

Resolved [Gc/1/1-3-17] to place on record the contribution of the former IQAC in the NAAC accreditation process.

Resolved to expand the Cell as per the IQAC guidelines of the NAAC.

Resolved that for 1/3/1-3-17, the period of office of the present QAe ~~shall~~ be two years.

Resolved [GC/A/4/1-3-17] to hold the next meeting of the IQAC at 12 noon and circulate the previous report to all members present.
The meeting ended at 3pm.

Minutes passed

Dr. Sunny Kuriacon

2. Meeting of the IQAC on 6-3-2017
Members Present

1. Tiby Varghese
2. Unni Karthika (CE)
3. Sawahar Sand. P (CE)
4. VINITHA.V (ECE)
5. Honeyamol. P. Chacko (BSSH)
6. Sreeditya. P (EIE)
7. Rushmi. R (CSE)
8. Suni Abi (MCA)
9. Parvathy R (EEE)
10. Puspan, P. (ECO)
11. Saly ck h.H. S. aravindan
12. Sino Varghese Librarian

Chandrasekhar

with
Adm
Hub

Parasitology

26/11/2019

13.	VARGHESE JOHN	MANAGER	UNMA
14	B. VIJAYAKUMAR	ADMINISTRATOR	for
15	SHINTO SEBASTIAN	Public Relations Officer	Shinto
16	Sajan S (ME)		
17	Dr. Jose Cherian	HOD, ME	Amo
18	RAJAN ZACHARIAH	Senior Warden	Amo
19.	KRISHNA KUMAR S.	Prof. ECE	Bishu
20	S. Sundararajan	HOD EIE	Song
21	Dr. Prasad JC	HOD CSE	
22	Senthosh Kottam	HOD MCA	Jany
23	Dr. A. J. Joshua	Professor, MBA	for
24	Dr. George V Antony	Dean AOS	
25	Dr. C. Sheela		
26	Prakash C. Chandy	CAO	Pl
27	K S M Panicker	My	
28	Samy Kuriakun		
29	Dr. George Isaac	Principal	SEC

The meeting began at 2pm on 6/3/2017 in the Conference room. with the principal in the chair.

The minutes of the previous meeting were presented and were adopted.

Resolved 2/1/6-3-17 to finalize the 23 member Core Committee for the year period March 2017 - May 2018 (The list of members is as given below:

1. Dr. George Isaac (Chairman)
2. Dr. C. Sheela
3. Dr. K. S. M. Panicker
4. Dr. George V. Antony
5. Mr. Prakash - C. Chandy
6. Dr. A. J. Joshua
7. Mr. Jiby Varghese
8. Mr. Anni Karthi
9. Mr. Shinto Sebastian
10. Mr. Vijayakumar

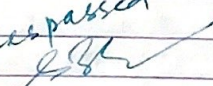
11. Mr. Sino Varghese
12. Ms. Reshmi R.
13. Ms. Vinilka V.
14. Ms. Rosemin Pasakkal
15. Ms. Sreevidya P.
16. Mr. Tanuvar Saut S.
17. Ms. Harney Moh. P. Chacko.
18. Mr. Arun S.
19. Mr. Sajam S.
20. Ms. Sena Abi
21. Mr. Tanson Joseph
22. Mr. K. M. Jteorah
23. Dr. Sunny Kuriakon. A. (Co-ordinator)

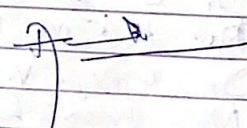
Resolved [G/2/3/6-3-17] to form subcommittees in connection with the activities of the NAAC in each department in order to make the functioning easier and more effective.

Resolved [G/2/4/6-3-17] that major decisions and recommendations in the Co-Committee be reported to the NAAC IQAC Committee.

Resolved [G/2/5/6-3-17] that the agenda of the next Co-Committee meeting will be the first two criterion remarks jotted down by the Peer Team in their report.

The meeting ended at 3pm

Minutes passed




3. Meeting on 28/3/17 (Core Committee)

Agenda.

