

## **MINUTES OF IQAC MEETING - 10**

Date : November 2, 2020

Time : 6:00 p.m.

Venue : Zoom meeting

### **Agenda of the meeting**

1. Verification of minutes passed.
2. Approval of Action Taken Report 9
3. Discussion on starting online orientation program and placement induction program.
4. Discussion on the effectiveness of online platform.
5. Discussion on organizing recruitment programme for the final year students.

### **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 the prayer. Dr. Prakash welcomed all the members present to the meeting. The following topics were taken into further discussion.

1. Online HOD meeting
2. Christmas Day celebration
3. YIP- Young Innovation Programme
4. Orientation program for NSS
5. University inspection for different courses and affiliation extension.
6. Formation of dance and music club
7. Discussion on NAAC and ASAP

### **Decisions**

1. To conduct orientation program for first year PG students.
2. To organise placement induction programme for the final year degree students.
3. Decided to continue with the Zoom platform.

4. To organise recruitment programme for the final year students.
5. To conduct online HOD meetings regularly.
6. Resolved to celebrate Christmas on 18 December 2020 throw online medium.
7. To commence YIP- Young Innovation Programme
8. Two organize and orientation program for NSS.
9. To make necessary arrangement for university inspection.
10. To form dance and music club.
11. To study the various criterion of SSR, the panel decided to select and ask seven faculty to have a clear idea about SSR and present it at the next meeting.

### Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To conduct orientation programme for I semester PG students	At the commencement of classes
2	To organize placement induction programme	From next month onwards
3	To organize recruitment programme	Before 30 April 2021
4	To conduct online HOD meeting	From next week onwards
5	To celebrate Christmas	On 18 December 2020
6	To commence YIP-Young Innovation Programme	From January 2021
7	To organize an orientation programme for NSS	Before 30 March 2021
8	To form Dance and music club	Before 31 December 2020
9	To select and ask seven faculty to have a clear idea about SSR and present it at the next meeting	Before 30 March 2021



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

**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING - 11**

Date : May 20, 2021

Time : 6.00 p m

Venue : Zoom meeting

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report 10
3. Academic calendar 2021-2022
4. Implementation of MOOC - June 10, 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 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 the academic year 2021- 2022
2. Newly approved PG course - MSW
3. Conducting project and course Viva - External
4. Alumni meeting
5. Discussion on SSR
6. Discussion on the effectiveness of online platform teaching.

### **Decisions**

1. To propose academic calendar for 2021-2022
2. To make necessary arrangements for the project and course Viva (External), if conducted internally.

3. To organize an Alumni Executive Meeting recommending to conduct an Alumni Meet as usual.
4. Eligibility for assessment and accreditation by NAAC was discussed and to prepare the SSR, all the faculty members were divided into seven groups.
5. Evaluated the weaknesses of online Mode classes and suggested adequate measures to improve the online education.
6. Prepare programme outcome, programme specific outcome and course outcome.

### Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To propose the Academic calendar for 2021-2022	Before 31 May 2021
2	To organize an Alumni Executive Meeting	Before the end of the odd semester
3	To prepare programme outcome, programme specific outcome and course outcome	Before 30 July 2021

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



**Dr. Prakash C**  
IQAC Coordinator