

**Minutes and Compliance to the resolutions taken in the IQAC meetings
2018-19**

IQAC meeting held on 12-06-2018 at 3.30 pm

Agenda: Action plan formulation of 2018-19

Members Present

1. Mr. Biju Mathew
2. Dr. Sachin P James
3. Dr. Santhosh S
4. Mr. Anup Antony
5. Dr. Ninette Rolence
6. Dr. Sheeba. P. S.
7. Dr. Sreejith M Nair
8. Dr Godwin Samraj D P

Decisions:

- Dr. Sreejith M Nair (Coordinator of IQAC) explained the importance of quality sustenance in higher education.
- Each criterion coordinator presented a brief proposal of action plan.
- The coordinator briefly discussed all the seven criteria and each criterion coordinator were instructed to prepare a detailed action plan of their activities after discussing with Criteria members.

IQAC meeting held on 13-09-2018 at 3.30 pm

Agenda: Discussion on AQAR

Members Present

1. Mr. Biju Mathew
2. Dr. Sachin P James
3. Dr. Santhosh S

4. Mr. Anup Antony
5. Dr. Ninette Rolence
6. Dr. Sreejith M Nair
7. Dr Godwin Samraj D P

Decisions:

- Discussed the AQAR in detail.
- Following decisions were taken after long discussions.
 - To conduct an online student satisfactory survey for the 2nd year students.
 - Strengthen the mentoring system and to maintain a register separately for mentoring and tutorial.
 - Critical evaluation should be carried out by the principal regarding teacher evaluation.
 - Department should appoint a course coordinator for each paper and it is their responsibility to prepare question bank, evaluate the progress of the course, publish mark list, consolidate and upload internal marks.
 - To conduct atleast one MCQ test as part of internal exam.

IOAC meeting held on 20-12-2018 at 3.30 pm

Agenda: Progress of Action plan of 2018-19

Members Present

1. Dr. Santhosh S
2. Dr. Govind Raj K
3. Mr. Anup Antony
4. Dr. Ninette Rolence
5. Dr. Sheeba. P. S.
6. Mr. Biju Mathew
7. Dr. Sreejith M Nair
8. Dr Godwin Samraj D P

Decisions:

- Criterion coordinators presented their views regarding different aspects and finally decided to implement certain changes in the existing system.
 - Modification the teacher's diary.
 - Collection of feedback from stake holders.
 - Initiate the construction of more smart class rooms with the support of alumni.
 - Separate staff meeting to be conducted to discuss the matters related to IQAC.
 - Collect the self-appraisal from teachers.
 - To strengthen the linkages with other research institutions.
 - Increase the computer facility of the college.

IOAC meeting held on 21/05/2019

Agenda: Evaluation of the activities of 2018-19 and to plan the activities of 2019-20

Members present:

1. Dr. Sreejith M Nair
2. Dr. Sheeba. P. S
3. Dr. Biju Mathew
4. Dr. Govind Raj K
5. Dr. Ninette Rolence
6. Mr. Anup Antony

Decisions:

The committee evaluated all the activities carried out during the academic year 2018-19 and decided to implement the following

- A value added course to be started in each department as a two credit course.
- E-content should be developed by teachers and uploaded in the website
- Training classes to be conducted for teachers regarding SWAYAM, MOOC etc.
- Increase the computer facility of the computer centre and to utilise it for financial benefits by renting it for outside source.

- To increase the number of scholarships given to needy students.
- To arrange spoken English and computer training to the students.
- JRF – NET classes to be conducted in each department. A fixed amount will be provided by the PTA for meeting the expense.
- To setup a centre for foreign language.