- (1) Discussion on PR Criteria 1 & 2
- (2) Any other matter

Members Present:

Dr. K. S. M. Panicker Director (Ac.) Md

Prakash C. Chandy CAO Ple

Dr. George V. Antony Dean/FBS B.

Santhosh Kuttan WEA Samy

Vinitha V ECE Miller

Enri Maltai ME SCC

Honeykut-P. Chacko S.H. WHP

Rosamin Paterice FEE AB

Sino Varghese Librarian em

Shirito Sebastian Public Relations officer Shirito

Rubini R CSE Rubini

Steenidy P ECE Steenidy

Jawahar Jais CEE Jawahar

Unnikrishna G CEE Unnikrishna

Sunny Kumaras Sunny

The first meeting of the IQAC Core Committee was held on 28th March Tuesday 2017 in the B.R. The meeting began at 2 pm with Dr. K. S. M. Panicker, Director Academics in the chair.

The minutes of the IQAC meeting held on March 6 2017 were presented and were adopted.

As per the agenda, detailed discussion on Ref. 2.1. & 2.2 of the Peer team to report Section II Criteria with Analysis was held.

Resolved [CE/3/1/28.3.17] to recommend

the following to the General / DAC.

- (1) Towards the effective implementation of the curriculum analysis and syllabi, the Academic Performance Monitoring Cell (APC) activities be extended to MCA, M.Tech. and MBA programmes.
- (2) Each department has to offer at least one Structural ancillary / add-on programme so as to add value to the existing programme.
- (3) Students are to be encouraged to undergo online courses and the details be documented departmentwise.
- (4) Two types of Bridge courses viz. bridging the gaps in the existing syllabi and bridge course to be conducted at the beginning of each course be implemented.
- (5) The details of bridge course conducted be included in the Course file.
- (6) Every department has to conduct at least two invited lectures in each semester in accordance with the latest trends in the discipline.
- (7) All the feedback formats have to be modified with space provided to enter general remarks (if necessary) and feedback system has to be monitored more closely. Student feedback about the Course / programme outcomes be taken before the end of the even semesters. The general feedback (modified if necessary) be collected online along with the CO & PO outcome evaluation feedback.

- (8) The College website has to be made up-to-date and strategies like digital marketing for attracting students be explored.
- (9) Entry level test (First module test) has to be conducted and slow and fast learners are to be identified. Slow learners are to be addressed specially. Advanced (fast) learners are to be encouraged to take up challenging problems including outstation training in NITs and IITs.
- (10) Orientation to newcomers ~~are~~ is to be done more rigorously. ~~It has to be started~~
- (11) The course plan and progress of portions covered be updated in the intranet in order to occur for students.
- (12) The details of special classes and remedial classes are to be intimated to the parents in advance.
- (13) The details of the late comers be marked with swiping facility at the reception and any act of indiscipline be recorded on the Student data. The Dean (SA) shall maintain a record of major indiscipline acts of students for continuous monitoring.
- (14) Mr. Shinto Sebastian (PRO) is authorized to prepare a format in which the details of programmes conducted by each dept and cell/club to be submitted by default.
- (15) Steps are to be taken to evaluate the Course Outcome from the feedback already collected earlier.
- (16) Necessary steps are to be taken to exhibit

mandatory posters on campus as per AICTE norms

(17) An orientation programme for the entire staff be conducted before the Commencement of the next semester.

(18) The Group Advisory system be revisited

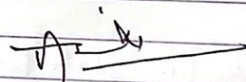
(19) 'Academic Retreat' be planned in which the academic and activity calendar are prepared and published well in advance

(20) MOODLE and other ICT enabled teaching learning process be popularized.

Resolved [CA/3/2/28-3-17] to hold the next meeting of the CC in April. 2017

The meeting concluded at 4 pm.

Minutes passed



Dr. Sunny Kuriakose. A.
IQAC, Co-ordinator.

4. Meeting of the Core Committee on 25-4-17

Agenda:

- 1) Discussion on 2.3 & 2.4. in the P.P.R.
- 2) Healthy practices
- 3) IQAC General meeting
- 4) Any other ~~matter~~ matter.

Members Present

Dr.

