

## Minutes of IQAC Meetings 2017-18

Date	Minutes of the meeting	Action Taken
<p style="text-align: center;"><b>14-06-2017</b></p>	<p>The meeting started with a silent prayer. The following decisions were arrived at:</p> <ol style="list-style-type: none"> <li>1. Update teachers personal file and HODs file. This work has to be completed on or before 11th September 2017.</li> <li>2. Selected a monitoring committee for mock visit to departments and for providing suggestions for improvement to each department. The following members were nominated:               <ol style="list-style-type: none"> <li>i) Dr. Tiji Zacharia, Principal</li> <li>ii) Dr. Sathosh P Kuruvilla</li> <li>iii) Dr. Bindhu Abraham</li> <li>iv) Dr. Baby Paul</li> <li>v) Prof. Jobin Abraham</li> </ol> </li> <li>3. Instituted financial support for innovative project ideas of students. A scheme for promoting research attitude among students is envisaged. A financial support of Rs.5000 is allocated for the best project idea from the students.</li> </ol> <p>The meeting came to an end at 3.00 PM.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Monitoring committee conducted mock visits all departments and instructions are given wherever needed.</li> <li>2. Financial support given for an innovative project idea from student.</li> </ol>
<p style="text-align: center;"><b>25-07-2017</b></p>	<p>The meeting started with a silent prayer at 2.00 PM in the Principals room.</p> <p>The following decisions were arrived at:</p> <ol style="list-style-type: none"> <li>1. Sri. Rajeev Paul was nominated as the new IQAC member replacing the retired staff member Sri. Sajan Varkey</li> <li>2. A committee was set up for revising the feedback form that is currently in use. The committee comprises Dr. Sushan P K, Sindhu Thomas and Shine P S.</li> <li>3. It was felt that the procedure for TC</li> </ol>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Revised feedback form under the leadership of Dr. Shushan P.K., Sindhu Thomas and Shine P.S.</li> </ol>

	<p>application needs simplification. An adhoc committee to study this issue was formed. The members are Fr.Mathews Chalappuram, Dr.Eby N Elias and Dr.Eldhose T John.</p> <p>Dr. Sathosh P Kuruvilla presented the results of SWOT analysis conducted Academic Audit &amp; Retreat. Suggested that two copies of the report of the same may be handed over to the Principal at the earliest.</p> <p>The meeting came to an end at 4.00 PM.</p>	
<p><b>11-10-2017</b></p>	<p>The meeting started with a silent prayer at 2.00 PM in the Principals room. Discussed the following :</p> <ol style="list-style-type: none"> <li>1. Congratulated the meritorious activities staged by various departments and cells: <ol style="list-style-type: none"> <li>a) Quiz competition organized by Commerce department.</li> <li>b) IT Quiz organized by Department of Computer Application.</li> <li>c) News paper release by English &amp; Journalism department.</li> <li>d) Inauguration of Music Club.</li> </ol> </li> <li>2. Selected two adhoc committees <ol style="list-style-type: none"> <li>a) Revision of feedback: Dr.Sushn P K, Nimmol P John , Sindhu Thomas.</li> <li>b) TC simplification: Dr.Eby N Elias ,Fr. Mathews Chalappuram, Dr. Eldhose T John</li> </ol> </li> <li>3. Decided to conduct Department Mock visit as per the following schedule: <ul style="list-style-type: none"> <li>• <b>23-10-2017</b> - Department of Electronics</li> <li>• <b>24-10-2017</b> - Department of Computer Applications</li> <li>• <b>27-10-2017</b> - Department of English &amp; Journalism</li> <li>• <b>30-10-2017</b> - Department of Commerce</li> </ul> </li> </ol>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted mock visit to all department.</li> <li>2. Committee for TC revision took steps to simplify TC application procedure.</li> </ol>

	<ul style="list-style-type: none"><li>• <b>31-10-2017</b> - Department of Business Administration</li></ul> <ol style="list-style-type: none"><li>4. For conducting staff training Dr. Benjamin Varghese was nominated as the Convener.</li><li>5. Decided to bring out a book titled 'Quality Initiatives in Higher Education'. To coordinate this, IQAC coordinator, Shine P S, Sindhu Thomas, Giji Mathai, Rajeev Paul and Principal were authorized.</li></ol>	
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