

### **IQAC Meeting for the year 2015-16**

Meeting	No. 2
Date	07/10/2015 Wednesday
Venue	Mrs Mammen Mappilai Education Technology Centre
Time	3.15 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 Liji Koshy	Teacher Representative
12	Smt Arabhi P	Teacher Representative
13	Dr Nibu A George	Teacher Representative
14	Sri Shibu M George	Teacher Representative
15	Dr Joy Markose	Bursar & Finance Officer
16	Sri P E Johnykutty	HA- Office Head
17	Dr V Mathew Kurian	External Expert-Academician
18	Prof Cherian Thomas	Management Representative
19	Adv P K Vinodkumar	Alumni Representative
20	Mr Abey Zacharias	Student Representative
21	Ms P K Archana	Student Representative



22	Ms Sudhi Mary Thomas	Student Representative
23	Ms Gadha R	Student Representative
24	Ms Seena R Nair	Librarian
25	Ms Salamma Vinod	Parent Representative

### Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Presidential Address by Principal
  - Stressed on the role of IQAC members for the accreditation related activities.
  - Shared his views on more decentralised governance by making various committees more functional and also entrusting HoDs with various tasks.

### Meeting Discussions and Action Taken

1. To form department level QACs with representatives from various stakeholders. The composition can be decided by the respective department and the QAC shall function like IQAC.
2. The collection of details of work shall be through individual monthly statements, department reports on a monthly basis, Result Report form the departments, Evaluation of academic performance report by the HoD and Status of execution of academic plans by the department
3. To take necessary steps to arrange scholarships and free ships to students from all possible sources
4. To make necessary arrangements in implementing the suggestions of NAAC Peer team such as additional Hostel facilities for girls, student amenity centre, making more e-resources available especially at the library, creation of better learning ambience by arranging more facilities etc.

5. To arrange and organise activities in the campus which paves way for the holistic development of a student.
6. Conduct training programme for administrative staff.

- Formal vote of thanks proposed by Dr Sindu Jones



IQAC Co-ordinator  
Sri. Manoj Narayanan K.S.



Principal  
Basilius College  
Kottayam

**IQAC Co - ordinator**  
**Basilius College, Kottayam**