

IQAC Meeting for the year 2019-20

Meeting	No 4
Date	30/05/2020
Venue	Online meeting
Time	4.30 pm

Members

1	Dr Biju Thomas	Principal
2	Dr Shaju M J	Co-ordinator
3	Dr Jyothimol P	Teacher Representative
4	Dr Suma Bino Thomas	Teacher Representative
5	Dr Annie Cherian	Teacher Representative
6	Dr Sindu Jones	Teacher Representative
7	Sri Manoj Narayanan K S	Teacher Representative
8	Dr Joy Markose	Bursar & Finance Officer
9	Sri Sabu K John	Superintendent
10	Prof Jacob Kurian Onattu	External Expert- Academician
11	Ms Liya Zacharia	Student Representative
12	Mr Akhil Kumar A	Student Representative

Meeting Routines


- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Presidential Address by Principal
 - Appraised the members on the situation on account of the pandemic
 - Informed the members about the various activities undertaken during the lockdown period by the staff and the students
 - The collection of data from the students during the time of pandemic and distribution of financial assistance to the needy students was also informed.

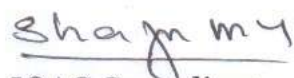
Meeting Discussions and Action Taken

1. The survey report of students on the Teaching Learning Process, Infrastructure, Library and the curriculum was presented.
2. It was decided to give more importance to the cleanliness and maintenance of infrastructure, once the pandemic situation is over. That particular aspect has received the lowest rating.
3. It was also noted that some students lacked awareness regarding the proper way of informing grievances to the authorities which result in delayed settlement of issues, though most of those related to non-availability of water supply in pipes, improper working of switches or fans, leakages etc. It was decided to make the students aware of the mechanism for grievance lodging to the authorities.
4. It was also decided to provide more facilities in the library and promote more students to make use of the e-facilities in the library. The internet facilities in the library has to be augmented
5. It was also decided to augment the internet connectivity speed and arrange more Wi-Fi facilities at the department as online classes are likely to stay for some time.

6. The defects pointed out by students and teachers on curriculum shall be pointed out to the chairpersons of the BoS, especially by those teachers who are serving as members of Board of Studies.
 7. The alumni suggestions on the necessary steps for improvement such as career guidance programme, soft skill training etc has to be arranged on a frequent basis.
 8. The plan of action and academic calendar can be presented and finalised in the next meeting on account of the pandemic situation prevailing.
- The meeting congratulated the students who secured placement including the IQAC student representative AkhilKumar.
 - Formal Vote of Thanks by Sri Manoj Narayanan K S




Principal
Basilius College
Kottayam


IQAC Co-ordinator

Dr. M.J. Shaju

IQAC Co - ordinator
Basilius College, Kottayam