IQAC Meeting for the year 2019-20

Meeting	No 1
Date	30/08/2019
Venue	Mrs Mammen Mappilai Education Technology Centre
Time	11.30 am

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 Biji Kunchacko	Superintendent
10	Sri Alexander Oommen	Management Representative
11	Sri Baby Kuriakose	Parent Representative
12	Adv Vinod Kumar	Alumni Representative
13	Mr Abraham Kurian	Industry Representative
14	Ms Liya Zacharia	Student Representative
15	Mr Akhil Kumar A	Student Representative

Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Presidential Address by Principal
  - Addressed the gathering and shared his views on the functioning of IQAC.
  - Pointed out that a decentralised form of administration with stake holder participation and involvement will do a lot of good for the development of the institution.

Meeting Discussions and Action Taken

1. Approval of the plan of action and academic calendar which was revised in accordance with the University Schedules
2. Necessary renovations shall be made in the playground – (reference: NAAC peer team report of third cycle)
3. More student involvement in various social projects including exploring the possibility of palliative care unit by the college.
4. Utilisation of tutorial sessions for suggestions from the students in arranging activities catering to Institutional Social Responsibility.
5. To authorise Department Heads to supervise the mentoring activities by providing formats based on the general format circulated. The HoDs will be in charge of allotting students to mentors and the same mentor would continue for the entire programme period. In case of Guest Faculty Members or changes in the faculty list, necessary substitution or re-arrangements can be done by the HoD and an internal circular may be issued effecting the same. Mentoring shall be in addition to the tutorial system.
6. E-learning has to be promoted. Each department shall submit e-resources like YouTube videos to be uploaded in the college website.
7. Possibility of digitalisation and automation in e-governance activities shall be explored.
8. Preparation for NAAC accreditation process to be started at the earliest.

9. Support of alumni may be sought to convert more class rooms into smart class rooms.

10. Encourage teachers to participate in FDPs, short term programmes etc in addition to Orientation and Refresher Courses.

11. Arrange more study tours, industrial visits, filed projects etc to provide more experiential learning opportunities to the students

12. Strengthen the student support initiatives like WWS, ASAP, SSP etc

13. Establishment of a computer lab cum smart class room in the newly constructed Students Amenities Centre and seeking financial assistance from the MLA Fund of Sri ThiruvanchoorRadhakrishnan MLA who is also an alumnus of the college.

14. Approved the proposals for launch of add on/ skill development programmes to be started by the department.

- IQAC Convener presented the rolling plan for the next three months. The details of various academic and co/extra-curricular activities, achievements etc. were presented.

- Formal Vote of Thanks by Dr.Jyothimol P.

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IQAC Co-ordinator

Dr. M.J. Shaju

IQAC Co-ordinator
Baselius College, Kottayam

Principal
Baselius College
Kottayam