



## Minutes of IQAC Meetings 2017-18

<b>Date</b>	<b>Minutes of the meeting</b>	<b>Action Taken</b>
<b>14-06-2017</b>	<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. The meeting came to an end at 3.00 PM.</li> </ol>	<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>
<b>25-07-2017</b>	<p>The meeting started with a silent prayer at 2.00 PM in the Principals room. 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</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>

	<p>Commerce</p> <ul style="list-style-type: none"> <li>• <b>31-10-2017</b> - Department of Business Administration</li> </ul> <p>4. For conducting staff training Dr. Benjamin Varghese was nominated as the Convener.</p> <p>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.</p>	
<p><b>22.01.18</b></p>	<p>The meeting started at 12.30pm with a silent prayer in the Principals' room. The following were discussed in the meeting:</p> <ol style="list-style-type: none"> <li>1. Criterion Heads for NAAC accreditation</li> <li>2. Status of Online Courses</li> <li>3. Research Projects</li> <li>4. Feedback collection</li> </ol> <p>Based on the discussions on the above, Dr. Jacob Abraham, Dr. Santhosh P Kuruvilla, Dr. Jeeva Jose, Dr. Baby Paul, Prof. Shine P.S, Dr. Sushan P.K and Dr. Manju Abraham were assigned as NAAC criterion heads. It was also decided to group all staff into seven committees and assign them to each team head.</p> <p>Congratulated Dr. Santhosh P Kuruvilla for his exemplary coordination with regard to online course registration. He reported the present status of registration for NPTEL course.</p> <p>Deputed Dr. Jeeva Jose to search for appropriate agencies that offer sponsorships for carrying minor/major research projects.</p> <p>It was also decided to collect students</p>	<p>Based on the recommendations of IQAC meeting held on 22.01.18, following actions were initiated.</p> <ol style="list-style-type: none"> <li>1. Grouped all staff members into seven, and assigned to each Criterion team leader. Subsequently, a committee level meeting was also called for.</li> <li>2. Dr. Jeeva Jose, shortlisted few agencies and the information circulated amidst all faculties.</li> <li>3. Students' feedback collected.</li> </ol>

	<p>feedback by the last week of February.</p> <p>The meeting came to an end at 1.30pm</p>	
<p><b>27.03.18</b></p>	<p>The meeting started at 11.00am with a silent prayer in the Principals' room on 27.03.2018. The following is adopted as the meeting agenda:</p> <ol style="list-style-type: none"> <li>1. Academic Audit</li> <li>2. Staff orientation</li> <li>3. Collection of various cells/department reports</li> <li>4. Reconstitution of IQAC</li> </ol> <p>Based on the agenda adopted it was decided to conduct the annual academic audit on 08.06.2018.</p> <p>Decided to arrange for staff orientation on 09.06.18 in a venue outside the college.</p> <p>It was strongly proposed that all reports pertaining to various cell and departments should be submitted to Principal before the annual academic audit.</p> <p>Decided to reconstitute the IQAC committee so to include the Criterion team leaders.</p>	<p>Complying with the decisions taken by the IQAC meeting held on 27.03.18, the following actions were initiated.</p> <ol style="list-style-type: none"> <li>1. A committee for conducting the 'Annual Academic Audit &amp; Retreat' right in the beginning of the year itself was constituted.</li> <li>2. A five member committee constituted for organizing staff orientation</li> <li>3. Reconstituted the IQAC committee.</li> </ol>
	<p>Signature: </p> <p>Dr. T.J.H. ZACHARIAH Principal Basilios Poullose II Catholicos College Piravom - 686 664</p> <p>Name of the Institution/Head of the Institution: Principal Basilios Poullose II Catholicos College Piravom - 686 664</p>	

