

Minutes of IQAC Meetings 2015-16

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

	<p>for the faculties in University Departments.</p> <ol style="list-style-type: none"> 2. The details for submitting previous year AQAR must be collected by the departments heads and handed over on or before 30-11-2015. 3. IQAC coordinator informed that the new e-mail id iqacbpc@gmail.com will be used for future communications from IQAC cell. 4. Principal instructed that utilization certificates for completed MRP is to be handed over to the college office by 20th November 2015. 5. Decided that farewell meetings may be arranged in gratitude for the guest faculties who have served the college for 6 months or more. 6. Decided to include Dr. Geetha Sajeev and Shine P S in IQAC committee. 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 <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"> 1. Collection of details for AQAR. 2. Conduct Seminars/Conferences. 3. National Institutional Ranking. 4. New initiatives. 5. News letter. 6. College blog. <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"> 1. Collected details as required for AQAR 2. Conducted a seminar in association with department of English was discussed.

	before 11 th 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 31st March 2016</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Forwarded the final AQAR to the NAAC office.