

Minutes of the IQAC meeting held on 5th July 2019 in the Principal's Office at 2.30 P.M.

Agenda

1. National Conference
2. Orientation programme
3. Merit Day
4. Freshers' Day Programme
5. Other matters

The following members were present

1. Dr. Jacob Chandy (Chairman) *Jacob Chandy*
2. Dr. Ranjith Mathew Abraham (Co-ordinator) *Ranjith Abraham*
3. Prof. George Kurien (Management Representative)
4. Prof. V. I. Johnson (Local Society Representative)
5. Mr. Jackson Joseph (Alumni Representative) *Jackson Joseph*
6. Prof. Anu Mathews *Anu Mathews*
7. Dr. D. Sajan *D. Sajan*
8. Dr. Ashish Varughese *Ashish Varughese*
9. Dr. Lynnette Joseph *Lynnette Joseph*
10. Prof. Merin George *Merin George*
11. Dr. Divya. S *Divya. S*
12. Dr. Nair Anup Chandrasekharan *Nair Anup Chandrasekharan*
13. Mrs. Mercy Paul (Administrative Staff Representative) *Mercy Paul*

The meeting commenced with a silent prayer and the Coordinator Dr. Ranjith Mathew Abraham welcomed all the members. The minutes of the meeting held on 28th March 2019 was read out and it was approved. The Principal Dr. Jacob Chandy briefed the members about the steps taken to improve the internal quality in the institution.

The following decisions were taken:

1. The IQAC decided to direct the Department of Chemistry to organize a National Conference "Bio-radiance 2019" in association with Pushpagiri Institute for Medical Research.
2. As an initiative under StEP (Staff Enrichment Programme), the IQAC decided to conduct University Examination Orientation Programme for teaching and Non teaching staff on 8th August 2019. Dr. Sajeev V.P. will be the resource person for the orientation programme. The programme is aimed at improving the quality in the conduct of University examinations.

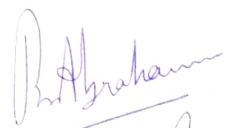
3. Merit Day 2019 is to be organized on 30 August 2019 to felicitate the university and college level top scorers of 2018-19 pass out batch. Shri.N.S.Dev IRS Assistant Commissioner C & CE, Cochin to be resource person.
4. It was decided to organize a Freshers day (induction) programme (welcome day) to formally welcome the first year students. All class wardens are to give orientation regarding CBCSS to the students.
5. The IQAC decided to monitor the functioning of the Grievances Redressal Cell, Anti-ragging cell and Committee for Prevention of Sexual Harassment.
6. Discussions were made regarding the steps to ensure transparency and efficiency in the process of conducting internal examinations.
7. It was decided to celebrate Onam the cultural festival of Kerala on 5th September 2019 in the college.

Action Taken Report

- The National Conference “Bio radiance 2019” was organised jointly with the Pushpagiri Institute for Medical Research on 6th July 2019. Around 200 delegates from various parts of the country participated.
- The Orientation programme for teaching and non-teaching staff was held on 8th August. All the teaching and non-teaching staff participated.
- Mementos were distributed to all the toppers on Merit Day.
- Freshers Day and Onam celebrations were organized as scheduled.
- The Grievances Redressal Cell, Anti-ragging cell and Committee for Prevention of Sexual Harassment are being monitored for regular interaction with students.


DR. JACOB CHANDY
PRINCIPAL
BISHOP MOORE COLLEGE
MAVELIKARA




DR. RANJITH MATHEW ABRAHAM
IQAC CO-ORDINATOR