

Session 2017-18

Meeting 1

Date: 24 August, 17

Time: 3.00 pm – 4.30 pm

Venue: Principal's Chamber

Agenda: Amendments in SSR

Final preparation for 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. Capt. Shabana Khan
9. Ms. Kiran Siroshe
10. Dr. Mariam Jacob
11. Dr. Ashok Mishra
12. Dr. Chanda Verma
13. Dr. Debjani Mukherjee
14. Dr. Shiny mendonce
15. Dr. Suja Varghese
16. Dr. Susan Abraham
17. Dr. Jayasree B
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. Dr. James Mathew
3. Dr. Sapna Sharma
4. Mrs. Smita Suresh Daniel

Minutes:

The chairman Dr. M.G. Roymon welcomed the members and requested the IQAC coordinator to read out the minutes of the previous meeting. This was followed by the feedback of various committees to find out the current status of each committee.

1. Amendments of SSR was discussed and finalised
2. Tentative Peer Team Visit Schedule was prepared and the venues for different activities were finalised.
3. It was decided that all the staff will assist in maximum representation of students, parents and alumni for interaction with the Peer team during the visit.
4. The IQAC coordinator gave a briefing of the area of responsibility of each committee.
5. Administrator suggested that the conference can be used for the cultural activity and was finalised.
6. MTB 8 would be used for refreshment and lunch for the Peer team and other dignitaries.
7. Study tour or field trip must be conducted if it in the curriculum. This must be conducted by the department only with the permission of the Principal.

The meeting was concluded by proposing a vote of thanks by the coordinator.


Principal




IQAC Coordinator