

MINUTES OF THE IQAC MEETING HELD ON 12.6.2018

Venue – Audio Visual Hall Time – 2.30PM

Agenda:

- 1 Academic Planning
- 2 Reconstitution of IQAC
- 3 UBA Project
- 4 SSR preparation – Review
- 5 Library Renovation
- 6 AOB

Members Present;


- | | |
|------------------------------|-----------------------------------|
| 1 Rev Mathai Joseph (Bursar) | 2 Dr. Raina Thomas (Principal) |
| 3 Dr. R Jayaprakash | 4 Dr. Rajeev Thomas (Coordinator) |
| 5 Mrs Dhanya C | 6 Mrs Elizabeth George |
| 7 Mrs Nivya V Neelankavil | 8 Dr M B Gopalakrishnan |
| 9 Mr Jerin C Issac | 10 Mr Rajesh P K |
| 11 Dr Reena Mary Abraham | 12 Dr George T M |

Decisions/Resolutions

- The Academic planning for the year 2018-19 was presented and approved by the IQAC
- The various cells and Committees are reconstituted with the Staff.
- Reconstitution of the IQAC by incorporating new Member – Dr. R Jayaprakash in the retirement of Prof Susan Chacko.
- IQAC coordinator presented the current position of the SSR preparation and the various Criteria Committee members explained the progress.
- IQAC suggested that more campus recruitments should be arranged by the departments.
- Mrs Nivya V Neelankavil presented the UBA project and decided to adopt 5 villages (Backward Colonies) under this project.
- Decided to arrange training to the Non teaching staff about the SSR Preparation.
- IQAC proposed a complete face-lifting of the College Library and requested the Management to undertake the project.
- Decided to arrange the induction program to the first year students



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Dr. Rajeev Thomas
IQAC Co-ordinator

MINUTES OF THE IQAC MEETING HELD ON 12.9.2018

Venue – Audio Visual Hall Time – 3 PM

Agenda

- 1 SSR Finalisation
- 2 Best Practices
- 3 Renovation of Computer Lab
- 4 Construction of Toilet Complex
- 5 Certificate Courses
- 6 Collection of Students Data
- 7 Language lab – software
- 8 AOB

Members Present;


- | | |
|--------------------------------|-----------------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Dr M B Gopalakrishnan |
| 3 Dr. R Jayaprakash | 4 Dr. Rajeev Thomas (Coordinator) |
| 5 Mrs Dhanya C | 6 Mrs Nivya V Neelankavil |
| 7 Mr Jerin C Issac | 8 Mr Rajesh P K |
| 9 Dr Reena Mary Abraham | 10 Dr George T M |
| 11 Mr Biju Mark John | 12 Mrs Elizabeth George |

Decisions/Resolutions

- IQAC Coordinator presented the current Status of the SSR preparation. It was reported that quantitative data collection is almost completed and the Qualitative reports are in the final stage. The meeting decided to complete the SSR Preparation at the earliest.
- Principal explained about the best practices – Housing Project and Students initiative in Palliative - Dr. Sheelu Abraham made a detailed explanation and the documentation process in this regard. The meeting suggested some modifications and finalised the Best Practices.
- The Computer lab needs up-gradation and the meeting decided to request to the management to purchase new computers to enhance the Student Computer ratio.
- The functioning of the Network Resource Centre was evaluated and the IQAC made some suggestions for the better performance. Decided to provide more facilities in the NRC

- The IQAC suggested that students Toilet facilities needs improvement, so it was decided to prepare a project and submit to the PTA for approval. The meeting entrusted the Principal and IQAC Coordinator to follow up the proposal and start the work at the earliest.
- All HODs presented the new initiatives undertaken in their departments. They presented the Certificate Course and life skill courses functioning in their departments.
- The meeting decided to collect the What's-App number of all students and form Class wise groups. Also decided to collect the email – id and the Aadhar Card number for providing data regarding Student Satisfaction Survey.
- The meeting decided to request to the Management to take steps for the installation of a new Software in the Language lab.
- Decided to conduct an Academic Audit at the earliest.

