

2015 - 2016.

I Q A C Composition.

Chairperson	: Dr. Sr. Lijo. CMC (Principal)	
Co-ordinator	: Dr. Sr. Wily. A D (IQAC Co-ordinator)	
Professors	: Ms. Mary Joseph (Members)	
	: Ms. Lakshmi Salim	"
	: Sr. Rini Raphael	"
	: Dr. Sreedevi E. P	"
	: Dr. Vidhya Francis	"
Management Nominees:		
	: Sr. Joseritta. CMC	"
	: Sr. Deepthi. CMC	"
	: Dr. Jascentha M. O	"
Administrative		
officials }	: Sr. Alphonsa. T. O	"
	: Smt. Baby. C. G.	"
Local Representatives:	A. V. Thomas	"
Student Representatives:	Nandini C. Menon	"
	Sreelakshmi. K. J	"
Alumnae Representatives:	Ms. Meena Chacko	"
	: Ms. Pretty John	"
Industrialist	: Ms. Wilson Kandamkulathy	
External Expert	: Sr. Susan. CMC.	"

2/6/2015 Date & Time : 2/6/15, 3.30 PM
 Venue : NAAC ROOM
 Agenda : Action plan preparation
 : Preparation of PPT &
 Submission date.

Members :-

Dr. Sr. Wijo. (Sr. Wijo. C.I) ~~WB~~ Lehzy
 Dr. Sr. Wijo. A.D ~~WB~~
 Ms. Mary Joseph ~~MS~~
 Ms. Lakshmi Salim ~~MS~~
 Sr. Rini Raphael ~~RB~~
 Dr. Sreedevi. E.P ~~MS~~
 Dr. Vidya Francis ~~WB~~
 Sr. Josekitta. CMC Josekitta
 Sr. Deepthi. CMC Deepthi
 Dr. Sr. Jascentha. M.O ~~WB~~
 Sr. Alphonsa. T.O ~~WB~~
 Smt. Baby. C.G. Baby
 A.V. Thomas AV
 Nandini C. Menon NM
 Sree Lakshmi. K.J SKJ
 Ms. Meena Chacko Meena
 Ms. Pretty John Pretty
 Mr. Wilson Randamkulatty WR
 Sr. Susan. CMC Su

Decisions:

1. All the departments should prepare PPT presentation on or before June 20th 2015.
2. All the departments and Support Systems should submit their action to NAAC office person on or before June 15th 2015

Co-ordinator

Liny
 Co-ordinator

Chair

S. C. L. 124
 Chair person

12/10/15 Date : 12/10/15 3.30.PM
 Venue : NAAC Room

Agenda : NAAC Preparation
 : Formation of Committees

Members : —

Dr. Sr. Lizy. E.I.	EL	Lizy
Dr. Sr. Licy. A.D	L	
Ms. Mary Joseph	MT	
Ms. Lakshmi Salim	L	
Sr. Rini Raphael	RB	
Dr. Sreedevi T.P	SP	
Dr. Vidya Francis	V	
Sr. Josevitta. CMC	J	Sr. Josevitta
Sr. Deepthi. CMC	D	Deepthi
Dr. Sr. Jaseentha M.O	J	
Sr. Alphonsa. T.O	A	
Smt. Baby. C.G.	B	Baby
A.V. Thomas	AV	
Nandini C. Menon	NM	
Sreedalakshmi K.J.	S	S & KJ
Ms. Meena chacko	M	Meena
Ms. Pretty John	P	Pretty
Ms. Wilson Kandamkulatty	W	Wilson
Sr. Susan CMC.	S	

Decisions :

- 1) College NAAC Team members should collect recent datas and prepare 2nd Book.
- 2) Different Committees for NAAC visit formed and identified their duties also. The major committees are given below
 1. Reception Committee
 2. Campus Beautification
 3. Food Committee
 4. Alumnae & PTA
 5. Cultural programmes.

6. Discipline Committee
7. Exhibition.
8. Light & Sound
9. Media
10. Student Community.

~~Amey~~
Co-ordinator.

