



2017-18

## Minutes of the meeting held on 13 June 2017.

A meeting of the IQAC was held on 13.06.2017 at 2:30 pm. The convenors of all sub-committees except Dr. Jisha John were present. Dr. Achamma Alex presided over the meeting.

\* Initially, the convenors of all the sub-committees were asked to submit the soft copy of the list of files to be submitted by each department to the IQAC coordinators.

- Academic Plan prepared, was presented.
- Decided to arrange Induction programme and Bridge Course (preparatory workshop) for the first year students.
- Decided to arrange a motivational talk for the new comers in the month of July - to invite a suitable personality.
- to celebrate International Yoga Day under the auspices of NSS units of the College.
- to organize short term certificate courses, value added courses and vocational training programmes - especially for the first year students.
- a meeting of the physical education teachers of the University of Kerala will be held in our college in the month of August.

  
Dr. John George Athiyal  


IQAC members attended the Conference arranged by the Mar Thoma Higher Education Council on 09.08.2017. Dr. M.R. Kusup, NAAE peer team member served as the Resource Person. The session was a discussion on the revised format of SSR and the Accreditation process. The following teachers participated :- Dr. Sophia K. Philip, Prof. E. Daniel, Dr. Desy P. Komuthu, Dr. Johnson Baby, Dr. Jisha John and Dr. John George Athiyal.



## Minutes of the meeting held on 23 August 2017.

A meeting of the IQAC was <sup>held</sup> on 23 August 2017 at 2:30 pm in the Principal's room. Dr. Achamma Alex presided over the meeting. The meeting was mainly convened to discuss the new format of NAAE accreditation process.

Criteria convenors presented their report and the following decisions were taken:-

- to initiate a Centre for Social Action to monitor and coordinate the ongoing social extension activities of each department.

- to pursue discussions with Adv. Kodikunnel Suresh, M.P., with regard to the implementation and installation of solar lamps in the campus.

All the questions regarding Criterion 3 and 7 were discussed.

- PU departments are requested to start UGC-NET coaching.

- Consolidated reports have been prepared by Dr. Johnson Baby regarding the feedback of students on teachers' performance.

- Dr. Jayakrishnan, of Dept. of Physics, has been asked to give training for students on preparing LED bulbs - Incubation Centre.

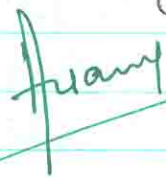
- Departments were asked to express the concerns of students and teachers regarding the curriculum (syllabus)

- The meeting discussed the results of BA/B.Sc./B.Com -  
Eng. - 57%, Hist. - 16%, Eco. - 40%, Com. - 75%, Maths - 57%, Phy. - 67%,  
Chem. - 45%, Bot. - 38%, Zoo. - 30%.

The meeting came to an end at 4:02 pm.



Dr. John George Athyal





## Minutes of the meeting held on 30 August 2017.

A meeting of the IQAC was held on 30 August 2017 at 2:30 pm in the Principal's room. Dr. Achamma Alex presided over the meeting.

Convenors of Criteria I, V & VII presented the report and each question was discussed in detail.

It was decided to organize a one-day workshop on the new format of re-accreditation process and also to invite Dr. M.R. Kusup, NAAC peer team member as the Resource Person.

Principal reported that necessary arrangements were made for the smooth conduct of the 4-day International Conference in the month of October (4-7 Oct. 2017)

The convenors of each sub-committee were requested to convene a meeting of the sub-committee concerned at the earliest. They were also advised to submit a detailed report including requirements on or before 20th October 2017.



Dr. John George



Minutes of the meeting held on 10 October 2017.

The seven subcommittees of IQAC met on 10 Oct 2017 at 2:30 pm to discuss the new questionnaire for re-accreditation. Questions were discussed and doubts regarding certain questions were consolidated to be presented before Dr. M. R. Kurup, the chief resource person for the One Day Workshop being organized by IQAC on 7<sup>th</sup> February 2018.

Rough draft of AQAR was presented and IQAC approved the same after discussion.

PA students of Dept. of English intends to organize a seminar in the month of November and invite Dr. Sashi Tharoor as the guest speaker.

Articles for the students' journal - 'Spiritus Scientiae' - were collected and given for printing at Shyamaly Press, Douvalla.

*[Signature]*

Dr. John George Attiyal

*[Signature]*



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Minutes of the meeting held on 6<sup>th</sup> February 2018  
One Day Workshop

A regional workshop was organized by the IQAC on 6<sup>th</sup> February 2018. Dr. M. R. Kurup, NAAC peer team member, was the chief guest. Teachers from nearby colleges attended the meeting.

Dr. M. R. Kurup explained the new format of NAAC accreditation. In the A/W session, an interaction was arranged between the teachers and <sup>the</sup> resource person where queries with regard to the new questionnaire were raised by the teachers. Fifty four teachers participated in the one day programme.

John

Dr. John George Athya

Henry

Minutes of the IQAC meeting held on 05/03/18

IQAC meeting was organized on 5/3/18. Based on the insights received from the One-Day workshop, IQAC convenors (sub-committee) were asked to prepare a general outline of each Criterion and the necessary input to be collected from each department.

Convenors of Criterion I, II & III presented the required documents to be gathered from each department. It was decided to initiate the re-accreditation process at the earliest.

ASAP training programme will be conducted in the months of April & May. Dr. Anuj Kumar serves as the Coordinator of ASAP.

Department of English intends to organize a Social Internship Programme in the month of April.

It was decided to collect feedback from students regarding teachers' performance and syllabus. Alumni feedback forms (revised) were given to each department. Responsibility entrusted to the respective committees.

Decided to convene the next meeting on 06/03/18 (tomorrow) at 2:30pm.

Johny  
05/03/18

Anuj

## Minutes of the IQAC meeting held on 06/03/18

IQAC meeting was organized on 06/03/18 to discuss in general the procedure to be followed for the reaccreditation process.

The Convenors of Criterion IV, V & VII presented their revised report and the supporting documents to be procured from each department. The IQAC coordinators were entrusted the task of compiling the supporting documents and present the same before the HoDs at the earliest.

Departments and Convenors of NSS, NCC and other clubs were asked to submit the annual report of their respective organization.

John  
06/03/18

Pranav