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Dr. Rejith Thomas
IQAC Coordinator



MINUTES OF THE IQAC MEETING HELD ON 22.11.2018

Venue – Audio Visual Hall Time – 3 PM

Agenda;

- 1 Reviewing the SSR Preparation
- 2 Academic Auditing
- 3 Increasing Students Facilities
- 4 Website up-gradation
- 5 Green Auditing
- 6 Faculty Training

Members Present;

- | | |
|-----------------------------------|---------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Dr M B Gopalakrishnan |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr. R Jayaprakash |
| 5 Mrs Dhanya C | 6 Mrs Nivya V Neelankavil |
| 7 Mr Rajesh P K | 8 Mr Jerin C Issac |
| 9 Dr George T M | 10 Mr Biju Mark John |
| 11 Mrs Elizabeth George | 12 Mr M C Mathew |


Decisions/Resolutions

- Mrs Dhanya C, who is in charge of the Swatch Bharath Program presented the various activities related to the Project. It was reported that 20 students were selected to the Internship Project of the Swatch Bharath Program. IQAC gave some suggestions to improve the project.
- Mrs. Nivya Neelankavil presented the major initiatives of UBA project and stated that the adopted villages are visited by the team and they are planning for a detailed survey in the Villages.
- The meeting discussed about the need for a detailed Academic Audit and entrusted the Principal and IQAC Coordinator to do the needful at the earliest.
- The IQAC reviewed the current status of the Website and decided to make some urgent modifications in the Site. The meeting selected a monitoring committee to study about the website and further modifications needed.
- The IQAC pointed out the need for a Green Audit and decided to entrust Dr. Ajesh T P and IQAC Coordinator to take necessary steps in this regard.
- Principal pointed out that the facilities for the students bike parking is insufficient and the meeting reviewed the situation and decided to

identify a location and meet the Manager to construct a modern parking area to the students.

- The meeting discussed about a Mock visit and verification of the data is required. Meeting entrusted the Principal and Coordinator to take necessary steps in this regard.

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Dr. Rev. Fr. James
J. Be. Coordinator



MINUTES OF THE IQAC MEETING HELD ON 12.12.2018

Venue – Audio Visual Hall Time – 2.30 PM

Agenda:

- 1 Academic Audit/ Mock visit Schedule
- 2 Review of the Extension activities
- 3 Review the progress of Student Data Collection
- 4 AOAR – 2017-18
- 5 SSR Preparation - progress
- 5 AOB

Members Present;


- | | |
|-----------------------------------|--------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Rev Mathai Joseph |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr. R Jayaprakash |
| 5 Mrs Nivya V Neelankavil | 6 Mr Jerin C Issac |
| 7 Mr Rajesh P K | 8 Mrs Elizabeth George |
| 9 Dr George T M | 10 Mr Biju Mark John |
| 11 Mr M C Mathew | 12 Dr M B Gopalakrishnan |
| 13 Mrs Dhanya C | |

Decisions/Resolutions

- IQAC Coordinator presented the Schedule of the Academic Audit/ Dept wise visit - the meeting decided to arrange all the files according to the Criteria wise specifications.
- The meeting discussed about the over all extension activities – Dr. M B Gopalakrishnan presented the details of the data received, and the programs included. NSS programme officers also presented the details of the activities.
- The HODs presented the details of the students' data collection and the details of their activities.
- IQAC Coordinator presented the AQAR for the year 2017-18. The meeting reviewed the data and the report. Some modifications were made and the IQAC accepted the AQAR and recommended for submission.
- The meeting Decided to arrange a hands on training regarding the online data submission of SSR.



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Dr. Rajeev Thomas
IQAC Coordinator

MINUTES OF THE IQAC MEETING HELD ON 17.1.2019

Venue – Audio Visual Hall Time – 2.30 PM

Agenda:

- 1 SSR – Progress report
- 2 Plan of Action – SSR submission
- 3 AICHE Data Submission
- 4 Improvement of ICT facilities and Installation of Generator.

Members Present;

- | | |
|-----------------------------------|-------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Rev Mathai Joseph |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr George T M |
| 5 Mrs Nivya V Neelankavil | 6 Mr Jerin C Issac |
| 7 Mrs Elizabeth George | 8 Dr M B Gopalakrishnan |
| 9 Mr Biju Mark John | 10 Mr M C Mathew |
| 11 Dr. R Jayaprakash | 12 Mr Rajesh P K |
| 13 Mrs Dhanya C | |

Decisions/Resolutions

- IQAC Coordinator presented the progress of the SSR preparation and the data are made available to the verification of the Faculty members.
- The meeting finalised the action plan of the SSR submission – the Schedule was approved by the meeting.
- The AICHE report was presented by Dhanya C (Coordinator) and the meeting approved the report.
- The meeting discussed about the ICT facilities in the College. The meeting decided to enhance the ICT facilities by installing more projectors and other facilities.
- The meeting discussed the need for ensuring uninterrupted power supply in the College and decided to submit a project to install a Generator in the College for supporting the ICT classes.
- The Criteria Committee Convenors presented the current Status of the Qualitative and Quantitative data regarding the SSR Preparation.