S. C. L. 124
Chair person

30/10/2015

Date & Time : 30/10/2015 5. PM
 Venu : NAAC Room

Agenda : Strengthening SQAC
 : feedback from parents.

Members :

Dr. Sr. Lizy. C.I. ell Dr. C. I. Lizy
 Dr. Sr. Licy. A.D. la
 Ms. Lakshmy Salim ll
 Ms. Mary Joseph mg
 Sr. Rini Raphael lb
 Dr. Sreedevi. E.P.
 Dr. Vidhya Francis vf
 Sr. Joseitta CMC Sr. Joseitta
 Sr. Deepthi. CMC
 Dr. Sr. Jaseenther M.O.
 Sr. Alphonsa. T.O. da
 Smt. Baby. C.G. cg
 Mr. A.V. Thomas at
 Nandhini C Menon Nandini
 Snehalakshmi. K.J. Snehalakshmi
 Ms. Meena Chacko Meena
 Ms. Pretty John P. John P.
 Mr. Wilson Kandamkulathy WR
 Dr. Susan. C.MC

Decisions

1. IQAC Co-ordinator give informative classes on the role of SQAC members ~~once~~ in a ~~year~~ term.
2. Collect feedback from parents - during PTA meet.

Co-ordinator. Sheth
Principal
Action Taken Reports of the meeting
held on 30th October 2015

1. 3rd November 2015 IQAC co-ordinator met all SQAC members.
2. IQAC Members distributed and collected feedback forms from parents.

Sheth AD
Coordinator

Sheth
Chairperson

18/11/15 Date & Time: 18/11/2015 , 5.00 PM
 Venue : NAAC Room

Agenda : Final preparations of files
 : Presentation of departments and other clubs.

Members :

Dr. Sr. Lizy. C.I.	ex	<u>Lizy</u>
Dr. Sr. Licy. A.D		<u>L</u>
Ms. Mary Joseph		<u>MJ</u>
Ms. Lakshmi Salim		<u>L</u>
Sr. Rini Raphael		<u>R</u>
Dr. Sreedevi. E.P		
Dr. Vidhya Francis		<u>V</u>
Sr. Josevitta. CMC		<u>Sr. Josevitta</u>
Sr. Deepthi. CMC		
Dr. Jaseenthra. M.O		<u>J</u>
Sr. Alphonsa. T.O		<u>A</u>
Smt. Baby. E.G.	<u>CG</u>	
Mr. A.V. Thomas		<u>AT</u>
Nandhini. C. Menon		<u>Nandini</u>
Sreelakshmi. K.T		<u>Sreelakshmi</u>
Ms. Meena Chacko		<u>Meena</u>
Ms. Pretty John P.		<u>PJohn</u>
Mr. Wilson Kandamkulathy		<u>WK</u>
Sr. Susan. CMC.		

Decisions

1. Principal and NAAC co-ordinators should check all the files.
2. Each HOD's and incharge of each clubs should present in front of the IQAC Team along with Principal.

Co-ordinator

S.eshay
Principal

Action taken Reports of the meeting held on 19th November 2015.

1. In 19th November 2015 both Principal and NAAC coordinator checked all the files and give some corrections.
2. 20th and 21st November 2015 All the HOD's and club incharges presented the departments reports in front of the principal, NAAC coordinators and IQAC Team.

Singh
Coordinators

S.eshay
Chairperson

20/1/2016

Date & Time : 20/1/2016, 5.00PM

Venue : NAAC Room.

Agenda : Jubilation of NAAC Accreditation Result.

Members :Dr. Sr. Lizy. C.I. LizyDr. Sr. Lizy. A.D. Lizy

Ms. Mary Joseph

Ms. Lakshmi Salim LSr. Rini Raphael R

Dr. Sheodevi. E.P.

Dr. Vidhya Francis VSr. Joseytha. CMC Sr. Joseytha

Sr. Deepthi. CMC

Dr. Sr. Jaseentha. M.O. JSr. Alphonsa. T.O. ASmt. Baby. C.G. CMr. A.V. Thomas ANandhini C. Menon NandiniShreelakshmi. K.J. ShreelakshmiMs. Meena Chacko MeenaMs. Pretty John P. PMr. Wilson Kandamkulathy WR

Sr. Susan CMC.

