

Date: 25/5/17

# Minutes Report

2.30 PM



## Agenda

- 1) Selection of Secretary
- 2) Plan Document
- 3) Work Diary
- 4) Teacher in charge of Centre of Extension, Bridge Course
- 5) Student Representatives
- 6) Teacher Evaluation

## Members Present

1. Dr. K. Alexander
2. Rev. Dr. James Philip
3. Prof. Prathish Abraham
4. Prof. Jisha Jacob
5. Prof. Bino P Jose
6. Prof. Imme Maria Thomas
7. Prof. Anoop Tom Thomas
8. Prof. Michael Thomas
9. Prof. Lekha Francis
10. Prof. Mary Pitarria C Mathew
11. Prof. Nelson Kuriakose
12. Mr. P.V John
13. Mrs. Beenamma Mathew
14. Mrs. Duemy John.

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The meeting started at 2.45 with a silent prayer. The meeting was chaired by the principal. The following discussions and decisions were made in the meeting.

1. Prof. Anne Maria Thomas was selected as the Secretary of IQAC.
2. The Details of plan Document submitted by the planning Committee was briefed.
- 3) The members of the IQAC, who will be initiating the Centres of extension proposed in the planning Document were selected.
  - \* Prof. Michael Thomas and Prof. Mary Pithumia C. Mathew will Co-ordinate the Centre for Assistance to Rural Agriculturists.
  - \* Prof. Lekha Francis will Co-ordinate the activities of the Centre for women Empowerment headed by Prof. Pray Joseph.
  - \* Prof. Anoop Tom Thomas will help the introduction of Centre for Skill Development.

The estimated expenses of these Centres need to be studied.

- 4) Prof. Mary Pithumia C. Mathew and Prof. Nelson Kuriakose will Co-ordinate the Bridge Course for 1<sup>st</sup> year Students.
  - 5) World Environment day is to be celebrated by planting fruit trees in the Campus. Prof. Michael Thomas briefed about the project submitted to the State Government by Bhoomithralana Club.
  - 6) Work diary to be finalized at the earliest and teacher evaluation should be done in every semester.
  - 7) The Details of Inauguration of Transparency International Club was briefed by the Principal.
  - 8) Two students are to be selected from each class, one will from the Student wing of IQAC. It was decided to select the students considering merit, leadership and Communication skills. The students representatives will be elected from among them.
- The meeting came to an end by 3.15 pm.

16/11/18

Date: 16/1/18

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2.30 PM



## Agenda:

- 1) AQAR 2016-17
- 2) Discussion on new accreditation procedures
- 3) College website
- 4) Certificate Courses
- 5) Centre of Extensions
- 6) Feed back forms / Teacher Evaluation.
- 6) Any other matter

## Members present

- 1) Rev. Dr. James Philip (Chairman)
- 2) Prof. Prathush Abraham (Co-ordinator)
- 3) Prof. Imme Maria Thomas (Secretary)
- 4) Michael Thomas
- 5) Mr. John
6. Praveen Manigan
7. Joji Thomas
8. Mary Pitumia. C. Mathew
9. Geomy John
10. Gisha Jacob
11. Lekha Francis
12. Bearemma Mathew
13. Nelson Kuriakose
14. Nooruddeen Jabbar

The meeting started at 2.30 pm.

The Co-ordinator made a presentation regarding the new accreditation framework.

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The Co-ordinator emphasized that members should focus on the areas in which College will gain points

The following decisions were made in the meeting

- 1) Work diary will be given to teachers atleast by next June
- 2) The teacher evaluation must be conducted by the end of February
- 3) AQAR 2010-12 to be uploaded, must be scrutinized by all the department heads within two days and corrections and suggestions should be specified if any
- 4) College website and department websites should be linked
- 5) Atleast one Certificate Course should be provided by each department to their students. The syllabus and course work should be formulated by the department itself
- 6) It was decided to constitute a Committee to study the various criteria specified in the new

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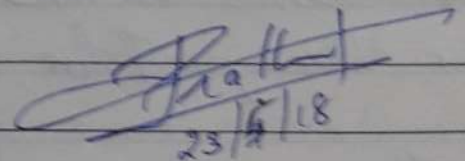
accreditation framework and to formulate future plans for the College.

The members of the Committee are

- 1) Prathish Abraham
- 2) Irene Maria Thomas
- 3) Michael Thomas
- 4) Lekha Francis
- 5) Raseep Tom Thomas
- 6) Deivy John

7) Mr. Nelson Kuniakose was made the Co-ordinator for the Centre for Skill Development

8. The Student representatives raised their grievance about the lack of good washing facilities and toilets in the College.

  
23/4/18