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Dr. Rajesh P K
IQAC Coordinator

MINUTES OF THE IQAC MEETING HELD ON 5.2.2019

Venue – Audio Visual Hall Time – 2.30 PM

Agenda:

- 1 Presentation of the Academic Audit report
- 2 Criteria wise presentation
- 3 Finalisation of date for IIQA submission
- 4 Review the Departmental activities.


Members Present;

- | | |
|-----------------------------------|---------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Dr M B Gopalakrishnan |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr. R Jayaprakash |
| 5 Mrs Dhanya C | 6 Mrs Nivya V Neelankavil |
| 7 Mr Rajesh P K | 8 Mr Jerin C Issac |
| 9 Dr George T M | 10 Mr Biju Mark John |
| 11 Mrs Elizabeth George | 12 Mr M C Mathew |

Decisions/Resolutions

- ✓ IQAC Coordinator presented the report of the Academic Audit Team. The major suggestions were discussed in detail and decided to implement the quality improvement recommendations at the earliest.
- ✓ The Criteria Committee Convenors presented the reports and the Committee gave some modifications.
- ✓ The meeting reviewed the progress of the Construction works in the Campus and decided to request to the Management to speed up activities
- ✓ The meeting reviewed the current status of SSR preparation and decided to initiate the steps for IIQA submission in the first week of March.

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Dr. Rajeev Thomas
IQAC Coordinator



MINUTES OF THE IQAC MEETING HELD ON 6.3.2019

Venue – Audio Visual Hall Time – 2.30 PM

Agenda:

- 1 Extended Profile – SSR Submission
- 2 SSR Finalisation
- 3 AOB

Members Present;

- | | |
|-----------------------------------|--------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Rev Mathai Joseph |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr. R Jayaprakash |
| 5 Mrs Nivya V Neelankavil | 6 Mr Jerin C Issac |
| 7 Mr Rajesh P K | 8 Mrs Elizabeth George |
| 9 Dr George T M | 10 Mr Biju Mark John |
| 11 Mr M C Mathew | 12 Dr M B Gopalakrishnan |
| 13 Mrs Dhanya C | |

Decisions/Resolutions

- The Final data regarding the SSR was presented in the meeting and some corrections were noted and the same was incorporated.
- Decided to Submit the extended profile of the SSR and entrusted the IQAC Coordinator to do the needful.
- Decided to carry out an interdepartmental verification of the data and files.
- The IQAC decided to take steps to go to the accreditation process within the stipulated time frame.

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MINUTES OF THE IQAC MEETING HELD ON 28.3.2019

Venue – Audio Visual Hall Time – 2.30 PM

Agenda:

- 1 Academic Planning – 2019-20
- 2 SSR submission – Finalisation
- 3 Certificate Courses
- 4 review of the Construction activities
- 5 AOB


Members Present;

- | | |
|-----------------------------------|-------------------------|
| 1 Dr. Raina Thomas (Principal) | 2 Rev Mathai Joseph |
| 3 Dr. Rajeev Thomas (Coordinator) | 4 Dr George T M |
| 5 Mrs Nivya V Neelankavil | 6 Mr Jerin C Issac |
| 7 Mrs Elizabeth George | 8 Dr M B Gopalakrishnan |
| 9 Mr Biju Mark John | 10 Mr M C Mathew |
| 11 Dr. R Jayaprakash | 12 Mr Rajesh P K |
| 13 Mrs Dhanya C | |

Decisions/Resolutions

- The meeting discussed about academic planning for the year 2019-20 and reconstituted the various cells and Committees.
- The meeting reviewed the overall academic progress and some of the members highlighted the strengths and the weaknesses of the system.
- The IQAC Coordinator stated that the IQAC is ready for SSR Submission.
- Also decided to submit the IQA before 2nd may 2019, before the deadline.

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Dr. Rajeev Thomas
IQAC Coordinator