Dr. K S M Pamidam ML
 Dr. George Issac Principal GC
 Dr. George V Antony Dean FBS ✓
 Dr. A. J. Joshua Professor FBS Am
 Rosemin Parakkal, AP, CCE B
 Seenu Anil Asst. prof, MCA II
 E. Vijayakumar Administrator far
 Shinto Sebastian Public relations officer Shinto
 Sijo Varghese Librarian enip
 Sajew S Asst. prof mech - S
 Jawahar Sand S Civil Engineering Jawahar
 Prakash C. Chandy Prakash
 Dr. C. Sheela b
 Dr. Sunny Kurukun su
 Honeywell P. Chacko HO
 14-4-17 KRM 14-4-17

A meeting of the IQAC Core Committee was held on April 25 Tuesday, 2017 in the Board Room. The meeting began at 2pm with the Principal Dr. George Issac in the chair.

The minutes of the IQAC Core Committee meeting held on March 28, 2017 were presented and were adopted.

As per the agenda, detailed discussion on Sect 2.3 and 2.4 of the Peer Term Report Sect. II Criticism Analysis was held.

Resolved [CC/4/1/25-4-17] to recommend the following to the GC

- 1) The College Research Committee (CRC) is to be revalalised and its functions are to be framed.
- 2) The financial assistance extended by the Management towards the promotion of research work undertaken by the faculty has to be

enhanced and be mentioned in the policy document of the College.

- 3) The faculty members have to apply for financial assistance to various funding agencies. A project bank be created so that projects as per requirement be submitted within the stipulated time.
- 4) The activities of the research centres already existing in the College have to be co-ordinated more efficiently.
- 5) Sharing of library resources with nearby colleges/institutions be thought of.
- 6) The bandwidth of the Internet connectivity be enhanced further.
- 7) Research publications of faculty/students are to be promoted more.
- 8) The research journal launched is to be made an internationally reputed journal.
- 9) Consultancy services are to be encouraged and properly documented.
- 10) The MoUs signed already are to be made more active and productive.
- 11) Proper maintenance of all facilities be assured. The ~~expansion~~ Maintenance Expenditure be included in the annual Budget.
- 12) Construction of a bigger canteen and a spacious auditorium cum indoor stadium be initiated at the earliest. The facility of escalator also is to be provided. [These were pointed out by the NAAC peer team as a major shortcoming]

Resolved [CC/4/2/28-3-17] to practice uniformity in printing certificates and brochures by different dept.

Resolved [CC/4/3/28-3-17] to hold the next meeting of the General TAC in May, 2017

~~The~~

The meeting concluded by 4 pm

Minutes passed
SSS

Dr. Sunny Kuniakou
IQAC - Coordinator

5 IQAC - General Committee meeting on 12/7/17

Agenda:

1. Recommendations of the IQAC Core Committee
2. Commencement of the new Academic year
3. National Seminar X NBA Audit - Vision, Mission; PEO etc.
4. Any other matter.

Members Present:

1) Parul Mundadan	Chairman	Parul Mundadan
2) E.K. Rajavarma		
3) Dr. George Issac	Principal	SSS
4) Dr. K.S.M. Pannickar	Director (Academics)	Mr.
5) VINITHA-V	A.P. (ECE)	Vinita
6) Jiby Varghese	A.P.	Jiby
7) Shinto Sebastian	PRO	Shinto
8) Sindu Varghese	Librarian	Sindu
9) Reshmi R	AP (CSE)	Reshmi
10) Honeyamol P. Chacko	A.P. (S&H)	Honeyamol
11) S. Sundararajan	A.P. (FIE)	Sundararajan
12) Heera K M	E-Store supervisor	Heera
13) Seenu Abi	A.P. (MLA)	Seenu
14) Sajana S	A.P. (ME)	Sajana
15) Anil Kumar M N	Asst. Prof. (EER)	Anil
16) Dr. Prasad. Jc	Prof. Head (CSE)	Prasad
17) Jiju P.P	Asst. Prof. (ME)	Jiju
18) Joshua A.J	Prof. MBA	Joshua
19) Santhosh Gollam	Head, MCA	Santhosh
20) Sunny Kuniakou	Coordinator	Sunny