

Meeting 4  
Date: 11 February, 2018  
Time: 3.00 pm – 4.30 pm  
Venue: Principal's Chamber  
Agenda: Department audit  
Academic Audit  
Feedback

Attendance

1. Dr. M.G. Roymon
2. Fr. Geevarghese Rambaan
3. Rev Fr. Joshi Varghese
4. Dr. James Mathew
5. Mr. Saji Thomas
6. Dr. Vinita Thomas
7. Dr. Mariam Jacob
8. Dr. Chanda Verma
9. Dr. Debjani Mukherjee
10. Dr. Sapna Sharma
11. Dr. Shiny Mendonce
12. Dr. Suja Varghese
13. Dr. Susan Abraham
14. Dr. Jayasree B
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

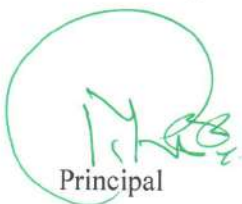
1. Rev Fr. Joshi Varghese
2. Dr. A.K Mishra
3. Ms. Kiran Siroshe

Minutes:

The chairman Dr. M.G. Roymon welcomed the members and requested the NAAC coordinator to read out the minutes of the previous meeting. This was followed by

1. The details of academic audit were discussed and it was decided that every committee and every resources available in the college will audited.
2. The HODs were informed to prepare the requirements for the next session and procure the quotations and submit hem after comparison before the closing of the session.
3. Principal will inform the dates for department audit after the University announces. In the meantime he advised to start preparing for the same.
4. Administrator informed that all the staff must return the books issued from the library before 31<sup>st</sup> March, 2018 and mayreissue later for preparation for the next academic session.
5. Dr. Vinita Thomas will be in-charge of the Website upgradation and so it was decided that details regarding website upgradation will be mailed to her before 15<sup>th</sup> April, 2018.

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



Principal



NAAC Coordinator