



25th January 2019

Minutes of IQAC Meeting

The meeting of the IQAC held in the conference room adjacent to the Principal's Office on 25th January 2019 discussed the following,

Members Present:

Rev Sr Cherukusumam CMC	Sd/-
Rev Dr Thomas Parathara	Sd/-
Dr Anitha Jose	Sd/-
Dr Rani Maria Thomas	Sd/-
Dr Jinsamma Joseph	Sd/
Dr Reethama O V	Sd/-
Dr Saji Mariam George	Sd/-
Dr Jissy Mathew	Sd/-
Ms. Linz Tom	Sd/-
Dr Jickey Issac	Sd/-
Dr Poulami Aich Mukharjee	Sd/-
Dr Jaisymol Augustine	Sd/-
Ms Rosmi Lukose	Sd/-

Matters Discussed:

- Fourth cycle of Accreditation – when to submit and upload the data
- Reconstituting the IQAC in line with the new UGC norms
- Suggestions and Comments on the Policy Documents
- Future Course of Action
- Academic and Administrative Audit
- Documentation Portal
- Sports and Extracurricular UG 20 hrs- PG 45hrs.

- Meeting of the SQAC

The IQAC coordinator welcomed the gathering and presented the agenda of the meeting. In the view of the forth coming accreditation it was decided that the criteria wise members must meet with the coordinators analysing the data and document to be collected and it was brought to the notice of the IQAC members to verify and collect the relevant documents. The coordinator was asked by the Principle to provide a list of suggestive members for the reconstitution of the IQAC as per the latest NAAC guidelines. Suggestions were also sought from the IQAC members. It was also pointed out that the Academic and Administrative Audit could be scheduled in May 2019. As per the decision of the meeting, HOD's were to be duly informed to make preparation for the Academic and Administrative Audit. The Policy Document prepared by co-ordinators was presented before the IQAC and suggestion and evaluation was sought. It was pointed that an Admission Policy must also be incorporated into the Policy Document. In preparation for the NAAC visit the future course of action was sought. The need for an outcome based syllabus was suggested by the coordinator and the Principal sought further clarification to be made at a later meeting. It was also suggested that a documentation portal has to be developed so as to make it easy for the criteria committee members and departments to scan and save the relevant documents. A decision regarding specific hours to be allotted for sports and extracurricular activities was not decided as a consensus couldn't be reached.
