

Minutes of IQAC Meetings 2016-17

Date	Minutes of the meeting	Action Taken
<p style="text-align: center;">17-06-2016</p>	<p>The meeting discussed various matters and arrived at the following decisions:</p> <ol style="list-style-type: none"> 1. Decided to organize a staff training program on 23rd or 24th of June 2016. 2. Decide to commence value education and tutorial at the earliest. 3. Decided to organize orientation program for first year students. 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. 5. Fixed 23-06-2016 as the final date for submitting staff self-appraisal forms. 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. 7. The HODs must supervise the staff profile published in college web site to keep them up date. <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"> 1. Organized staff training program 2. Organized orientation program for first year students. 3. Organized orientation program for second year and third year students.
<p style="text-align: center;">22-08-2016</p>	<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"> 1. All HOD's presented a brief department level review. <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"> 1. Conducted innovative program <ul style="list-style-type: none"> • Induction program for first year students – in IT and Communicative English. • Initiated Academic Support Program- for digitalizing all previous year question papers

	<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"> 2. Draft AQAR report was submitted. Ms.Sindhu Thomas is entrusted to verify and correct the report, if any errors found. 3. Decided to conduct two innovative programs in the current year <ol style="list-style-type: none"> i) Induction program for first year students – in IT and Communicative English. ii) Academic Support Program- for digitalizing all previous year question papers. <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>13-03-2017</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"> 1. Decided to update office automation software package. A subcommittee comprising Dr. Santhosh, Dr. Jeeva and all Department heads is constituted. 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. 	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Invited Mr. Seby Issac to join IQAC cell as a distinguished member. 2. Committees formed for conducting annual academic audit and planning and staff training program.

	<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 3rd June 2017 and staff training on 30th June 2017.</p> <p>The meeting came to an end at 3.45 PM. Prof. Nimmol P John proposed vote-of thanks.</p>	
<p>29-03-2017</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"> 1. Research cell should start a research journal and must try to conduct an international conference in the year 2017-18. 2. Suggested that HODs must maintain a file containing the copy of certificates of seminars /journal publications by teachers in the department. 3. Constituted a committee for the academic retreat scheduled on June 3rd. Members are Dr. Santhosh Potharay, Fr. Mathews Chalappuram, Bince John, Bibu Skaria and Gigi Mathai. 4. Recommended that the presentations by HODs should be done compulsorily with the aid of power point during academic retreat. 5. Dr. Santhosh Potharay suggested that result analysis should be given more emphasis and comparisons with University results should also be carried out. 6. Observed that college website need to be updated. <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"> 1. Committee for the academic retreat started functioning. 2. College website updated.