranged wherever necessary. Teachers shall offer remedial classes for students wherever possible.
4. Feedback questionnaire shall include questions on library too as suggested by peer team. Necessary changes and upgradations shall be implemented in the library.
5. Encourage departments to go for collaborations and MOUs for carrying out activities and run add on courses.
6. The tutors shall be directed to maintain proper records of mentoring their wards.

- Formal vote of thanks proposed by Dr Suma Bino Thomas.