Decisions:

1. 15th March 2016 plan to conduct NAAC Result Jubilation along with college Day celebrations.

Co-ordinator

S.eshay
Principal

Action taken Reports of the meeting held on 15th March 2016.

1. 15th March 2016 conducted NAAC Result Jubilation along with college Day celebrations. Dr. Jayaram Vice Chancellor Thunchattu Ezhuthachan Malayalam University Thiruv was the chief guest of the Day.

king AD
Co-ordinator

S.eshay
Chairperson

29/2/2016

Date & Time : 29/2/2016 , 5.00 PM
 Venue : NAAC Room.

Agenda : Projects and Seminars.
 : Academic Audit

Members:

Dr. Sr. Lizy. C.I. L. C. I.

Dr. Sr. Lizy. A.D. L.

Ms. Mary Joseph

Ms. Lakshmi Salim L.

Sr. Rini Raphael R.

Dr. Sreedevi F.P.

Dr. Vidhya Francis V.

Sr. Josephita CMC S. Josephita

Sr. Deepthi. CMC

Dr. Jaseentha M.O. J.

Sr. Alphonsa. T.O.

Smt. Baby C.G. C.G.B.

Mr. A.V. Thomas. A.V.

Nandhini C Menon

Stee Lakshmi. K.J.

Ms. Meena chacko

Ms. Pretty John P.

Mr. Wilson Kandamkulathy W.K.

Sr. Susan CMC.

Nandini

Stee Lakshmi

Meena

P. John

Decisions:

1. Members took decision to encourage staff to apply for projects and seminars.
2. IQAC decide to suggest all departments to conduct Academic Audit within March itself.

~~King AP~~
Co-ordinator.

S. Chitra
Chairperson

Action Taken Reports of the meeting held
on

Action taken Reposte of the meeting held on
29th February 2016.

1. IQAC published certain govt. Agencies details who provide fund for projects or Seminars and encouraged staff to sent project proposals.
2. IQAC conducted Academic Audit with the help of all the departments and the Submitted the audit certificate to Principal.

~~king AD~~
coordinator

~~king AD~~
Chairperson

30/3/2016

Date & Time : 30/3/2016 , 5.00PM.
 Venu : NAAC Room

Agenda

Administrative Audit
 Green Audit
 Vacation classes & local children.

Members:

Dr. Sr. Lizy. e.T	<u>Lizy</u>
Dr. Sr. Licy AD	<u>L</u>
Ms. Mary Joseph	
Ms. Lakshmi Salim	<u>L</u>
Sr. Rini Raphael	<u>R</u>
Dr. Speedevi. E.P	
Dr. Vidhya Francis	<u>V</u>
Sr. Joseetta CMC	<u>Sr. Joseetta</u>
Sr. Deepthi. CMC	
Sr. Jaseentha. M.O	<u>J</u>
Sr. Alphonsa. T.O	
Smt. Baby C.G.	<u>CG</u>
Mr. A.V. Thomas	<u>AV</u>
Nandhini C. Menon	<u>Nandhini</u>
Shreelakshmi. K.J	<u>Shreelakshmi</u>
Ms. Meena Chacko	<u>Meena</u>
Ms. Pretty John P.	<u>P</u>
Mr. Wilson Kandamkulathy	<u>W</u>
Sr. Susan. CMC	

Decisions.

1. IQAC decide to conduct Administrative audit and green Audit within 2 months.
2. IQAC Members decide to entrust women cells for organise the free vacation classes and free skill programmes.

~~Mr. J. A. D.~~
coordinator

~~Dr. C. R. S.~~
chairperson

Action Taken Reports of the meeting held on 30th March 2016.

1. IQAC conducted both Audits - Administration and Green Audit with April and May 2016.
2. Women Cell organised free classes and free skill programmes to local children.

~~Mr. J. AD~~
Coordinators

~~Dr. Arun~~
Chairperson