

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MAR IVANIOS COLLEGE (AUTONOMOUS)**

**Combined meeting of IQAC members & criteria coordinators held
at 3.30 pm on 17 August 2018**

Agenda:

1. Evaluation of the preparation for NAAC SSR documents
2. Evaluation of the criterion wise data collection by respective criteria coordinators
3. Discussions on IIQA, Profile of Institution, Extended file, Executive summary and SSR
5. Evaluation of activities of IQAC
6. Any other item permitted by the Chairperson

MINUTES

1. A meeting of the IQAC was held at 3.30pm on 17.08.2018. The meeting started with a silent prayer and was presided over by the Principal.
2. The Principal welcomed the IQAC members.
4. The minutes of the previous meeting held on 24.03.2018 was read and approved.
5. The meeting discussed the preparation for the 4th cycle NAAC SSR preparations.
6. The IQAC Coordinator presented brief description on preparations done till the date.
7. Each criterion coordinators presented a brief report on the progress of their work related to the collection of data and documents including soft copies to be uploaded.
8. The committee decided to entrust the uploading procedures to Dr.Jijimon K Thomas (IQAC coordinator) and Rev.Dr.Gigi Thomas (former Principal)
9. Dr.Sajith Kurian, Dr.Arun Lawrence,Mr.Manasees Benny and Dr.John Jacob were entrusted the task of technical help to the IQAC office for uploading documents.
10. The meeting ended at 10.30 am.

ACTION TAKEN REPORT

1. Draft IIQA was prepared on the basis of the inputs from Prof. M P Rajan
- 2 Draft SSR-2018 was prepared by entering data on Excel template.
3. Additional technical infrastructure including Computers, high speed internet facilities etc were provided
4. Data updating procedures initiated.

IQAC COORDINATOR

17.08.2018

