



5<sup>th</sup> October 2016

## Minutes of IQAC Meeting

The meeting of IQAC held on 5<sup>th</sup> October 2016, in the Principal's Office at 2:30 p.m. discussed the following.

### Members Present:

Dr. Sr. Amala SH	Sd/-
Sr. Cherukusumam CMC	Sd/-
Dr. Rani Maria Thomas	Sd/-
Ms. Rosmi Lukose	Sd/-
Ms. Anne Mary Joseph	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. Paulami Aich Mukherjee	Sd/-

### Agenda:

- AQAR Finalisation
- Committees for various NAAC Criteria for the NAAC visit 2019
- Seminar on utilizing Web Resources for effective teaching
- Eco Projects
- Mentoring – Evaluation

### Matters Discussed:

The meeting took up various issues related to quality improvement and suggestion for evaluating these was put forward by the Principal.

- Principal insisted on organising the meeting with the mentors as well as the teachers in charge of the various clubs.
- AQAR submission date was finalised (18 October). It was decided to constitute committee for the various NAAC criterion in anticipation of the 2019 NAAC visit. Accordingly, the committees were constituted.
- The list of mentor-mentees was to be given to the principal the following week itself. It was also decided to arrange meetings of the mentors and club in charge after the Pooja holidays.
- The other decisions taken include the finalisation of the Eco Projects for each department.
- Provide training for students in Oratory Skill under the auspices of the Oratory Club
- To collaborate with CMC congregation for reusing paper waste.
- To organize a one-day seminar on ICT: Teaching / Learning – by Dr. Kalpana, IIT Mumbai on 27/10/2016
- Promote the teacher’s forum, Dimension to be held on 17/10/16 with a presentation by Ms. Smitha Mathews and to ensure proper documentation of data collected.

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