



17th July 2021

Minutes of IQAC Meeting

The Meeting of the IQAC held on 17th July 2021 at 2 pm in the Powathil Hall discussed the following:

Agenda of the Meeting

- AQAR Submission
- Preparation of IIQA
- NAAC Preparation Committee
- Infrastructure back up for data Uploading
- Exit Exam Report
- Green Audit Report Presentation
- AESOP
- Others if any

Members Present:

Dr Anitha Jose	Sd/-
Rev Dr Thomas Joseph Parathara	Sd/-
Ms Anne Mary Joseph	Sd/-
Dr Paulami Aich Mukherjee	Sd/-
Dr Jinsamma Joseph	Sd/-
Dr Jissy Mathew	Sd/-
Ms Rinsy Thomas	Sd/-
Ms Linz Tom	Sd/-
Dr Jickey Isaac	Sd/-
Dr Marina Aloysius	Sd/-
Dr Binumol Abraham	Sd/-
Ms Suja Mary George	Sd/-
Rev Tinju Tom	Sd/-
Ms Rosmi Lukose	Sd/-

Matters Discussed:

- The acting co-ordinator briefed the gathering regarding the progress made in consolidating the data for AQAR submission.
- It was suggested that documentation for SSR has to be upgraded and completed.
- It was informed that the tentative dates for submitting the data for AQAR also depended on the website upgradation which was in progress and it will be possible by the second week of August.
- It was decided that the IIQA will be submitted only after the AAA for the year 20-21 was completed. The tentative dates were fixed as the second week of October.
- The departments were to be informed to consolidate the data and presentation for the Academic Audit.
- In view of the suggestions made by the external members about the need for communication skills programme, The English Department was entrusted with the task of devising a programme for the newly admitted first year students based on an entry level language proficiency test. Accordingly, students would be given training on their aptitude in communication and written skills. It was also decided to collect an amount of 100 rupees per student during admission for the conduct of the sessions.
- The need for infrastructure upgradation in view of uploading data was brought to the attention and the Principal assured that measures will be taken at the earliest. She also informed that the renovation of IQAC room will completed next month.
- In view of selecting new SQAC MEMBERS, it was decided that HODs will nominate 5 students from each department who will then be briefed about the functioning and responsibilities under the guidance of two teachers from the union and arts club. Accordingly, Dr Whyini Gopi and Ms Neethu Tessa Baby were selected as the staff coordinators of SQAC.
- The coordinator then briefed and presented a report of the Exit Exam conducted on the 10 June 2021.
- The Green Audit Report was also presented and the measures to be taken for the current year was discussed. It was decided to make pollution control as the main focus and also to implement the measures recommended in the Green Audit Report.

The measures to be taken to conduct the Extension Programme AESOP also was raised. After much deliberation a tentative consensus was reached to make the final year students must give an orientation to the juniors and further steps can be devised after discussion. All decisions taken will be communicated through a General Body Meeting.
