

MINUTES OF IQAC MEETING HELD ON
23/9/2020 ACADEMIC YEAR 2020-2021

Venu: Prinupal's chamber

Date: 23/9/2020

Time: 12:00 pm to 1:30 pm

AGENDA

1. Prayer
2. Evaluation of praevious meeting minutes
3. The main agenda of the meeting is discussion about the activities of second cycle NAAC Accreditation process
4. Adjourn

- The meeting start at 12:00pm on prinupal's room after silent prayer
- Prinupal welcomed all the members
- Saleena Beevi - Presented praevious meeting minutes

MEMBERS

1. Prinupal
2. Vice prinupal
3. Basil Varghese
4. Bindu S
5. Saleena Beevi
6. Ajitha P K
7. Shamna S
8. Annet Susan John
9. Raseela MK
10. Suja P K
11. Sijo K James

Following are the suggestions

- Progress in previous meeting suggestions are evaluated by principal
- Principal instructed to document the report of implemented programs from the previous meeting minutes
- Principal insist Mrs Annet Susan John to keep soft and hard copies of the details of newsletters (2018-2019), Newsletter (2019-2020)
- IQAC coordinator should inform all the criteria conviners to prepare the criteria wise report of AQAR for uploading AQAR 2019-2020 in this month itself
- IQAC coordinator must inform HODs and club conviners to prepare the report of all activities done from June 2020 to September 2020
- IQAC coordinator should assign duty to teachers to collect the report from HODs and club conviners
- Prepare the list of failed students in 2nd semester University exam (2018)
- Make separate whatsapp group for them and give remedial coaching, mentors should inform this to their parents
- IQAC decided to conduct FDP for teachers - Topic: "Training on G-Suit" in the next week, after BCA department webinar (26/9/2020)
- For purchasing book & journal all HODs must give list of book and journals to Principal
- Principal will call the library advisory committee and take necessary steps for purchase books and journals


for

Basil Varghese

Dr. Susan John

IQAC Co-ordinator

- IQAC coordinated should call BENCHMARK MEETING for discussing failure in the progress after the last NAAC visit
- Upgrade the library to a cultural center, duty assigned to Sijo & James
- Give journal assignment to PG students (students should submit the report of journal after reading it)
- Department Commerce and Department of Business administration decided to conduct a National webinar jointly
- Suggestion to conduct a national Seminar by the IQAC was put forward by the Principal


IQAC Coordinator