

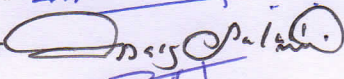
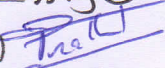
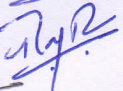
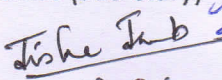

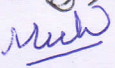

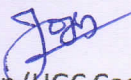


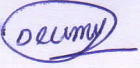


## Minutes of the Meeting held on 23/05/2018

### Members Present

1. Rev. Dr. James Philip (Chairman) 
2. Dr. Jojo George, Vice Principal 
3. Rev. Dr. Manoj Joseph, Bursar 
4. Prof. Prathish Abraham (Coordinator) 
5. Prof. Imme Maria Thomas (Secretary) 
6. Prof. Jisha Jacob 
7. Prof. Anoop Tom Thomas 
8. Prof. Michael Thomas 
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis 
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas 
13. Prof. Praveen Tharian (UGC Coordinator) 
14. Prof. Bino P Jose (Former IQAC Coordinator) 
15. Mrs. Duemy John (Librarian) 

The meeting began with a silent prayer at 2.00 pm. The meeting was chaired by the College Principal. The College Manager was also present in the meeting and addressed the gathering. The manager emphasized on the need of utilizing the full potential of the young efficient and vibrant young faculty members of the college and talked on various issues including motivational classes, new heights the college is expected to reach within a short period and infrastructural developments inside the campus.

The meeting discussed about various matters related to the new academic year and suggest steps that are to be taken in each issue. All ongoing regular activities are to be continued and new innovative steps are to be introduced. The need for starting new courses was also discussed. In order to sustain the higher academic performance of the students,




motivational classes are to be conducted for all students and must be conducted on a regular basis. Departments should ensure that subject wise expert lectures are to be organized by all departments. A budget need to be prepared for the college in advance specifying the allocations in research, extension activities and infrastructural fields.

Hostel facility especially for girls inside campus is an urgent need and the manger ensures that the new Hostel will start functioning in this academic year itself.

Interactions with alumni and public must be increased and their engagement in the development of college should be enhanced. More academic collaborations are to be made with other higher educational institutions. The performances of various top level institutes are to be observed and the positives that can be incorporated to our situations can be discussed and being introduced. The college premises should be kept clean and the use of plastics should be avoided at the best possible level. More initiatives are to be made on developing entrepreneurship skills of students.

The coordinator briefed about the activities that were undertaken during the academic year 2017-18. Prof. Anoop tom Thomas gave a summary of the activities of the Career and Placement Cell and expressed some difficulties faced by him for its smooth conduct, especially the lack of a full time career advisor / HR officer. The meeting decided to look into the matter. The meeting came to an end by 3.15 pm.



Coordinator

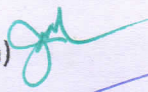
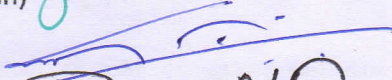
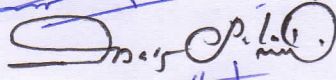
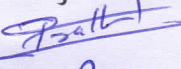
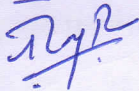
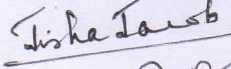

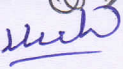

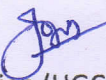





Principal



## Minutes of the Meeting held on 30/08/2018

### Members Present

1. Rev. Dr. James Philip (Chairman) 
2. Dr. Jojo George, Vice Principal 
3. Rev. Dr. Manoj Joseph, Bursar 
4. Prof. Prathish Abraham (Co-ordinator) 
5. Prof. Imme Maria Thomas (Secretary) 
6. Prof. Jisha Jacob 
7. Prof. Anoop Tom Thomas 
8. Prof. Michael Thomas 
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis 
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas 
13. Prof. Praveen Tharian (UGC Co-Ordinator) 
14. Prof. Bino P Jose (Former IQAC Co ordinator) 
15. Mrs. Duemy John (Librarian) 

The meeting began with a silent prayer at 2.00 pm. The meeting was chaired by the College Principal. The meeting discussed about various ongoing activities and suggest steps that are to be taken in each issue. More funds are to be tapped and more certificate courses are to be started by departments. Participation in online add on course are to be encouraged. Departments will be advised to took further action into the matter and to study the scope of add on courses in their own fields.

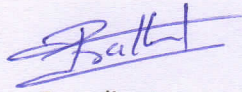
The College and its facilities should be made more open to the public. The NSS as well are other service clubs can do more in this area. The activities of these clubs especially NSS is appreciated in the meeting. The construction of Women's hostel was completed and was inaugurated.



The details needed for AQAR of the year 2017-18 is should be submitted by all departments. The data required will be informed to the Departments. The coordinators of various clubs and associations should arrange more innovative programmes. The continuous evaluation process must be strictly followed and proper analysis should be made.

The process for next accreditation should continue without delay. The meeting entrusted the coordinator to take proper measures in this manner.

