

**IQAC Meeting for the year 2017-18**

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| Meeting | No 2   |
| Date    | 12/11/2017   |
| Venue   | Mrs MammenMappilai Education Technology Hall<br>(Room No 13) |
| Time    | 3.00 pm  |

**Members**

|    |                     |                          |
|----|---------------------|--------------------------|
| 1  | Dr Jancey Thomas    | Principal in charge      |
| 2  | Dr Shaju M J        | Co-ordinator             |
| 3  | Prof N V Leela      | Teacher Representative   |
| 4  | Dr Shyla Abraham    | Teacher Representative   |
| 5  | Dr Biju Thomas      | Teacher Representative   |
| 6  | Dr Jyothimol P      | Teacher Representative   |
| 7  | Dr Suma Bino Thomas | Teacher Representative   |
| 8  | Dr J Nalini         | Teacher Representative   |
| 9  | Dr Annie Cherian    | Teacher Representative   |
| 10 | Dr Sindu Jones      | Teacher Representative   |
| 11 | SmtArabhi P         | Teacher Representative   |
| 12 | Sri Shibu M George  | Teacher Representative   |
| 13 | Dr Rejitha V        | Teacher Representative   |
| 14 | Dr Joy Markose      | Bursar & Finance Officer |

|    |                      |                           |
|----|----------------------|---------------------------|
| 15 | Sri RajanVarughese   | HA- Office Head           |
| 16 | Sri Alexander Oommen | Management Representative |
| 17 | Dr Sheelakumari R S  | Parent Representative     |
| 18 | Adv P K Vinodkumar   | Alumni Representative     |
| 19 | Sri Abraham Kurian   | Industry Representative   |
| 20 | Mr Ramnath R         | Student Representative    |
| 21 | Ms Ganga S Kumar     | 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
  - Presented the Academic Audit Report for 2016-17; discussed the observations of the team members Dr Johnney Johnson and Dr Anas S; Department-wise score sheets were provided to the department representatives. The top scoring department would be eligible for the trophy instituted by Prof Jacob Kurian Onattu.
  - Need to get acquainted with the revised accreditation methodology
  - Mentioned the major academic achievements during the last year as well as the programmes conducted in the first three months.
- IQAC Convener thanked all for the successful conduct of the academic audit.

### Meeting Discussions and Action Taken

1. Suggestions for the purchase of some software which will help the e-documentation storage as a part of accreditation
2. Sessions for teachers and NTS under the auspices of IQAC.

3. Discussion on feedback from stakeholders and discussion on action to be taken at the department level and the college level.
  4. Departments may try to organise collaborative events.
  5. Constitution of Criterion teams in view of the upcoming NAAC accreditation 4<sup>th</sup> cycle.
  6. Arrange motivational sessions for bright and advanced learners as well as learners whose academic performance is not found to be satisfactory.
- Formal Vote of Thanks by Dr Shyla Abraham

*Shayn m y*  
IQAC Co-ordinator

Dr. M.J. Shaju

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



*Shayn m y*  
**Principal**  
**Baselius College**  
**Kottayam**