

Meeting 1

Date: 3 September, 2016

Time: 3.00 pm – 4.30 pm

Venue: Principal's Chamber

Agenda: Finalise the AQAR of the previous years

Attendance

1. Dr. M.G. Roymon
2. Rev. Fr. Geevarghese Rambaan
3. Dr. Vinita Thomas
4. Dr. Sunita Mathew
5. Dr. Manoj Varghese
6. Mr. Saji Thomas
7. Dr. Mariam Jacob
8. Dr. Ashok Mishra
9. Dr. James Mathew
10. Dr. Chanda Verma
11. Dr. Debjani Mukherjee
12. Dr. Sapna Sharma
13. Dr. Suja Varghese
14. Dr. Susan Abraham
15. Mrs. Smita Suresh Daniel
16. Mr. Kailash Narayan Verma
17. Mr. Shyji Thomas

The following members could not be present due to other engagements

1. Rev Fr. Joshi Varghese
2. Lt. Dr. Rajkumar Gadpayle
3. Dr. Jayasree B
4. Capt. Shabana Khan
5. Dr. Shiny mendonce
6. Dr. Suja Varghese

Minutes:

1. The chairman Dr. M.G. Roymon welcomed the members and requested the IQAC coordinator to read out the minutes of the previous meeting.
2. This was followed by the distribution of the AQAR of all the previous years from 2011-12 to 2014-15.
3. After a few corrections in the AQAR, it was decided that the AQAR can go printing, binding and then uploading in the college website.
4. Responsibility has been assigned to the website committee convenor to upgrade the college website with the current status as the preparation of SSR was already under process
5. The meeting was concluded by proposing a vote of thanks by the coordinator.



Principal



IQAC Coordinator

Meeting 2

Date: 1 December, 2016

Time: 3.00 pm – 4.30 pm

Venue: Principal's Chamber

Agenda: SSR and certificate courses

Attendance

1. Dr. M.G. Roymon
2. Rev. Fr. Geevarghese Rambaan
3. Dr. Vinita Thomas
4. Dr. Sunita Mathew
5. Dr. Manoj Varghese
6. Mr. Saji Thomas
7. Dr. Mariam Jacob
8. Dr. Ashok Mishra
9. Dr. James Mathew
10. Dr. Chanda Verma
11. Dr. Debjani Mukherjee
12. Dr. Sapna Sharma
13. Dr. Shiny Mendonce
14. Dr. Suja Varghese
15. Dr. Susan Abraham
16. Dr. Jayasree B
17. Mrs. Smita Suresh Daniel
18. Mr. Kailash Narayan Verma
19. Mr. Shyji Thomas

The following members could not be present due to other engagements

1. Rev Fr. Joshi Varghese
2. Lt. Dr. Rajkumar Gadpayle
3. Capt. Shabana Khan

Minutes:

1. The chairman Dr. M.G. Roymon welcomed the members and requested the IQAC coordinator to read out the minutes of the previous meeting.
2. The copy of SSR was circulated and was then open for discussion.
3. It was decided the different criteria will be distributed among the IQAC members so that criteria based discussion can be held in the next meeting
4. Dr. Chanda Verma proposed for courses related to skill development in the students. The administrator enquired about the short term courses English language Lab and computer courses and also encouraged the other departments to start the certificate programs
5. Dr. Manoj Varghese stressed on the importance of the Alumni Association and this was followed by a discussion of how to involve alumni during the NAAC peer team visit.
6. Alumni Association Coordinator Dr. Chanda Verma was instructed by the Administrator to do arrange a meeting with the Alumni.
7. It was also decided that Principal will inform the academic advisors to take up initiatives to contact the parents and students who will be present during the NAAC Peer team visit.
8. The meeting was concluded by proposing a vote of thanks by the coordinator.