The college should go for NIRF ranking and the meeting entrusted the coordinator to proceed with it. The PTA meeting of all classes are to be conducted and feedbacks are to be consolidated at the earliest. The use of plastics should be avoided at the best possible level.

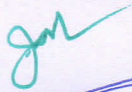

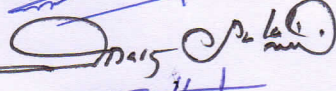
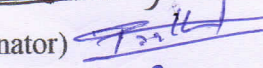
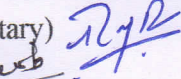
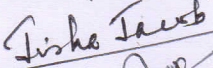
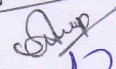
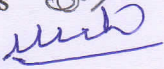

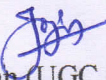



  
Coordinator

  
Principal



Minutes of the Meeting held on 20/12/2018

**Members Present**

1. Rev. Dr. James Philip (Chairman) 
2. Dr. Jojo George, Vice Principal 
3. Rev. Dr. Manoj Joseph, Bursar 
4. Prof. Prathish Abraham (Co-ordinator) 
5. Prof. Imme Maria Thomas (Secretary) 
6. Prof. Jisha Jacob 
7. Prof. Anoop Tom Thomas 
8. Prof. Michael Thomas 
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis 
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas 
13. Prof. Praveen Tharian (UGC Coordinator) 
14. Prof. Bino P Jose (Former IQAC Co ordinator) 
15. Mrs. Duemy John (Librarian) 

The meeting began with a silent prayer at 2.30 pm. The meeting was chaired by the college principal. The College manager was also present in the meeting. The manager talked on various issues including motivational classes, discipline and hygiene inside campus and progress of infrastructural developments in the campus.

The meeting was informed about the proposal of one day state level workshop on Mendeley Reference Management Software was organized by IQAC and College Library in association with MG University. Ms. Duemy John briefed about the workshop and the meeting entrusted Ms. Duemy John to move forward with the programme.

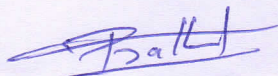
The meeting was informed that the college had registered for NIRF rankings. The meeting entrusted the coordinator to take the follow up measures in this matter. The utilization of funds must also be taken into high consideration, avoiding any chances of lapse in time and amount.



The meeting was informed that a subcommittee of Prathish Abraham, Anoop Tom Thomas and Imme Maria Thomas was formed to study the new accreditation process. The draft form of AQAR for the year 2017-18 is ready and will be mailed to all Heads of Departments and IQAC members for verification and for final corrections/ additions on it.

The meeting discussed about various matters related to the new semester and suggest steps that are to be taken in each issue. Measures are to be taken to ensure that Contiguous evaluation process should follow as per schedule. The PTA meeting of all classes are to be completed and feedbacks are to be consolidated at the earliest.

The new issue of the research journal should be completed at the earliest. The college premises should be kept clean and the use of plastics should be avoided at the best possible level. The use of plastic flex banners are to be avoided in all programmes. The meeting came to an end by 3.15 pm.

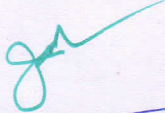

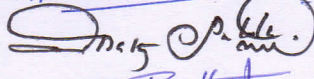
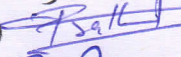
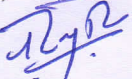
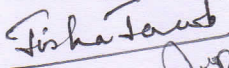
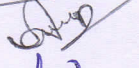
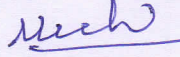

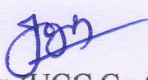



  
Coordinator

  
Principal



## Minutes of the Meeting held on 22/2/2019

### Members Present

1. Rev. Dr. James Philip (Chairman) 
2. Dr. Jojo George, Vice Principal 
3. Rev. Dr. Manoj Joseph, Bursar 
4. Prof. Prathish Abraham (Co-ordinator) 
5. Prof. Imme Maria Thomas (Secretary) 
6. Prof. Jisha Jacob 
7. Prof. Anoop Tom Thomas 
8. Prof. Michael Thomas 
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis 
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas 
13. Prof. Praveen Tharian (UGC Co-Ordinator) 
14. Prof. Bino P Jose (Former IQAC Co ordinator) 
15. Mrs. Duemy John (Librarian) 

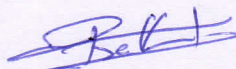
The meeting began with a silent prayer at 11.00 am. The meeting was chaired by the college principal. The meeting reviewed about various matters related to academic year. The AQAR for the year 2017-18 was successfully uploaded.


The subcommittee for studying new assessment process suggested the formation of a separate committee for each criteria, lead by experienced faculty members. The meeting entrusted the coordinator on this matter.

The PTA meeting of all classes are completed and feedbacks are to be consolidated at the earliest. The next issue of Research Journal should be completed at the earliest.

The meeting was informed that the process of NIRF data uploading is completed and verifications are ongoing. The teacher evaluation process should be completed at the earliest. The student satisfaction survey should also be conducted and should be evaluated.

The meeting came to an end by 11.45 pm.

  
Coordinator

  
Principal