

## Minutes of the IQAC meeting held on 08 July 2022 at 2.30 pm

### Agenda

1. MIST, Moore Initiative for Skill Training
2. One day training programme on NAAC RAF for teachers
3. Academic Audit
4. One Day Professional Development Programme for Administrative and Lab Staff
5. Essay writing competition
6. Induction Programme for S1 Degree students
7. Orientation for teachers on LMS
8. Merit Day
9. Feedback Analysis
10. Other matters

A meeting of the IQAC was held on 08 July 2022 in the Principal's chamber at 2.30 pm. The following members were present for the meeting.

1. Dr. Jacob Chandy (Chairman)
2. Dr. Ranjith Mathew Abraham
3. Dr. D. Sajan
4. Dr. Lynnette Joseph (Convener)
5. Dr. Nair Anup Chandrasekharan
6. Mrs. Merin George
7. Dr. Divya S.
8. Dr. Ashish Varughese
9. Dr. Sudha Mary Thomas
10. Mr. Yogesh Prasad
11. Dr. Deepa Thomas
12. Dr. Reeja Jose
13. Mr. Santhosh P John
14. Dr. Prakash G Williams
15. Mr. Jackson Joseph (Stakeholders's Representative)
16. Mr. Pranav Pradeep

The meeting commenced with a silent prayer and Dr. Lynnette Joseph welcomed the members. The following decisions were taken.

1. To initiate the MIST, Moore Initiative for Skill Training, with Ms. Merin George as the convener.
2. To organise a one day training programme on NAAC RAF for teachers on 29 July 2022
3. To organise a One Day Professional Development Programme for Administrative and Lab Staff was organised under Staff Enrichment Programme (StEP), IQAC on 30 July 2022 with Dr. Ashish Varughese as the Convener
4. To announce an Essay writing competition by IQAC as part of Azadi Ka Amrit Mahotsav
5. To organise a cultural programme day for all S3 students Department wise. Dr. Ashish Varughese was assigned the co-ordinator of the same.
6. It was decided to organise an induction programme for S1 degree students in three batches BA, BSc and BCom separately with two days for each batch. Mr. Yogesh Prasad and Dr. Nair Anup Chandrasekharan was assigned the responsibility to co-ordinate the same.

7. To organise Academic Audit of 2021-22 academic year by the last week of August. Dr. Ashish Varughese was assigned as the in charge of the same.
8. To organise an orientation programme for teachers on Embase LMS. Dr. Merin George was entrusted upon convening the programme.
9. To organise the Merit Day for the outstanding achievers in the University Examinations 2021-22
10. Feedback Analysis was presented by Dr. Lynnette Joseph. It was discussed and the important finding that as offline classes have restarted, temporary arrangements for the canteen facility to be done immediately. The completion of the new library complex and dining hall at ladies' hostel to be monitored. Suggestions regarding Admission process and curriculum to be communicated to the University.

Ms. Merin George proposed the vote of thanks and the meeting came to a close at 4.00 pm.



**IQAC Coordinator**



**Dr. Jacob Chandy  
Principal**

10/10/2022

## Action Taken Report

1. Moore Initiative for Skill Training (MIST) was inaugurated on 11 August 2022.
2. One day training programme on NAAC RAF for teachers was held on 29 July 2022
3. One Day Professional Development Programme for Administrative and Lab Staff was organised under Staff Enrichment Programme (StEP), IQAC was held on on 30 July 2022 with Dr. Asish Varughese as the Convener
4. Essay writing competition by IQAC as part of Azadi Ka Amrit Mahotsav was organised
5. Cultural programme day for all S3 students Department wise was organised. Dr. Ashish Varughese served as the co-ordinator.
6. Induction programme for S1 degree students was organised during 11-18 October 2022 in three batches BA, BSc and BCom separately with two days for each batch. Mr. Yogesh Prasad and Dr. Nair Anup Chanrasekharan were co-ordinators.
7. Academic Audit of 2021-22 academic year was held on 31 August 2022.
8. An orientation programme for teachers on Embase LMS was held on 22 September 2022.
9. The feedback analysis was presented in staff council meeting
10. Merit Day was held on 31 August 2022.



**IQAC Coordinator**



**Dr. Jacob Chandy  
Principal**