

## Minutes of IQAC Meetings 2013-14

Date	Minutes of the meeting	Action Taken
03-06-2013	<p>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>Resolutions taken in the meeting:</p> <ol style="list-style-type: none"> <li>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>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>3. Decided to conduct an orientation program for second and third year students and the duty assigned to Mr.Giji Mathai.</li> <li>4. An admission committee is constituted for making admissions procedure more effective.</li> </ol> <p>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,</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> <li>1. Submitted AQAR.</li> <li>2. Conducted orientation program for second year and third year student.</li> <li>3. Constituted admission committee for making admissions procedure more effective.</li> <li>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>