






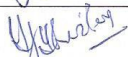




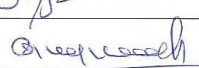





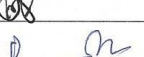


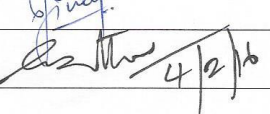


MINUTES OF IQAC MEETING HELD ON 4 FEBRUARY 2016

The third meeting of 2015-16 of the IQAC was held on 4 February 2016. The list of members present and absent is given below:

IQAC 2014-2016: MEMBERS PRESENT AT THE MEETING HELD ON 4 FEBRUARY 2016

1	Rev. Dr. Gigi Thomas (Principal) – Chairperson	
2	Rev. Fr. Sheen Palakuzhy (Bursar)	
3	Dr. K. L. Anandavally (Vice-Principal)	
4	Dr Jolly Jacob	
5	Dr Manju K G	
6	Dr Jessy Thomas	
7	Dr P J Jacob	
8	Dr. Shirley Stewart	
9	Dr. Jijimon K. Thomas	
10	Dr. Mary George	
11	Fr. Vincy Varghese	
12	Dr. I. Hubert Joe	
13	Dr. K. Oommachan	
14	Ms. Suja Eapen	
15	Dr. K. I. Georgee	
16	Rev. Fr. Shoji Varghese	
17	Mr. P. I. Paul	
18	Dr. C. Suju Skaria	
19	Dr Beenamole T.	
20	Ms Arya M.P. (Student representative)	
21	Ms. Jincy M. Saji (Student representative)	
22	Dr. George Mathew (Co-ordinator)	

## AGENDA FOR THE MEETING

1. Reading of minutes of previous meeting;
2. Reconstitution of the IQAC for 2016-18;
3. Discussion on submission of LOI and allocation of responsibilities.
4. Steps to be taken to start the writing of the SSR;
5. Submission of AQAR for 2014-15;
6. Tabling of report on evaluation of departments and infrastructure and facilities by teachers.
7. Any other matter brought up by the members.

## MINUTES

1. The meeting was presided over by the Chairperson, Rev. Dr. Gigi Thomas, and started at 2.30 pm with a silent prayer.
2. The minutes of the previous meeting held on 9 October 2015 was read and approved.
3. The Co-ordinator informed the meeting that the IQAC would have to be reconstituted in 2016 after its two-year term. The Principal recommended that the present IQAC continue for 2016-17, especially with reaccreditation due in September 2016.
4. The meeting was informed that the NAAC helpline had conveyed the information that the LOI needs to be submitted after the SSR was uploaded on the College website by 15 August 2016 (contrary to the information on the NAAC website that LOI had to be submitted 6 months prior to re-accreditation)
5. The Principal told the meeting that the members allotted responsibilities of the various criteria should form Quality Circles by inducting more teachers from outside the IQAC into these QCs. They would start writing the SSR for their criterion as early as possible.
6. Members of the IQAC were given the format of the AQAR to compile information on their criterion. The IQAC would meet within 2 weeks to compile the data and submit the AQAR by the end of the month.
7. The Report on the Evaluation of Departments by the Faculty of the Departments was placed before the meeting. It was recommended that the findings of the Report would be discussed with the departments at departmental staff meetings.
8. The Report on the Feedback of Teachers on Infrastructure was not ready; it would be placed at the next meeting.
9. Dr Jijimon K Thomas reminded the meeting that IQAC meetings should be held at least once a month until the NAAC Peer Team visit.
10. The next meeting would be held in the first week of March. It would discuss the writing of the SSR and the work to be taken up by the Criterion Members.

## ACTION TAKEN REPORT

1. Quality Circles were formed for Criterion 1 and 2, and meetings held for Criterion 2 QC. Other QCs would be formed by the end of the month.
2. Necessary information for AQAR 2014-15 was collected and compiled. The AQAR for 2014-15 would be placed before the next meeting for final approval.

## PENDING ACTIONS TAKEN UP

1. The Principal informed the meeting that Self-Appraisal Forms were received from the majority of teachers. Departments would be instructed to keep hard copies with them.

2. The final version of the brochure for Add-on courses has been given for print. Coordinators were instructed to prepare the detailed syllabus to put up on the College website as early as possible

#### PENDING ACTIONS

1. The conduct of Course Committee meetings is yet to be evaluated.
2. The analysis of feedback on curriculum and feedback on infrastructure from students is pending.
3. The report on feedback from teachers on infrastructure is pending.

A handwritten signature in black ink, appearing to be 'S. D. S.', written in a cursive style.

CO-ORDINATOR

4 February 2016