## Minutes of IQAC Meetings 2016-17

Date	Minutes of the meeting	Action Taken
<b>17-06-2016</b>	<p>The meeting discussed various matters and arrived at the following decisions:</p> <ol style="list-style-type: none"> <li>1. Decided to organize a staff training program on 23<sup>rd</sup> or 24<sup>th</sup> of June 2016.</li> <li>2. Decide to commence value education and tutorial at the earliest.</li> <li>3. Decided to organize orientation program for first year students.</li> <li>4. Orientation programs for the second years and third years were also planned. Dr. Benjamin Varghese, Giji Mathai and Bince John were nominated as the coordinators.</li> <li>5. Fixed 23-06-2016 as the final date for submitting staff self-appraisal forms.</li> <li>6. Proposed to conduct a seminar on Quality Enhancement using ICT in association with BCA department. Head of the Department, Shaju Varghese, informed that the decision will be informed after their department level discussions.</li> <li>7. The HODs must supervise the staff profile published in college web site to keep them up date.</li> </ol> <p>The meeting came to an end at 4.15.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Organized staff training program</li> <li>2. Organized orientation program for first year students.</li> <li>3. Organized orientation program for second year and third year students.</li> </ol>
<b>22-08-2016</b>	<p>The meeting started at 3.15pm with a silent prayer in the Principals room. The minutes of the previous meeting was submitted and approved.</p> <p>The further meeting discussed the following:</p> <ol style="list-style-type: none"> <li>1. All HOD's presented a brief department level review.</li> </ol> <p>Ms.Sindhu Thomas informed 50 % of the previous year pass out secured first class which includes one distinction and two A grades. Further proposed to conduct a lecture series and workshop on editing.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted innovative program <ul style="list-style-type: none"> <li>• Induction program for first year students – in IT and Communicative English.</li> <li>• Initiated Academic Support Program- for digitalizing all previous year question papers</li> </ul> </li> </ol>

	<p>Shaju Varghese announced their state level IT fest is scheduled on 23-08-2016.</p> <p>Kurian M J, informed that commerce department is planning to organize two seminars and a quiz competition in association with SBT.</p> <p>Since John reported that college music club bagged first place in western group song competition organized by JT Pac.</p> <ol style="list-style-type: none"> <li>2. Draft AQAR report was submitted. Ms.Sindhu Thomas is entrusted to verify and correct the report, if any errors found.</li> <li>3. Decided to conduct two innovative programs in the current year <ol style="list-style-type: none"> <li>i) Induction program for first year students – in IT and Communicative English.</li> <li>ii) Academic Support Program- for digitalizing all previous year question papers.</li> </ol> </li> </ol> <p>The meeting congratulated Dr. Benjamin Varghese and Giji Mathai for exemplary organization of the orientation class for first year, second year and third year students.</p> <p>The meeting came to an end at 4.15 PM.</p>	<p>with the assistance of Gigi Mathai.</p>
<p><b>13-03-2017</b></p>	<p>The meeting started at 2.30 PM with a silent prayer in the Principals room. IQAC coordinator presented the minutes of the previous meeting and sought the approval of the members.</p> <p>The committee discussed various issues and arrived at the following decisions:</p> <ol style="list-style-type: none"> <li>1. Decided to update office automation software package. A subcommittee comprising Dr. Santhosh, Dr. Jeeva and all Department heads is constituted.</li> <li>2. Discussed about the new journal. The responsibility to start the same is entrusted to college research cell. Dr. Baby Paul and Fr. Mathews Chalappuram are nominated to associate with the research cell in starting the journal.</li> </ol>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Invited Mr. Seby Issac to join IQAC cell as a distinguished member.</li> <li>2. Committees formed for conducting annual academic audit and planning and staff training program.</li> </ol>

