



26<sup>th</sup> September 2017

## Minutes of IQAC Meeting

The meeting of IQAC held on 26<sup>th</sup> September 2017 in the Conference Room adjacent to the Principal's Office at 2:00 p.m. discussed the following

### Members Present:

Dr. Sr. Amala SH	Sd/-
Sr. Cherukusumam CMC	Sd/-
Dr. Regimol C. Cherian	Sd/-
Dr. Rani Maria Thomas	Sd/-
Ms. Rosmi Lukose	Sd/-
Dr. Jinsamma Joseph	Sd/-
Dr. Reethamma O.V.	Sd/-
Dr. Saji Mariam George	Sd/-
Dr. Jissy Mathew	Sd/-
Ms. Linz Tom	Sd/-
Dr. Jikcey Isaac	Sd/-
Dr. PaulamiAich Mukherjee	Sd/-
Dr. Jaisymol Augustine	Sd/-

### Agenda:

- Preparation for the next accreditation process.
- AQAR (2016 – 2017)
- Organising International Seminars
- Policy Implementation
- Academic and Administrative Audit
- Talks on Capacity Building for teachers.
- Preparation of Question Banks to be completed.

### Matters Discussed:

- In preparation for the next accreditation process Committees were formed with an IQAC member as the co-ordinator of each criterion based committee.
- It was decided to conduct an external Administrative and Academic Audit in the first week of February 2018. The departments were asked to provide a regular monthly review to the IQAC as well as the administrative departments.
- The departments are to be reminded to renew their Research Consultancy and to check if the MoUs are timely renewed. They are to report to Dr. Jissy Mathew; the co-ordinator of Research Consultancy and Extension.
- It was decided to conduct two sessions on ICT and its uses in the teaching – learning process and a session on Online Learning Resources available on the 9<sup>th</sup> of October 2018.
- The departments are to complete the question banks of each of the courses undertaken.
- The idea put forward by Dr. Jissy Mathew of setting up a Research Forum where a small group of interested teachers to conduct regular talks in inter-related topics of interest and use Display boards to publicize the publication of teachers as an encouragement to them was proposed and approved.
- The co-ordinators of the various criterion wise committee were asked to discuss/brainstorm the NAAC requirements for each criteria and discuss what can be done in the next meeting of IQAC scheduled on 5<sup>th</sup> October 2017.
- It was also decided to complete the vision document of the college and to frame policies for the various activities undertaken in autonomy.
- The core group of excellent students are to be identified and advanced learners to be trained.

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