


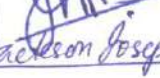

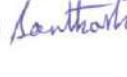





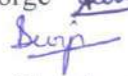





The minutes of the IQAC meeting held in the Principals office on 10th July 2018 at 10.30 am.

Agenda

1. Orientation programme for first year students
2. Handbook and newsletter related matters
3. Felicitation to meritorious students
4. Internal Examination reforms
5. SMS alert software for informing parents
6. Conferences and Lectures

The following members were present.

1. Dr. Jacob Chandy (Chairman) 
2. Dr. Ranjith Mathew Abraham (Coordinator) 
3. Prof. George Kurien (Management Representative) 
4. Prof. V.I. Johnson (Local Society Representative) 
5. Mr. Jackson Joseph (Alumni Representative) 
6. Mr. Santhosh Mathew (Industrialist) 
7. Prof. Anu Mathews 
8. Lt. Dr. D. Sajan 
9. Mr. Ashish Varughese 
10. Dr. Lynnette Joseph 
11. Ms. Merin George 
12. Dr. Divya S 
13. Dr. Nair Anup Chandrasekharan 
14. Mrs. Mercy Paul (Administrative Staff Representative) 
15. Ms. Devika B.S (Student Representative) 

The meeting commenced with a silent prayer. The IQAC coordinator Dr. Ranjith Mathew Abraham welcomed the members present. The Principal appreciated the efforts of the IQAC in ensuring a smooth and transparent admission process. He appreciated the teachers and students for winning top positions in the University examinations. The members present actively participated in the discussions on the progress of the college in all aspects. The following decisions were taken.

1. An orientation cum induction programme has to be given for all newly admitted students to orient them on the syllabus, CBCS system, grading methodology, and all

the requirements to be fulfilled in the course of the Under Graduate programme. Dr.Saly Jacob, Dr.Harishchandran Achari and Dr.Ranjith Mathew Abraham to handle the orientation cum induction programme.

2. The college Handbook has to be distributed to all the students. It should contain all matters a student should be aware off about his course and the college. The contact and academic details of all teaching and non-teaching staff to be included in it.
3. It was decided to felicitate the meritorious students who won positions in University examinations and University level sports competitions. Mr.Abraham Renn IRS to be the Chief Guest on the occasion.
4. Reforms to be introduced in the conduct of the Internal examinations, as per suggestions in the student feedback. A centralized system to coordinate the whole process beginning with the setting of the question paper until the publication of results.
5. The members discussed about the functioning of the PTA (Parent Teacher Association) and decided to foster good and cordial relationship between the parents and teachers. It was opined to introduce an SMS alert system to inform the parents about the progress of students and other matters considered important.
6. All support to be extended to the Interdisciplinary lecture series organized by the Department of English and the National Conference NCRSM 2018 organised by the Department of Physics.

Dr. Lynnette Joseph proposed the vote of thanks and the meeting concluded at 12 noon.



Dr. Jacob Chandy
Principal



Dr. Ranjith Mathew Abraham
IQAC Coordinator

28/09/2018

ACTION TAKEN REPORT

Orientation cum induction programme was organized on 23rd July 2018 for all the first semester students. Dr.Saly Jacob, Dr.Harishchandran Achari and Dr. Ranjith Mathew Abraham oriented the students on the CBCS system system, grading methodology, and all the requirements to be fulfilled in the course of the Under Graduate programme. The college Handbook and newsletter were distributed to all the students. Internal Examinations were centralized. Interdisciplinary lecture series organised by the Department of English was inaugurated on 19th July and the National Conference NCRSM 2018 was organised by the Department of Physics during 25-26 September.



Dr. Jacob Chandy
Principal



Dr. Ranjith Mathew Abraham
IQAC Coordinator