

## **MINUTES OF IQAC MEETING - 7**

Date : November 21, 2019

Time : 2:00 p.m.

Venue: Conference Hall – 1

### **Agenda of the meeting**

1. Verification of minutes passed.
2. Approval of Action Taken Report - 6
3. Discussion on conducting alumni meet and collecting alumni contributions.
4. Strictly implementing the weekly plan.
5. Discussion on telecasting live budget presentation by IQAC

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC coordinator
3. Mr. Tony Mathews Panicker: College coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer. Dr. Prakash welcomed all the members present to the meeting.

The following topics were taken into further discussion.

1. NSS camp
2. College Day celebration
3. IELTS coaching
4. Chief Minister's student leader conclave

### **Decisions**

1. To conduct Alumni meet and inform the students about collecting alumni contributions.

2. To implement the submission of Weekly plan strictly before and at the end of each semester.
3. To telecast live budget presentation.
4. To conduct a seven - day NSS camp.
5. To provide IELTS coaching
6. Two participate in chief minister's student leader conclave.
7. To celebrate college day on 23, January 2020.

### **Action Taken Report**

| <b>Sl.No</b> | <b>Recommendations and decisions</b>                       | <b>Time Line</b>                       |
|--------------|--|--|
| 1            | To conduct Alumni Meet                                     | On 27, December                        |
| 2            | Submission of weekly plan                                  | Before and at the end of each semester |
| 3            | To telecast live budget presentation                       | On the day of presentation             |
| 4            | To conduct a seven-day NSS camp                            | During the Christmas vacation          |
| 5            | To provide IELTS coaching                                  | In the current academic year itself    |
| 6            | To participate in chief minister's student header conclave | On 10 December 2019                    |
| 7            | To celebrate college day                                   | On 23 January 2020                     |

**Dr. Fr. Alex Louis CMI**  
Principal



**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING - 8**

Date : February 25, 2020

Time : 2:00 p m

Venue: Conference Hall -1

### **Agenda of the meeting**

1. Verification of minutes passed.
2. Approval of Action Taken Report - VII
3. SWOC Analysis of Christ college
4. Academic Calendar 2020-2021

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC coordinator
3. Mr. Tony Mathews Panicker: College coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meetings started with a prayer. Dr. Prakash welcomed all the members present to the meeting.

The following topics were taken into further discussion.

1. FDP programme
2. Awareness programme on Corona Virus
3. Campus interviews
4. Implementation of library hour
5. Modification of PG uniforms

### **Decisions**

1. To conduct SWOC analysis
2. To propose the academic calendar for 2020-2021
3. To organize FDP program for both teaching and non-teaching staff.
4. To conduct more awareness programme on Corona virus.
5. To organize on campus interviews

6. To implement library our effectively in the next academic year.
7. To modify the uniform of PG students.

### **Action Taken Report**

| <b>Sl. No</b> | <b>Recommendations and decisions</b>                 | <b>Time Line</b>          |
|---------------|--|---------------------------|
| 1             | To conduct the SWOC analysis                         | Before 30 April 2020      |
| 2             | To propose the academic calendar for 2020-2021       | Before 25 May 2020        |
| 3             | To organize FDP programme                            | Before 31 may 2020        |
| 4             | To conduct more awareness programmes on corona virus | In March 2020             |
| 5             | To organize a campus interviews                      | In April 2020             |
| 6             | To implement library hours effectively               | In the next academic year |
| 7             | To modify the uniform of PG students                 | In the next academic year |

**Dr. Fr. Alex Louis CMI**  
Principal



**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING - 9**

Date : May 10, 2020

Time : 5:00 pm

Venue : Zoom Meeting

### **Agenda**

1. Verification of minutes passed
2. Approve of Action Taken Report 8
3. Organization of classes during Lockdown

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC coordinator
3. Mr. Tony Mathews Panicker: College coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer. Dr. Prakash welcomed all the members present to the meeting.

The following topics were taken into further discussion.

1. Commencement of Academic Year 2020-2021
2. Conducting online Academic Council meeting, Staff meeting and Parents meeting.
3. Introducing SWAYAM - NPTEM
4. NSS camp
5. Introduction of new courses (MA English, B. Com Co-operation)

### **Decisions**

1. Decided to go for online Zoom classes
2. To organize webinars regularly.
3. International and National day celebration through online mode.
4. Mini project commencement for BCA students.
5. Decided to conduct an online orientation program for the first year students.

6. Resolved to conduct online Academic Council meeting, Staff meeting, and Parents meeting before the commencement of classes.
7. To introduce SWAYAM - NPTEM
8. To organize NSS Three Day online camp.

### Action Taken Report

| Sl. No | Recommendations and decisions   | Time Line                           |
|--------|---|-------------------------------------|
| 1      | To commence online classes  | On 1 June 2020                      |
| 2      | To organize webinars  | At least one each month             |
| 3      | To commemorate both International and National day celebrations.              | On respective days                  |
| 4      | To commence Mini projects for BCA students                                    | At the end of V semester            |
| 5      | To conduct and online orientation programme                                   | At the beginning of the course      |
| 6      | To conduct online Academic Council meeting, staff meeting and Parents meeting | Before 31 may 2020                  |
| 7      | To introduce SWAYAM-NPTEM   | In the current academic year itself |
| 8      | To organize NSS Three Day online camp   | Before the end of the odd semester  |

**Dr. Fr. Alex Louis CMI**  
Principal



**Dr. Prakash C**  
IQAC Coordinator