

IQAC Meeting for the year 2018-19

Meeting	No 4
Date	30/05/2019
Venue	Principal's Chamber
Time	3.00 pm

Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Suma Bino Thomas	Teacher Representative
4	Dr Jyothimol P	Teacher Representative
5	Dr Annie Cherian	Teacher Representative
6	Dr Sindu Jones	Teacher Representative
7	Dr Joy Markose	Bursar & Finance Officer
8	Sri Biji Kunchako	Superintendent
9	Sri Alexander Oommen	Management Representative
10	Sri Baby Kuriakose	Parent Representative
11	Mr Abraham Kurian	Industry Representative
12	Mr Ananthakrishnan K	Student Representative
13	Mr Akhil A Pai	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
 - Feedback reports presented
 - Software proposals in the final stage
 - Session of e-content development arranged in the first week of May

- Presidential Address by Principal
 - Reminded the importance of the upcoming accreditation cycle
 - Urged the departments to include programmes that result in qualitative improvement and holistic development
 - Thanked all the members for the unstinted support offered during the last two years as Principal

Meeting Discussions and Action Taken

1. Mentoring Reports to be prepared in a new format (discussed and approved) from 2019-20 onwards.
 2. Departments shall take initiatives to conduct more outreach programmes including creation of public awareness on important developments, sensitisation campaigns etc.
 3. Efforts shall be made to provide more scholarships and endowments.
 4. The tentative plan of action of departments and clubs discussed and approved. Considering the suggestions made, an academic plan incorporating co-curricular and extra-curricular activities shall be finalised.
 5. The proposed certificate programmes of departments were discussed and possibility of academic linkages and tie-ups were also explored.
- The members
 - thanked the Principal for her meticulous work and wished her a blessed post-retirement life(The Principal would be retiring from service on 30th June 2019)

Formal Vote of Thanks by Dr Jyothimol P