

IQAC Meeting for the year 2015-16

Meeting	No. 3
Date	21/03/2016
Venue	Mrs. Mammen Mappilai Education Technology Centre
Time	2.15 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 Arabhi P	Teacher Representative
12.	Dr Nibu A George	Teacher Representative
13.	Sri Shibu M George	Teacher Representative
14.	Dr Joy Markose	Bursar & Finance Officer
15.	Sri P E Johnykutty	HA- Office Head
16.	Prof Cherian Thomas	Management Representative
17.	Adv P K Vinodkumar	Alumni Representative
18.	Mr Abey Zacharias	Student Representative
19.	Ms P K Archana	Student Representative

20.	Ms Sudhi Mary Thomas	Student Representative
21.	Ms Salamma Vinod	Parent Representative

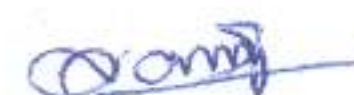
Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion on previous minutes and appraisal of action taken on the same.
- Presidential Address by Principal
 - Summarised the important activities and events organised during the year
 - Appreciated the organisers of various events including Union Elections, Union Activities etc.
 - Communicated the viewpoints and suggestions of students as received from structured feedback forms and also personal communication with students

Meeting Discussions and Action Taken

1. Organise workshops for teachers and, if possible, inter-collegiate seminars/workshops with thrust on quality initiatives in higher education sector.
2. Evaluation of the activities of subject associations was done and endorsed the results as judged by the external panel. It was also decided to consider the suggestions received from students and teachers-in-charge of various Subject Associations to do away with the competition system and encourage conduct of quality programmes.
3. Organise more motivational programme for students belonging to various learning groups like advanced learners, slow learners etc. and also direct departments to identify the learning needs and status of various students by evaluation techniques including tests, quiz, debates, discussions etc. Bridge courses and enrichment lectures may be arranged wherever necessary. Teachers shall offer remedial classes for students wherever possible.
4. Feedback questionnaire shall include questions on library too as suggested by peer team. Necessary changes and upgradations shall be implemented in the library.

5. Encourage departments to go for collaborations and MOUs for carrying out activities and run add on courses.
6. The tutors shall be directed to maintain proper records of mentoring their wards.
 - Formal vote of thanks proposed by Dr. Suma Bino Thomas.



IQAC Co-ordinator

Sri. Manoj Narayanan K.S.



Principal
Basilius College
Kottayam

IQAC Co - ordinator
Basilius College, Kottayam