



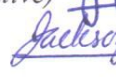











**The minutes of the IQAC meeting held in the Principals office on 28<sup>th</sup> September 2018 at 2.30 pm.**

Agenda

1. Flood relief and reconstruction of house of students
2. Employability and skilling of students
3. NIRF and AQAR
4. RUSA - submission of project proposal
5. Solar energy harvesting - installation of solar panels
6. Gene pool conservation
7. Training Programme for new staff appointments

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. Prof. Anu Mathews 
7. Lt. Dr. D. Sajan 
8. Mr. Ashish Varughese 
9. Dr. Lynnette Joseph 
10. Ms. Merin George 
11. Dr. Divya S 
12. Dr. Nair Anup Chandrasekharan 
13. Mrs. Mercy Paul (*Administrative Staff Representative*) 
14. 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 in his remarks pointed out the dire responsibility of the institution in doing its part in the reconstruction of the State in the aftermath of the heavy floods that hit the State and displaced lakhs of people from their homes during the month of August. He also appreciated the staff, students, NCC and NSS volunteers for their wholehearted participation in flood relief activities. He also stressed the need for the construction of the proposed Golden Jubilee Block. All the

members participated in the discussions to ensure quality in all spheres of activity of the college.

1. The IQAC decided to take a survey of all students affected by the massive floods of August 2018. The Principal, IQAC coordinator and a few teachers should visit the houses of all affected students and take stock of the loss incurred to their families. It was suggested that the college should generate resources from all stake holders and rebuild the damaged houses or compensate the financial loss incurred to the students.
2. The IQAC felt that the outgoing students of the college should be equipped with employability skills. Career guidance classes, employability training, soft skills etc. should be imparted to the students. Coaching for competitive examinations should be provided to the students.
3. It was decided to submit the required data for the NIRF ranking 2018.
4. The AQAR was discussed and approved for submission.
5. Necessary steps should be initiated for the submission of the RUSA project.
6. It was felt that the solar energy should be tapped to make the college self sufficient in matters of energy requirement. It is desirable to install solar panels on the roof of the arts block.
7. The members stressed the need for conserving the bio diversity in the campus. A gene-pool conservation of the Jack fruit or the cultivation of the Rakthasali (medicinal variety of paddy) could be experimented with.
8. A training cum orientation programme was decided to be designed for all new staff appointments, under StEP (Staff Enrichment Programme).

Dr. Lynnette Joseph proposed the vote of thanks and the meeting concluded at 4 pm.



Dr. Jacob Chandy  
Principal



Dr. Ranjith Mathew Abraham  
IQAC Coordinator

03/01/2019

## ACTION TAKEN REPORT

A team of teachers which included the Principal Dr. Jacob Chandy, IQAC coordinator Dr. Ranjith Mathew Abraham, the Staff Adviser Dr. Varghese Anie Kurien and Dr. V. Dinesh visited the houses of nine students and surveyed the damage caused due to the floods. Dr. Varghese Anie Kurien was assigned the responsibility of raising resources from students and teachers and to chart out the modalities of reconstruction of damaged houses.

Career guidance class was organized in association of the University Employment Information Bureau on 27<sup>th</sup> September 2018. Employability training was organized by the District Employability Centre on 24<sup>th</sup> October 2018. Competitive exams coaching was organised on 12<sup>th</sup> October 2018.


AQAR and the NIRF data were submitted and the Detailed Project Report is being prepared for submission to the RUSA. The project includes installation of solar panel on top of the arts block.

Various varieties of Jack plants were planted in front of the womens centre as part of gene pool conservation. Rakthasali paddy cultivation was initiated in the property at the backside of the Bishop Moore Vidhyapith.

A training programme for newly appointed non teaching staff was organized during 05 - 09 November 2018, under the auspices of StEP.



Dr. Jacob Chandy  
Principal



Dr. Ranjith Mathew Abraham  
IQAC Coordinator