



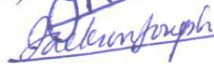
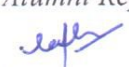
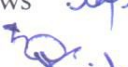



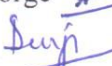




The minutes of the IQAC meeting held on 28th March 2019 at 11 am in the Principal's office.

The agenda of the meeting

1. Staff tour
2. Clean premises and trimming of hedges
3. Repair and maintenance of Infrastructure
4. Parking space construction
5. Academic and Administrative audit

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*) 

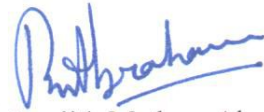
The meeting commenced with a silent prayer. The IQAC coordinator Dr. Ranjith Mathew Abraham welcomed the members. The Chairman and Principal Dr. Jacob Chandy in his introductory remarks stressed the importance of utilizing the vacation for planning and preparing for the next academic year. The following decisions were taken in the meeting.

1. It was decided to organize an Academic and Administrative Audit. The Principal, Vice Principal and the IQAC Coordinator to visit all the departments and assess the strength, weaknesses, opportunity and threats faced. Necessary comments and suggestions to be given for improvement.
2. A staff tour to be organized to any tourist place preferably a hill station like Kodaikanal or Ootacamund, as part of StEP.

3. Considering the shortage of parking space for two wheelers it was decided to construct a parking space for two wheelers near the volleyball court.
4. It was decided to give two coats of paint for the outer walls of the college.
5. The furniture and equipments to be repaired before the start of the next academic session.
6. The hedges are to be trimmed before the arrival of monsoon and prepare the college for the next academic year.



Dr. Jacob Chandy
Principal



Dr. Ranjith Mathew Abraham
IQAC Coordinator

ACTION TAKEN REPORT

Academic and Administrative Audit was conducted.

A staff tour was organized to Kodaikanal during 29 March - 01 April 2019.

A parking space for two wheelers was constructed near the volleyball court.

The outer walls of the college were painted and the hedges were trimmed.

The furniture and equipments were repaired and electrical maintenance was done during May 2018.



Dr. Jacob Chandy
Principal



Dr. Ranjith Mathew Abraham
IQAC Coordinator