

IQAC Meeting for the year 2018-19

Meeting	No 2
Date	14/02/2019
Venue	Principal's Chamber
Time	3.00 pm

Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Biju Thomas	Teacher Representative
4	Dr Jyothimol P	Teacher Representative
5	Dr Annie Cherian	Teacher Representative
6	Dr Sindu Jones	Teacher Representative
7	Dr Joy Markose	Bursar & Finance Officer
8	Sri Rajan Varughese	Superintendent
9	Smt Seena R Nair	Librarian
10	Prof Jacob Kurian Onattu	Academician- External
11	Sri Alexander Oommen	Management Representative
12	Sri Baby Kuriakose	Parent Representative
13	Adv Vinod Kumar	Alumni Representative
14	Mr Abraham Kurian	Industry Representative
15	Mr Ananthakrishnan K	Student Representative
16	Prof Jyothi Susan Abraham	Documentation Officer- (Special Invitee)

Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion of previous minutes and action taken on the same
 - Visit to old age homes, orphanages etc. by students

- Construction of ramps
- More facilities arranged in the Ladies' Room
- Playground renovation done
- Request submitted to Honble MLA Sri Thiruvanchoor Radhakrishnan for establishment of Smart Class Room- Follow up required
- Presidential Address by Principal
 - Thrust on new accreditation framework of NAAC
 - Preparation of AQAR based on formats
 - Overview on College activities till date

Meeting Discussions and Action Taken

1. Installation of water cooler in the new building as suggested by student representative
 2. Exploring the possibility of a permanent arrangement for conduct of examination-
The space above the administrative block may be considered
 3. Installation of new software – a comprehensive student management software
 4. Possibilities of industry linkage to be explored.
 5. Launching of Online courses by teachers/departments to be considered. Dr Nibu A George nominated as the Faculty-in charge of Online and MOOC Courses.
 6. Preparation of mentoring reports and remedial class reports
 7. Conduct Department level specific programmes in connection with Placement, Job opportunities and Higher Studies
 8. Conduct of Green Audit by external agency
 9. Collect various feedback from students relating to institution, alumni feedback, parent feedback, employer feedback etc.
- IQAC Convener presented the rolling plan for the next three months.
 - It was also informed about:
 - Certificate Courses/Diploma launched by the Departments of Commerce, Mathematics and Economics
 - The inspection of elevating Chemistry Department as a Centre for Research is over and syndicate decisions is awaited

- Clubs and Associations have conducted various programmes relating to value education, soft skills, life skills etc.
- Departments have conducted/ planned to conduct Seminars. Lecture Series, Workshops, Exhibitions, Research related programmes, Inter- Collegiate Fests etc- the details were presented
- Campus Initiative like Arjuna Vs Drona
- Update of PG Results and academic activities.

Formal Vote of Thanks by Sri Rajan Varughese.