	<p>3. Mr. Seby Issac is nominated to be included in IQAC committee as the external member.</p> <p>4. Decided to conduct annual academic audit and planning on 3<sup>rd</sup> June 2017 and staff training on 30<sup>th</sup> June 2017.</p> <p>The meeting came to an end at 3.45 PM. Prof. Nimmol P John proposed vote-of thanks.</p>	
<p><b>29-03-2017</b></p>	<p>The meeting started with a silent prayer in the Principals room at 2.00 PM. The following decisions were taken:</p> <ol style="list-style-type: none"> <li>1. Research cell should start a research journal and must try to conduct an international conference in the year 2017-18.</li> <li>2. Suggested that HODs must maintain a file containing the copy of certificates of seminars /journal publications by teachers in the department.</li> <li>3. Constituted a committee for the academic retreat scheduled on June 3<sup>rd</sup>. Members are Dr. Santhosh Potharay, Fr. Mathews Chalappuram, Bince John, Bibu Skaria and Gigi Mathai.</li> <li>4. Recommended that the presentations by HODs should be done compulsorily with the aid of power point during academic retreat.</li> <li>5. Dr. Santhosh Potharay suggested that result analysis should be given more emphasis and comparisons with University results should also be carried out.</li> <li>6. Observed that college website need to be updated.</li> </ol> <p>The meeting came to an end at 3.45 PM and Gigi Mathai proposed vote-of thanks.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Committee for the academic retreat started functioning.</li> <li>2. College website updated.</li> </ol>

## Minutes of IQAC Meetings 2015-16

<b>Date</b>	<b>Minutes of the meeting</b>	<b>Action Taken</b>
12-08-2015	<p>The meeting started at 12.00pm with a silent prayer. Meeting arrived at the following decisions:</p> <ol style="list-style-type: none"> <li>1. Profile of all faculty members in college website is to be updated and updated. HODs should do the needful in this regard.</li> <li>2. Teachers with PhD degree must be encouraged for applying for research guide ship.</li> <li>3. Instructed that the Value Education and Tutorial group for the current year students must commence at the earliest.</li> <li>4. Set up a subcommittee for revising student feedback questionnaire. Prof Nimmol P John, Dr. Sushan P K and Prof. Sindhu Thomas were nominated.</li> <li>5. A new e-mail-id for the IQAC may be created for communicating IQAC related matters.</li> <li>6. Recommended more frequent IQAC meetings.</li> <li>7. Fr. Mathews Chalappuram offered to engage a class on office procedures for all staff.</li> </ol> <p>The meeting came to an end at 1.15 PM.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Instructed given to update profile of all faculty members in the website.</li> <li>2. Revised questionnaire for students feedback.</li> <li>3. Created e-mail ID for IQAC.</li> </ol>
17-11-2015	<p>The meeting started with a silent prayer in the Principals room. The minutes of the previous meeting was submitted and approved.</p> <p>The meeting discussed the following :</p> <ol style="list-style-type: none"> <li>1. Informed the members that research guide ships are presently awarded only</li> </ol>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted farewell meetings to honor the guest faculties terminated recently.</li> <li>2. Requested for reports on</li> </ol>



	<p>for the faculties in University Departments.</p> <ol style="list-style-type: none"> <li>2. The details for submitting previous year AQAR must be collected by the departments heads and handed over on or before 30-11-2015.</li> <li>3. IQAC coordinator informed that the new e-mail id iqacbpc@gmail.com will be used for future communications from IQAC cell.</li> <li>4. Principal instructed that utilization certificates for completed MRP is to be handed over to the college office by 20<sup>th</sup> November 2015.</li> <li>5. Decided that farewell meetings may be arranged in gratitude for the guest faculties who have served the college for 6 months or more.</li> <li>6. Decided to include Dr. Geetha Sajeev and Shine P S in IQAC committee.</li> <li>7. Invited the Department heads for presenting the half yearly review. Dr. Benjamin Varghese, Prof. shaju Varghese, Prof. kurian M J, Prof Sindhu Thomas, Gigi Mathai and Fr. Mathews Chalappuram presented the half yearly reports</li> </ol> <p>. The meeting came to an end at 4.00 PM.</p>	<p>half yearly review from each departments.</p>
<p>14-12-2015</p>	<p>IQAC summoned a meeting of the Department heads on 14-12 2015 in the Principals room. The agenda of the meeting :</p> <ol style="list-style-type: none"> <li>1. Collection of details for AQAR.</li> <li>2. Conduct Seminars/Conferences.</li> <li>3. National Institutional Ranking.</li> <li>4. New initiatives.</li> <li>5. News letter.</li> <li>6. College blog.</li> </ol> <p>The meeting arrived at various decisions. The details required for bringing out the news letter is to be handed over by the heads on or</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Collected details as required for AQAR</li> <li>2. Conducted a seminar in association with department of English was discussed.</li> </ol>

