



17th January 2018

Minutes of IQAC Meeting

The meeting of the IQAC held in the Conference Room adjacent to the Principal's Office at 2:15 p.m. on 17th January 2018 discussed the following.

Members Present:

Dr. Sr. Amala SH	Sd/-
Sr. Cherukusumam CMC	Sd/-
Dr. Rani Maria Thomas	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/-
Ms. Rosamma V.A.	Sd/-
Ms. Manjulin Jacob	Sd/-
Ms. RosmiLukose	Sd/-

Agenda:

- Academic and Administrative Audit
- National Seminars – IPR, Gender Issue and Climate Change
- Evaluative Report from each department for the years 2014 – 2015, 2015 – 2016, 2016 – 2017, 2017 – 2018, 2018 – 2019.
- Online Feedback Form
- Best Practices
- Meeting of Criterion-wise committee members.
- Capacity Building – Workshop for Teachers

- Workshop on e-filing and computer enabled management software for non-teaching staff.
- Grievance Redressal Meeting in February.

Matters Discussed:

- As per the discussions it was decided to instruct the departments to prepare an evaluative report (spiral bound) for the past four years (2014 – 2018).
- Online feedback form to be sent to the students to evaluate their response under autonomy.
- It was also decided to schedule the National Seminar on Gender (in February) as well as the Capacity Building Workshops for teaching and non-teaching staff in February.
- Principal stressed the need for fixing a date for the conduct of the Academic and Administrative Audit. It was decided to fix the date in the last week of March or second week of April.
- The departments were asked to find the scope for establishing MoUs.
- It was also decided to revive the online journals in the library.
- Following the meeting a criterion wise committee meeting was also to be scheduled immediately.
- The IQAC coordinator was also asked to address the faculty regarding NAAC criteria to create an awareness and clarify doubts if any.
