

IQAC Meeting for the year 2017-18

Meeting	No 4
Date	08/05/2018
Venue	Mrs Mammen Mappilai Education Technology Hall (Room No 13)
Time	2.00 pm

Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Shyla Abraham	Teacher Representative
4	Dr Jyothimol P	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Sindu Jones	Teacher Representative
8	Smt Arabhi P	Teacher Representative
10	Dr Joy Markose	Bursar & Finance Officer
11	Sri Rajan Varughese	HA- Office Head
12	Dr Sheelakumari R S	Parent Representative
13	Prof Jacob Kurian Onattu	External Expert-Aademician
14	Adv P K Vinodkumar	Alumni Representative
15	Mr Ramnath R	Student Representative
16	Ms Ganga S Kumar	Student Representative
17	Ms Ann Merin Kuruvilla	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
 - Summarised the major activities during the academic year 2017-18
 - Stressed on the importance of NAAC Grade in future, such as RUSA funding and all

Meeting Discussions and Action Taken

1. Steps to undertake Green audit with thrust on areas like Energy Audit.
 2. Explore the possibility of getting funds for development/scholarship etc. from various sources
 3. Promotion of MOOC Courses. Dr Nibu A George will be in charge at the college level.
 4. Registration of alumni association in consultation with the alumni officials and seek more support from the alumni.
 5. Setting up more ICT enabled classrooms
 6. Arrange programmes session that helps in holistic development of students on the campus
 7. Internet and computing facilities in the library to be augmented.
 8. As an academic extension, provide classes/sessions/activity for school students, especially those schools with limited resources.
 9. Introduce innovative techniques in teaching, examination etc and also provide e-resources including videos.
 10. To take necessary steps for getting recognition for Chemistry department as a Centre for Research and also encouraging eligible teachers to apply for guideship.
 11. To apply for a NAAC sponsored seminar and Dr Sindu Jones was entrusted to prepare a proposal and do the follow up act in consultation with the Principal and IQAC co-ordinator.
 12. Approval for the tentative plan of action and academic calendar for the next academic year
- Formal vote of thanks proposed by Dr Sindu Jones