

Minutes of IQAC meetings 2018-19

I) 18th June 2018

Agenda for the meeting: To finalize the AQAR for the year 2017-18

To finalize the plans for the year 2018-19

The meeting was held in the chamber of the Principal at 10.30 a.m. on 18th June 2018. The meeting was presided over by the Chairman (IQAC) and the Principal of the college Prof. Samuel K. Samuel. The meeting was attended by the following members:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs. Shambhavi P.

Mr. Sheshagiri Bhat

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The coordinator of IQAC presented a draft of AQAR of 2017-18 for discussion and to finalize the final report. The members presented the activities conducted by each department and the same was verified with the draft prepared. Additional information given were incorporated and the draft was approved for preparation of final report.

Next in the agenda was the plan for the next academic year. Each department heads and lecturers in charge of associations presented the list of activities to be conducted in the academic year. The plan of activities were discussed and finalized on the basis of the academic calendar. A road map of the activities was made to put on the notice boards of departments and other relevant places so that the concerned lecturers can take note and complete the activities according to the plan. Members made suggestions for quality improvement which were incorporated with few modifications. The meeting was adjourned at 1.00pm with a promise of the members to carry on the proposed programmes on time.

Prof(Mrs.) Reebu Samuel
Coordinator (IQAC)

II) 24th July 2018

Agenda: To discuss the re-organisation of the IQAC Committee

The meeting was held on 24th July 2018 at 11.30am. The meeting was presided over by the Chairman (IQAC) and the Principal of the college, Prof. Samuel K. Samuel.

The meeting was attended by the following members:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs. Shambhavi P.

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The meeting resolved to restructure the IQAC committee by including more members from the community. The members suggested names of new members to be added representing the students, alumni, employers etc. The restructuring was recommended as per the UGC guidelines and as a measure to enhance the quality initiatives of the college. It was felt that suggestions from all stakeholders are necessary in quality enhancement.

The meeting was adjourned by 12.15 pm.

Prof(Mrs.) Reebu Samuel
Coordinator (IQAC)

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III) 16th October 2018

Agenda:

- To discuss and solve matters related to shortage of attendance
- To finalize remedial classes and supplementary/preparatory exams for failed students
- To make serious plans and preparations for increasing enrolment of students for the next academic year
- Midyear evaluation of the road map prepared at the beginning of the year

The meeting was held on 16th Oct. 2018 at 9.30am. The meeting was presided over by the Chairman(IQAC) and the Principal of the college, Prof. Samuel K. Samuel.

The meeting was attended by the following members:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs.Shambhavi P.

Mr. Ashish Shivaram Poojary

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The meeting resolved to solve the problem of attendance shortage by informing parents and by giving library hours to compensate for the lost hours. It was decided to take attendance shortage list and to publish it on the notice board so that the students can be alerted about the shortage and make up in

the coming days.

It was also decided to conduct remedial classes or conducting preparatory exams for those who failed in previous semesters.

The members were informed about the fall in students enrolment and alerted about the need to increase enrolment. The meeting discussed about various measures to increase enrolment. Many suggestions came up including putting hoardings near PU colleges, distributing brochures etc. The faculty were given the responsibility to bring minimum five students.

The proposed year map was evaluated to find out the progress of activities. Many departments have conducted the proposed programmes and those programmes which were pending were decided to be completed before the end of next semester.

The meeting was adjourned by 12.00 noon.

Prof(Mrs.) Reebu Samuel
Co-ordinator(IQAC)

IV- 28th January 2019

Agenda:

- To evaluate the university results
- To take measures to promote the college
- To finalize the college day and alumni day
- To decide on conducting a farewell for students by college
- To decide on series of actions in relation to 'no plastic'

The meeting was held on 28th January at 9.30am. The meeting was presided over by the Chairman(IQAC) and the Principal of the college, Prof. Samuel K. Samuel.

Members present:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs.Shambhavi P.

Mr.Sheshagiri Bhat

Mr. Ashish Shivaram Poojary

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The results of the odd semester were analyzed and the Principal complimented the faculty for the good results. A special mention was made on the three ranks achieved by our students. The meeting discussed how to promote the college on the basis of the results and ranks. Members put forward different suggestions to high light the achievements of the college.

In accordance with the enthusiasm and interest shown by the alumni to involve more in the quality enhancement of the college, their suggestion for conducting an alumni meet and alumni day was discussed and dates for the same was decided. Lecturers in charge for alumni day and college day were also finalized.

It was decided to hold a farewell to the outgoing students by the college; as such a practice was not followed in the past.

The meeting expressed concern over environmental degradation and the need to protect mother earth. Along with awareness creation, which is already being done, the need for practical solutions and actions was expressed by members. The meeting resolved to do away with giving water in plastic bottles, glasses etc. and replacing garlands and bouquets with shawls.

The meeting was adjourned at 12.30pm.

Prof(Mrs.) Reebu Samuel
Co-ordinator (IQAC)

V 13th April 2019

Agenda:

- Presentation of reports by each department of the programmes and activities conducted.
- Analysis of the programmes chalked out in the beginning of the academic year.

The members attended:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs.Shambhavi P.

Mr. Ashish Shivaram Poojary

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The meeting was held in the chamber of the Principal at 10.00 am on 13th April 2019. The coordinator welcomed the members. Since the academic year came to an end it was mandatory for the departments and associations to present the report of activities conducted. Each department and associations presented the report of activities which were conducted in compliance with the bench marks decided at the beginning of the year. Each department fulfilled the outlined benchmarks by taking care to include more programmes outside what is earmarked to enhance quality initiatives. The reports were handed over to the IQAC coordinator for preparing AQAR.

On the basis of the reports presented the road map was analyzed to find out the shortcomings and to evaluate the effectiveness of the programmes conducted. It was noted that most of the programmes were conducted as decided and few which were replaced with other useful programmes.

Principal complimented the faculty for the successful completion of the academic year by effectively taking up the responsibilities in conducting programmes.

The meeting was closed by a word of thanks by the Principal at 12.15 pm.

Prof(Mrs.) Reebu Samuel
Co-ordinator (IQAC)

VI) 15th and 16th April

Agenda:

- To decide the plan of action for the next academic year

The meeting was held on 15th April which extended to 16th April as the procedures could not be completed on the first day. The meeting was held in the chamber of the Principal at 10.00am to 12.30pm on 15th and 9.30am to 11.30am on 16th.

The members attended:

Prof. (Mrs.) Elizabeth Roy

Prof. Gurumurthy K.K.

Prof. Johnson Jacob

Dr. Robert Clive G.

Mrs. Jyothi

Mr. Biju Jacob

Mrs. Shambhavi P.

Mr. Ashish Shivaram Poojary

Mr. Mathai T I

Prof. Samuel K. Samuel

Prof. (Mrs.) Reebu Samuel

The meeting was held to decide on the future plan of actions. The quality bench markings were decided by each department and associations which were presented in the meeting. Concerned lecturers prepared the list of actions and presented in the meeting for further deliberations and to avoid clashes, if any, in the programmes between different departments. The plans were consolidated and the

Road map was prepared to be sent to each department and other relevant places for the concerned lecturers to take note of and complete the plans as decided and fixed.

All the members expressed their willingness to take forward the plans and guaranteed their support in quality enhancement of the institution.

Sd/
Reebu Samuel Co-ordinator(IQAC)

