

IQAC Meeting for the year 2017-18

Meeting	No 3
Date	12/03/2018
Venue	Mrs Mammen Mappilai Education Technology Hall (Room No 13)
Time	3.00 pm

Members

1	Dr Jancey Thomas	Principal in charge
2	Dr Shaju M J	Co-ordinator
3	Dr Shyla Abraham	Teacher Representative
4	Dr Jyothimol P	Teacher Representative
5	Dr Suma Bino Thomas	Teacher Representative
6	Dr Annie Cherian	Teacher Representative
7	Dr Sindu Jones	Teacher Representative
8	Smt Arabhi P	Teacher Representative
9	Sri Shibu M George	Teacher Representative
10	Dr Rejitha v	Teacher Representative
11	Dr Joy Markose	Bursar & Finance Officer
12	Sri Rajan Varughese	HA- Office Head
13	Sri Alexander Oommen	Management Representative
14	Dr Sheelakumari R S	Parent Representative
15	Prof Jacob Kurian Onattu	External Expert-Aademician
16	Adv P K Vinodkumar	Alumni Representative
17	Mr Ramnath R	Student Representative
18	Ms Ganga S Kumar	Student Representative
19	Ms Ann Merin Kuruvilla	Student Representative

Meeting Routines

- Started with a silent prayer
- Words of Welcome by IQAC co-ordinator
- Discussion of previous minutes and action taken on the same
- Presidential Address by Principal
 - Highlighted the need for more faculty publications in approved journal.
 - More sessions to NET coaching to be arranged

Meeting Discussions and Action Taken

1. Questionnaires for feedback shared.
 2. Conduct of Job fairs and strengthening the Career Guidance and Placement Cell
 3. Departments to explore the chances of launching more certificate programmes.
 4. Criterion Committees shall meet and collect the details as per the SSR guidelines.
 5. To encourage students, especially students to present papers in seminars/conferences, publish articles in approved journals and hold more sessions with thrust on Research Methodology- Departments shall chart Action Plan for the next academic year accordingly.
 6. Encourage teachers to participate in Orientation and FDPs where there is thrust on ICT based teaching-learning, modern teaching aids and techniques etc.
 7. Student representatives suggested holding of more career guidance programmes and arrange sessions on higher education opportunities. It was decided to arrange programmes department/stream-wise so that students are benefitted more.
 8. Participating in Government Projects like Unnath Bharath Abhiyaan and encourage students to involve in such nation building initiatives.
 9. Departments/Clubs were asked to prepare tentative action plan for the next academic year which has to be presented in the next meeting.
 10. To present the summary of activities held during the present academic year during the next IQAC meeting
- The members appreciated various programmes conducted by the department and clubs during the period.

- The external members appreciated the efforts of the Baselian family for organising programmes focussing on quality enhancement.
- Formal vote of thanks proposed by Dr Jyothimol P.