Principal

IQAC Coordinator

Meeting 3

Date: 7th January, 17

Time: 3.00 pm – 4.00 pm

Venue: Principal's Chamber

Agenda: SSR Discussion and NAAC Peer Team Visit

Attendance

1. Dr. M.G. Roymon
2. Rev. Fr. Geevarghese Rambaan
3. Dr. Vinita Thomas
4. Dr. Sunita Mathew
5. Dr. Manoj Varghese
6. Mr. Saji Thomas
7. Lt. Dr. Rajkumar Gadpayle
8. Dr. James Mathew
9. Dr. Chanda Verma
7. Dr. Debjani Mukherjee
8. Dr. Shiny mendonce
9. Dr. Suja Varghese
10. Dr. Sapna Sharma
11. Dr. Suja Varghese
12. Dr. Susan Abraham
13. Mrs. Smita Suresh Daniel
14. Mr. Kailash Narayan Verma
15. Mr. Mohan Patel
16. Mr. Shyji Thomas

The following members could not be present due to other engagements

1. Rev Fr. Joshi Varghese
2. Dr. Ashok Mishra
3. Dr. Mariam Jacob
4. Dr. Jayasree B
5. Capt. Shabana Khan

Minutes:

1. The chairman Dr. M.G. Roymon welcomed the members and requested the IQAC coordinator to read out the minutes of the previous meeting.
2. This was followed by discussion on the various aspects of preparation required in order to prove the data provided in the SSR.
3. As the Copy of the SSR was already circulated in the previous meeting there was some points which were discussed from all the criteria specially the criteria II and IV.
4. Looking into the detailed preparation required Administrator then instructed the IQAC Coordinator to constitute various committees for smooth conduct of the Peer Team visit.
5. The AO was also instructed to keep the documentation work ready for the NAAC visit.
6. The meeting was concluded by proposing a vote of thanks by the coordinator.

Principal

IQAC Coordinator

Meeting 4

Date: 4th March, 2017

Time: 3.00 pm – 4.30 pm

Venue: Principal's Chamber

Agenda: SSR and NAAC Peer Team Visit

Attendance

1. Dr. M.G. Roymon
2. Rev. Fr. Geevarghese Rambaan
3. Dr. Vinita Thomas
4. Dr. Sunita Mathew
5. Dr. Manoj Varghese
6. Lt. Dr. Rajkumar Gadpayle
7. Capt. Shabana Khan
8. Dr. Mariam Jacob
9. Dr. Ashok Mishra
10. Dr. James Mathew
11. Dr. Chanda Verma
12. Dr. Debjani Mukherjee
13. Dr. Shiny mendonce
14. Dr. Suja Varghese
15. Dr. Sapna Sharma
16. Dr. Suja Varghese
17. Dr. Susan Abraham
18. Dr. Jayasree B
19. Mrs. Smita Suresh Daniel
20. Mr. Kailash Narayan Verma
21. Mr. Shyji Thomas

The following members could not be present due to other engagements

1. Rev Fr. Joshi Varghese
2. Mr. SajiThomas

Minutes:

1. The chairman Dr. M.G. Roymon welcomed the members and requested the IQAC coordinator to read out the minutes of the previous meeting.
2. Principal informed the members regarding the expense for conducting the NAAC recycle 3.
3. Administrator informed the Principal to prepare a budget in consultation with the IQAC co-ordinator.
4. As the website up-gradation was incomplete Administrator instructed the website up-gradation committee to take assistance from Mr. Michael Fernandez.
5. e Prospectus will be prepared for the session 2017-18 by the end of March and IQAC Coordinator and Dr. Bhuvana Venketaraman were assigned for the same.
6. As the final preparation was to begin the following faculties were nominated by the Principal to assist the IQAC Coordinator. They are Dr. Susan R Abraham, Dr. Bhuvana Venketaraman, Mrs V. Shanti and Mr. Mohan Patel
7. All the members were reminded of the selection of students and parents as well as the alumni to represent the college when the peer team visits the college
8. Dr. Jayasree B was nominated as in charge of the cultural programs to be conducted when the peer team visit the college. It was decided that the all kala pratibha activities will be organised before 15th August and best will be selected.
9. The meeting was concluded by proposing a vote of thanks by the coordinator.

Principal

IQAC Coordinator