



**BISHOP MOORE COLLEGE MAVELIKARA**  
**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE ANNUAL ADMINISTRATIVE AND ACADEMIC AUDIT 2017-2018**

The administrative and academic audit for the academic year 2017-18 was held at 9.30 am on 16/08/2018 in the Principal's Chamber. The following members, as representatives of the departments, were present in the meeting:

- Dr. Jacob Chandy (Principal and Auditor)
- Dr. Ranjith Mathew Abraham (IQAC Convener and Head of the Department of Economics)
- Dr. Anne Angeline Abraham (Head of the Department of English)
- Dr. Sajeeve V P (Head of the Department of Commerce)
- Mrs. Sajini Deena Mathew (Head of the Department of Commerce)
- Capt. Cigi P George (Head of the Department of Physical Education)
- Dr. D Sajan (Head of the Department of Physics)
- Mrs. Siji K Mary (Head of the Department of Chemistry)
- Dr. Dinesh Raj R (Head of the Department of Botany and Biotechnology)
- Mrs. Simili Abraham (Head of the Department of Mathematics)
- Dr. Deepthi G R (Head of the Department of Zoology)
- Mrs. Mercy Paul (Junior Superintendent)

The Head of each department presented the academic activities and programmes organized during the academic year 2017-18, with special focus on result analysis, department level seminars and workshops and internal examinations. Active peer group discussions were held. The plan of action of the Departments for the academic year 2018-19 were also presented. The Principal handed over the reports prepared by the respective Heads of the Departments to the IQAC convener.

The Principal congratulated the Science Departments for successfully organizing the DBT STAR College activities and appreciated the efforts of all Departments in introducing new Certificate Courses.

The Head of the Department of Physics, Dr. D. Sajan suggested that all to PG students must be inspired to make paper presentations in Seminars. The IQAC convener suggested that more number of formal collaborations and MoUs has to be signed by Departments. He also informed that IPR and Entrepreneurship has to be given importance while planning for invited lectures and seminars.

The Principal appreciated the efforts of the departments in the organising of academic and co-curricular activities for the benefit of students. Special mention was made regarding Laurel Literaria - 2018 organised by the department of English, Lecture on "60 years of Development, Environment and Women Empowerment in Kerala" organised by the department of Economics, Seminar on Intellectual Property Rights organised by the department of Commerce, Invited lectures conducted by the department of Botany and Biotechnology on recent advances in scientific fields, two Refresher Courses and three lecture workshops in collaboration with the National Science Academies as well as hands-on training programme for B.Sc. Students on Aurdino Robotics organised by the department of Physics, Exhibition of Periodic table framed by B.Sc. and M..Sc. students showcasing the applications of 118 elements in different fields organised by the department of Chemistry and All Kerala Intercollegiate Mathematics Quiz Competition and puzzle solving competitions organised by the department of Mathematics.

The conduct of Golden Global Economics Alumni Meet by the Department of Economics and the Yuva Drona Programme, an innovative capacity building cultural fest by the Department of Commerce were highly appreciated.

The University examination results of the 2018 pass out batch of each department was analysed and comments and suggestions were given by the team.

The Principal and IQAC Coordinator congratulated the Departments of Commerce and Physics for the student achievements of obtaining top ranks and positions in the Kerala University examinations. The campus placements from various departments were felicitated.

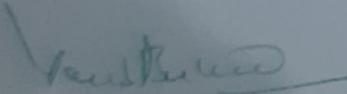
The successful implementation of DST FIST scheme by the departments of Physics and Chemistry was commended. The student summer research projects from the department of Physics was appreciated. The research output of the Departments of Physics and Chemistry including research projects, publications, book chapters were commendable.

The encouragement given to the students for participating in cultural and sports events was applauded.

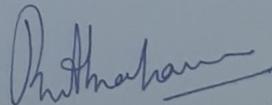
There was a general suggestion to make conscious efforts to publish in UGC approved journals.

The extension activities by the different clubs and units were commended and it was suggested to align the activities towards sustainable development of the society.

The meeting came to close at 1.00 pm

  
Dr. Jacob Chandy

Principal

  
Dr. Ranjith Mathew Abraham

IQAC Co-ordinator