

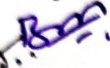





Minutes of the IQAC meeting held in the Principal's chamber at 2 pm on July 6th, 2017

Agenda: -

1. Plan of action for the academic year 2017-2018
2. AQAR 2016-2017
3. Orientation programme for first year UG and PG students
4. Conducting seminars by departments.
5. Result analysis

Members Present:

1. Lt.Dr.V.Arun 
2. Dr.Shiny Mathews 
3. Dr.Bijo S Anand 
4. Dr.Divya V 
5. Ms.Deepthi P S 
6. Dr.Biju C 

Discussion:

The meeting commenced with a silent prayer at 2 pm in Principal's chamber. The principal welcomed all the IQAC members in the meeting. The IQAC coordinator proposed a plan of action for the current year 2017-2018. The proposal suggested the inclusion of personality development, socially committed programs, organizing seminars during the year. An orientation programme for the First year students that targets to create an awareness about the academic, non- academic and general discipline of the college was suggested by the members. The principal suggested the members to start the work for submitting the AQAR 2016-2017. Considering the priority of results, the members suggested commencing the work of result analysis. All members actively participated in the discussion and the following decisions were taken. The meeting ended up at 3 pm.

Decisions Taken:




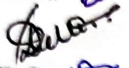


- 1.The plan of action for the year 2017-2018 was approved by the members
- 2.Decided to organise Orientation programme for First Year Degree students
- 3.Decided to commence the data collection for the submission of AQAR 2016-2017.
4. Departments are directed to conduct seminars/ workshops
- 5.Decided to process result analysis.

Minutes of the IQAC meeting held in the Principal's chamber at 3.30 p.m. on 3rd October 2017

Agenda: -

1. Submission of AQAR 2016-2017
2. Internal Examination
3. Update college website
4. P.T.A. meeting

Members Present:

1. Lt.Dr.V.Arun 
2. Dr.Shiny Mathews 
3. Dr.Bijo S Anand 
4. Dr.Divya V 
5. Ms.Deepthi P S 
6. Dr.Biju C 

Discussion:

The meeting commenced with a silent prayer at 3 pm in Principal's chamber. The principal welcomed all the IQAC members in the meeting. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. IQAC coordinator presented an overview of the works done by the team as part of the submission of AQAR 2016-2017. The principal suggested to conduct Internal Examination for Third semester and Fifth semester on coming weeks. Followed by the Internal exams, a class-wise P.T.A meeting was also recommended in the meeting. H.O.D of the concerned department and the Tutor in charge of the concerned class were advised to take the responsibility of conducting P.T.A. meetings. An up-dation of website was suggested by the members. The meeting ended up at 3.45 pm.

Decisions Taken:

1. Decided to organize class-wise P.T.A. meetings for all the students.
2. Decided to conduct Internal Examination for Third semester and Fifth semester UG Courses.
3. Decided to update the website.

Actions Taken







1. Orientation programme for First Year Degree students was conducted
2. Started collecting data for submitting AQAR 2016-2017.
3. Result analysis was processed.

Minutes of the IQAC meeting held in the Principal's chamber at 2 pm on 6th December 2017.

Agenda:

1. AQAR 2016-2017
2. Extension Activities
3. Feedback collection.
4. Observation of National Science Day

Members Present:

1. Lt.Dr.V.Arun 
2. Dr.Shiny Mathews 
3. Dr.Bijo S Anand 
4. Dr.Divya V 
5. Ms.Deepthi P S 
6. Dr.Biju C 

Discussions:

The meeting commenced with a silent prayer at 2 pm in Principal's chamber. The principal welcomed all the IQAC members in the meeting. IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. Programs ensuring the cleanliness of the campus, empowering the students especially female students etc were suggested to give great concern. Observation of National Science Day was discussed in the meeting. Submission of strengths, weaknesses, challenges and opportunities of each department had been suggested for the preparation of AQAR. Also assurance of discipline throughout the campus was suggested by the members. Feedback forms from students and parents are suggested to be solicited, consolidated and documented. The meeting came to an end by 3.15pm

Decisions Taken:

- 1.Decided to convene meetings of various club coordinators
- 2.Decided to collect feedback from students and parents
- 3.Decided to observe National Science Day.

Actions Taken

- 1.Update of website is under process
2. Conducted internal examinations.
- 3.Departments started conducting P.T.A.Meetings

Minutes of the IQAC meeting held in the Principal's chamber at 1.30 p.m. on 23rd January 2018

Agenda

1. AQAR 2016-2017 submission
2. Student Support Programmes, WWS, ASAP
3. Internal examinations
4. Academic and administrative audit, stock verification.

Members Present:

1. Lt.Dr.V.Arun
2. Dr.Shiny Mathews
3. Dr.Bijo S Anand
4. Dr.Divya V
5. Ms.Deepthi P S
6. Dr.Biju C

Discussions:

The meeting commenced with a silent prayer at 1.30 pm in Principal's chamber. The principal welcomed all the IQAC members in the meeting. IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The meeting made an assessment of the progress of the works of various committees constituted. Student support programmes like WWS, SSP, ASAP were advised to enrich their activities. In response to the submission of the strengths, weaknesses, challenges and opportunities of each department, discussions were carried out in the meeting. The meeting came to an end by 2.30 pm

Decisions Taken:

- i. Decided to fasten up the data collection for AQAR 2016-2017
- ii. Decided to promote extension activities.

Actions Taken

1. Organized club and departmental activities.
2. Feedback collection is undergoing

Minutes of the IQAC meeting held in the Principal's chamber at 1.30 p.m. on 1st March 2018

Agenda

1. AQAR 2016-2017
2. General progress of the institution

Members Present:

1. Lt.Dr.V.Arun
2. Dr.Shiny Mathews
3. Dr.Bijo S Anand
4. Dr.Divya V
5. Ms.Deepthi P S
6. Dr.Biju C

Arun

Shiny

Bijo

Divya

Deepthi

Biju

Discussions:

The meeting commenced with a silent prayer at 1.30 pm in Principal's chamber. The principal welcomed all the IQAC members in the meeting. IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The AQAR 2016-2017 was assessed by the committee. Academic activities and achievements of the institution were discussed by the members. The reports submitted by the District Level Monitoring Committee were brought under assessment and found satisfactory by the committee. The meeting ended up at 2.30 pm

Decisions Taken:

- 1 Initiated the uploading of AQAR 2016-2017
2. Evaluated the university results published,

Actions Taken

1. Feedback was completely solicited and filed
2. Reports of club and other extension activities were documented