

1/6/2016 Date & Venue : 1/6/2016 3.30 P.M

: NAAC Room

Agenda

: Recomposition of IQAC

: Action plan for the Academic year 2016-2017.

: Discussion on improving Teaching-Learning skills of the faculties

: Discussion on activities under various clubs and forums

: Verification & Submission of AQAR 2015-2016.

Members :

Dr. Sr. Lizy . C. I.

Lizy

Dr. Sr. Licy . A. D

Licy

Ms. Lakshmi Salim

Dr. Sreedevi . E. P.

Ms. Mary Philip

MP

Dr. Vidhya Francis

VF

Sr. Licy . K. D

Smt. Baby . C. G.

CG

Sr. Joseritta . C. M. C.

St. Joseritta

Mr. A. V. Thomas.

AT

Ms. Juby Jacob

JJ

Ms. Kanya . P.

Kanya

Ms. Meena chacko

Meena

Ms. Binny . K. F.

B

Ms. Wilson Kandamkulathy

WK

Sh. Susan . C. M. C.

All the IQAC Members actively participated in the discussions. Principal welcomed the new members of IQAC. The following appended points were discussed in the meeting.

Decisions:

1. All the departments and Support Systems should submit their action plan to IQAC office on or before June 10th 2016.
2. Decided to conduct motivational and orientation programmes for both faculty and students.
3. Committee decided to conduct activities like Blood donation camp; tree plantation, Cleanliness drive under Swachha Bharat mission, Road safety programme, Curricular and Co-curricular activities under various clubs and forums like NSS, NCC, Women's cell, sports club, Quiz club, Speaker's forum, Nature club etc.
4. Committee verified AQAR 15-16 and entrusted IQAC Co-ordinator to submit the same before the governing body.

Ms. Lakshmi Salim IQAC co-ordinator informed the date for the next meeting and it is unanimously decided in the first week of December 2016. The meeting ended with a formal vote of thanks.

Lakshmi
Co-ordinator.

S. Lakshmi
Chairperson

Action Taken Report

1. Departments Submitted Action plans to IQAC.
2. Motivational class for both students and faculty was arranged on 8-6-2016. Dr. Kurian Kose of Michigan University was the resource person.
3. One day Staff Orientation programme was also conducted on Nov. 4 in which Dr. Sebastian Joseph, HOD of History, UC College Aluva was the resource person.
4. IQAC Co-ordinator, Ms. Lakshmi Salim Submitted AQAR to governing body for approval.

Lakshmi
Co-ordinator

S. Chitra
Chairperson

8/12/2016

Date & Time : 8/12/2016 , 2.00 PM
 Venue : NAAC Room

Agenda : Research & Development Activities
 : Feedback & Evaluation.
 : Schedule of Academic Audit
 : Planning to discuss about Industrial visit
 : Schedule of parents Teachers Association
 for all the courses of First year
 Students.

Members :

Dr. St. Lizy. C.I. *Smelmy*
 Dr. St. Lizy. AD *h*
 Ms. Lakshmi Salim *g*
 Dr. Sreedevi. E.P.
 Ms. Mary Philip *mp*
 Dr. Vidhya Francis *mf*
 Sr. Lizy. K.D.
 Smt. Baby. C.G. *gga*
 Sr. Josesitta. CMC *Sr Josesitta*
 Mr. A. V. Thomas. *(AV)*
 Ms. Juby Jacob *jj*
 Ms. Kavya. P. *kavya*
 Ms. Meena Chacko *Meena*
 Ms. Binny. K.F. *B*
 Mr. Wilson Kandan Kulatty *WR*
 Sr. Susan. CMC.

All the IQAC members actively participated in the discussion. The functions and role of IQAC in sustaining the quality of the academic programmes of the College was highlighted. The following points were discussed in the meeting.

Decisions:

1. Committee decided to collect feedback from the students.
2. decided to remind all the departments conduct academic audits at department level.
3. Committee decided to encourage all the departments to arrange industrial visits and internships.
4. Committee decided to schedule the parent teacher meeting.

Ms. Lakshmi Salim IOAC coordinator informed the date for the next meeting, and it is unanimously decided in the second week of February 2017. The meeting ended with a formal vote of thanks.

Lakshmi
Co-ordinator

Anil Kumar
chairperson.

Action taken Report of the meeting held
on 8th December 2016.

1. Feedback is collected from Students, teachers and parents and Dr. Vidhya Francis assigned the duty of analyzing the evaluation.
2. All the departments have given exposure to students through industrial visits.
3. Department-level parents teachers meeting was conducted in all the departments.

Lalu
coordinator

S. C. Khosla
chairperson

20/02/2017

Date & Time : 20/2/2017, 2.00 PM
Venue : NAAC Room

Agenda : Review of analysed feedback taken from the stakeholders.
: Introduction of digitalised Monitoring
: To review the status of and audits on Eco friendly measures include steps to reduce consumptions of electrical energy.

Members :

Dr. Sr. Lizy. C. I. Sreelazy

Dr. Sr. Lizy. A. D. L

Ms. Lakshmi Salim L

Dr. Sreedevi E. P.

Ms. Mary Philip MP

Dr. Vidhya Francis V

Sr. Lizy. K. D.

Smt. Baby. C. G. CG

Sr. Joseyitta CMC Sr. Joseyitta

Mr. A. V. Thomas AV

Ms. Juby Jacob J

Ms. Kavya. P. Kavya

Ms. Meena Chacko Meena

Ms. Binicy K. F. B

Mr. Wilson Kandamkulatty WP

Sr. Susan. CMC.

Chairman welcome the members for the meeting. All the IQAC Members actively participated in the discussions. The following points were discussed in the meeting.

Decisions :

1. Committee entrusted Dr. Vidya Francis, Member of IQAC to analyse the feedback taken from Students.
2. Committee decided to suggest to introduce a Software programme called for ensuring the monitoring teaching learning activities in a regular way.
3. The review of and audits on status of eco-friendly measures are taken in Campus in order to reduce consumption of electrical energy, where majority of the incandescent light bulbs, and fluorescent tube-lights are to be replaced by cost effective, high efficient- LEDs.
4. All team members wholeheartedly discussed on academic progress of our college and unanimously agreed to take steps to improve the same.

The meeting ended with a formal vote of thanks by Ms. Lakshmy Salim IQAC Co-ordinator.

Lakshmy
Co-ordinator

Lakshmy
Chairperson.

Action taken Report of the meeting
held on 20th February 2017.

1. Analysed feedback report is evaluated by the team and Submitted to principal.
2. Preliminary steps are taken to introduce a mobile app called "Carmel app" under the guidance of Bussar and system administrator.
3. Bussar initiated the process of replacing incandescent bulbs with LED bulbs and measures to avoid water wastage, electrical power wastage etc.

Zaly
Coordinator

Sanjay
Chairperson