



2th December 2021

Minutes of IQAC Meeting

The Meeting of the IQAC held on 2nd December 2021, in the IQAC Room, with Criterion Committee members discussed the following:

Agenda of the Meeting

- Criterion Wise write-ups
- Verification of Data /Documentation
- Academic Audit
- Feedback Analysis
- Fire Safety Awareness Programme
- Life Guidance for Students

Members Present:

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

- The Meeting was exclusively held to evaluate the data collection and documentation process and preparation of the qualitative matrices.

- Each criteria co-ordinator briefed the principal about the documents they have collected, the data they have consolidated and how far they have completed their write ups.
- Each Criteria were given deadlines to submit their data and to consolidate the documents.

It was also communicated that

- The AAA is scheduled to be held on the 4th and that after the Academic Audit, the evaluators will clarify the doubts regarding SSR consolidation and provide a guideline for the data uploading.

It was decided

- To hold a fire safety awareness programme during the second week of December in association with the Fire station Changanassery.
- To organize a spiritual orientation and life guidance course for the students in the second week of December.
- To remind the departments to present the feedback analysis on syllabus in the Board of Studies and get their recommendation before the next syllabus revision.