	before 11 <sup>th</sup> Jan. 2016. Also decided to plan for a seminar in association with department of English on the topic 'New initiatives in Higher Education'.	
23-02-2016	<p>The meeting was convened to present the draft of the previous AQAR. The members recommended variations, suggestions and appending in the report.</p> <p>Also decided to forward the final AQAR to the NAAC office on or before 31<sup>st</sup> March 2016</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Forwarded the final AQAR to the NAAC office.</li> </ol>

## Minutes of IQAC Meetings 2014-15

Date	Minutes of the meeting	Action Taken
09.06.14	<p>IQAC summoned a meeting of members in IQAC on 9-06-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and sought approval.</p> <p>Discussed about various activities to be conducted this academic year.</p> <ol style="list-style-type: none"> <li>1. Staff Training programme to be conducted. A skilled and renowned speaker is to be approached as our resource person.</li> <li>2. Help-desk for new admission assistance. This will help the parents to know what are prospects of the courses and also the documents/fee required.</li> </ol> <p>Meeting came to end at 01.30pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted staff training.</li> <li>2. Help desk set for assistance during admission.</li> </ol>
14.08.14	<p>IQAC summoned a meeting of the members of IQAC on 14-08-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and took the approval of the members present.</p> <p>Discussed and reviewed the activities of various cells and clubs and recommended that all in-charges should maintain proper records of the work done.</p> <ol style="list-style-type: none"> <li>1. Parents meeting to be conduct after the internal examination.</li> <li>2. Arrange staff tour this year.</li> <li>3. Improve the quality of the food served in the college canteen.</li> <li>4. Promote the use CFL/LED lamps in the college as well in hostel.</li> </ol> <p>Meeting came to end at 03.30pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted parents meeting.</li> <li>2. Arranged a staff tour.</li> <li>3. Steps initiated to improve the quality of the food served in the college canteen.</li> <li>4. Installed few CFL and LED lamps in college and hostel.</li> </ol>
12.12.14	<p>IQAC summoned a meeting of the members</p>	<p>The following actions were</p>

	<p>of IQAC on 12-12-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and sought the approval.</p> <p>Discussed and reviewed various activities. The following resolutions were taken</p> <ol style="list-style-type: none"> <li>1. Conduct Carol night. Invite all staff, students, their parents and neighbors.</li> <li>2. Classes in even semester must be completed at least by second week of March, so that students get sufficient time for examination preparation.</li> <li>3. Also decided to pre-announce the schedule for internal examinations at the beginning of current even semester.</li> </ol> <p>Meeting came to end at 12.00pm.</p>	<p>taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Celebrated Christmas Carol night.</li> <li>2. Instructions to class teachers to complete the curriculum on time.</li> <li>3. Announced schedule for internal examinations much earlier.</li> </ol>
20.03.15	<p>IQAC summoned a meeting of the members of IQAC on 20-03-2015 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and got approval from members.</p> <p>Discussed and reviewed the activities conducted during the academic year. And further resolved the following:</p> <ol style="list-style-type: none"> <li>1. Conduct Academic Audit and Review in the beginning of the next year.</li> <li>2. Assist all students preparing for university examinations by giving them study notes/ previous year question papers and keys etc.</li> <li>3. Staff training to be organized during the next June.</li> <li>4. News and events organized by various cells and departments must be reported in college website.</li> </ol> <p>Meeting came to end at 04.00pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Conducted Academic Audit and Review.</li> <li>2. Assisted all students for preparing university examination.</li> <li>3. Organized staff training.</li> <li>4. Published News and Events by various department and cells in college website.</li> </ol>

