

**IQAC Meeting for the year 2016-17**

Meeting	No 1
Date	02/06/2016
Venue	Mrs Mammen Mappilai Education Technology Hall (Room No 13)
Time	2.30 pm

**Members**

1	Prof Alexander V George	Principal
2	Sri Manoj Narayanan K S	Co-ordinator
3	Dr Shyla Abraham	Teacher Representative
4	Dr Lata Mariana Varghese	Teacher Representative
5	Dr Jyothimol P	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Suma Bino Thomas	Teacher Representative
8	Dr Sindu Jones	Teacher Representative
9	Dr Jancey Thomas	Teacher Representative
10	Smt Liji Koshy	Teacher Representative
11	Smt Arabhi P	Teacher Representative
12	Dr Sindu Jones	Teacher Representative
13	Sri Shibu M George	Teacher Representative
14	Dr J Nalini	Teacher Representative
15	Dr Joy Markose	Bursar & Finance Officer
16	Sri K Y Philipose	HA- Office Head
17	Dr V Mathew Kurian	External Expert-Academician
18	Prof Cherian Thomas	Management Representative
19	Smt Seena R Nair	Librarian

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20	Adv P K Vinodkumar	Alumni Representative
21	Ms Jiya Annie JAcob	Student Representative
22	Ms Binuja Varghese	Student Representative

### **Meeting Routines**

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Presidential Address by Principal
  - Offered a formal welcome to the new members, especially student representatives
  - Stressed on the role of IQAC in the quality maintenance and enhancement and called for active support and participation

**Meeting Discussions and Action Taken**

1. Academic Audit of 2015-16 to be conducted in July with two external experts. IQAC co-ordinator authorised to constitute the committee, prepare the schedule and do the follow up.
2. Approve the plan of action prepared by the departments and clubs and decided to prepare a Master Plan cum Academic Calendar based on the tentative schedules. The plan can be reviewed and necessary changes to be made whenever necessary.
3. Arrange motivational sessions for advanced learners and also for slow learners. The continuous evaluation can be made use of to ascertain the various categories of learners and class teachers and HoD shall identify such learners.
4. Arrange Orientation and FDPs for teaching staff and administrative staff.
5. Strengthen the documentation by IQAC. Documentation committee and IQAC convener shall constantly follow up the submission of reports and documents by teachers in charge of various activities, clubs etc.
6. Collect structured feedback from students as done in the previous years and analyse the responses.
7. Encourage students to participate in the various co-curricular and extra-curricular activities conducted which helps in their overall developmet.
8. Take steps to encourage more students to visit the library and make use of the facilities. Make necessary infrastructure modifications and additions in the library including new CCTV.
9. To start a Civil Service Club to motivate the civil service aspirants, arrange interactive sessions with experts as well as Civil Servants, provide training session etc.
10. To give thrust to celebration of various important days like Environment Day, Yoga Day, etc so as to create awareness among students and carry out meaningful extension activities too.
11. Approval for the tentative plan of action and academic calendar
  - Formal vote of thanks proposed by Dr Jyothimol P.