## **Minutes of IQAC Meetings 2013-14**

<b>Date</b>	<b>Minutes of the meeting</b>	<b>Action Taken</b>
03-06-2013	<p data-bbox="395 367 991 566">IQAC summoned a meeting of the Members in IQAC on 03-06-2013 in the Principals room. The meeting started with a silent prayer in the Principals room.</p> <p data-bbox="395 584 831 618">Resolutions taken in the meeting:</p> <ol data-bbox="395 640 991 1995" style="list-style-type: none"> <li data-bbox="395 640 991 1010">1. Resolved to submit AQAR by the end of this month. A committee comprising Prof.Tiji Zachariah, Dr.Santhosh P.K., Prof. Jobin Abraham, Prof.Nimmol P. John, Dr.Sushan P.K., Prof.Shine P.S. and Sindhu Thomas has constituted for preparing AQAR.</li> <li data-bbox="395 1061 991 1319">2. Details of students failed in their examination in each department should be submitted within one week and students must meet principal with their parents.</li> <li data-bbox="395 1370 991 1570">3. Decided to conduct an orientation program for second and third year students and the duty assigned to Mr.Giji Mathai.</li> <li data-bbox="395 1621 991 1995">4. An admission committee is constituted for making admissions procedure more effective.  Committee members:- Dr.Santhosh P.K.(Convener), Prof.Preethi K. John, Prof.Sushan P.k., Prof.Saji K.S., Prof.Sheba K.U., Ms.Prasanna Kumari,</li> </ol>	<p data-bbox="1013 367 1410 510">The following actions were taken according to IQAC recommendations:</p> <ol data-bbox="1013 528 1410 1115" style="list-style-type: none"> <li data-bbox="1013 528 1410 562">1. Submitted AQAR.</li> <li data-bbox="1013 584 1410 728">2. Conducted orientation program for second year and third year student.</li> <li data-bbox="1013 750 1410 949">3. Constituted admission committee for making admissions procedure more effective.</li> <li data-bbox="1013 972 1410 1115">4. Conducted orientation program for freshers and their parents.</li> </ol>

	<p>Fr.Mathews C.K. and Mr.Sajan Varkey.</p> <p>5. Decided to conduct an orientation program for new comers, their parents and staff. Duty is assigned to Prof.Jobin Abraham, Tharthiose Paul and Prof.Bince John.</p> <p>6. IQAC authorized college canteen committee to take necessary steps for making the works of canteen more effective and also decided to invite quotations from the interested agencies.</p> <p>7. Principal announced that UGC has sanctioned 4 national seminars and add-on course applied by electronics department to our college and he congratulated IQAC and the concerned department for their achievement. Prof.Baby Paul has given charge by IQAC for conducting these seminars.</p> <p>Meeting came to end at 3.30 pm</p>	
19-06-2013	<p>The formal meeting of IQAC started with a silent prayer in the Principals room.</p> <p>Resolutions taken in the meeting:-</p> <p>1. Decided to conduct an orientation program for the parents and fresher's on 5<sup>th</sup> July 2013(opening day) and a committee constituted for this program. Committee members are Prof.Tiji Zachariah, Prof.Jobin Abraham, Prof.shine P.S. and Mr.Giji Mathai</p>	<p>The following actions were taken according to IQAC recommendations:</p> <p>1. Prepared specific action plan to all departments and published in department notice board.</p> <p>2. Conducted computer training program for the staff members.</p>

	<p>2. Decided to prepare specific action plan to all departments and which has to be published in department's notice board.</p> <p>3. Decided to conduct a computer training program for the staff members and the charge enlisted to Dr.Saji K.S. and Prof.Preethi K. John for making this training program effectively.</p> <p>4. IQAC appreciated all the members those who worked in preparation of different UGC proposals.</p> <p>5. IQAC also congratulated the convener Prof.Bince John and other staff members of the Electronics department for conducting workshop successfully.</p> <p>Meeting came to end at 4.00pm</p>	
11-10-2013	<p>IQAC summoned a meeting of the Members of IQAC on 11-10-2013 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and sought the approval.</p> <p>Discussed and reviewed the activities of varies cells and clubs and recommended that all in-charges should maintain proper records of the work done.</p> <p>Meeting came to end at 01.00pm.</p>	<p>Action Taken: Notices issued to all coordinators regarding maintenance of proper records and photographs.</p>