

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 28th January 2016

Agenda:

1. Reading of the previous minutes
2. Review of documents filed-criterion wise
3. Plan of action for academic year 2016-17
4. Recomposition of IQAC 2016
5. Presentation of odd semester result analysis
6. Academic activities for the even semester

The following points were discussed in the meeting

1. The chairman began the meeting by highlighting the points discussed by NAAC committee members regarding improving quality of education
2. The chairman informed the members that the files according to the committees and criteria will be scrutinized as per the schedule. It was decided to have department in-charge for updating all the related documents criterion wise concerned to the department
3. The chairman stressed on the need for strengthening activities of placement cell
4. Ms. Dhanya C. Menon, Faculty was designated as the IQAC coordinator
5. Plan of action for academic year 2016-2017 was discussed
6. IQAC was reconstituted with new members
7. Result analysis of various subjects was assessed and staff having average result was asked to meet the principal for further remedial actions.

8. The list of Academic activities for the even semester

ACADEMIC CALENDAR Even Semester –2016

Date	Teacher In-Charge	Event
7 th January, 2016		Classes commence for II,IV,VIII SEMESTERS
19 th Jan, 2016	Mr. Prashun Neil	Photograph session
22 nd Jan, 2016	Ms. Sonia Thomas	SIHA Kids
23 rd Jan, 2016	Mr. Atul Vijay	Sports Day
29 th Jan, 2016	Mr. Amar Cherian/ Mr. Atul Vijay	Seminar
5 th Feb,2016	Mr. Varghese Johnson	Seminar – F & B
15 th – 20 th Feb, 2016	Dean Academics	I Internal Test
20 th Feb, 2016	Mr. Varghese Johnson	Aroma 2016
17 th – 19 th Mar, 2016 21 st -23 rd Mar, 2016	Dean Academics	II Internal Test
30 th Mar, 2016	Office	Teachers Appraisal by Students
2 nd April,2016	Mr. Atul/Mr. Neil	Alumni Meet/College Day
5 th April, 2016	Ms. Dhanya C Menon/Ms.Sonia T	Farewell for Final Years
30 th April,2016		Last working day for all classes for II,IV,VIII Semester BHM
10 th May,2016		Commencement of University Exams

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

STUDENT IQAC COORDINATOR

Mr.Ferrmi Priyank

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 10th march 2016

Agenda:

- Reading of the previous minutes
- Review on the feedbacks received from stakeholder
- Student evaluation form

The following points were discussed in the meeting

1. Minutes of previous meeting were confirmed.
2. A detailed report of the feedback received from different stakeholders were analyzed and suggestion were given by different members
3. It was suggested that the information from student evaluation form has to be considered for improving the techniques used for teaching.

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

STUDENT IQAC COORDINATOR

Mr.Ferrmi Priyank

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on July 8th 2016

Agenda:

- Reading of the previous minutes
- Proposal for FDP on how to prepare lesson plan
- Presentation of even semester result analysis
- Presentation of semester activities of each department
- Student teacher mentoring system
- Academic activities for odd semester

The following points were discussed in the meeting

1. Minutes of previous meeting were confirmed.
2. It was proposed to conduct faculty development program (FDP) with special focus on preparing lesson plan
3. Academic Calendar for the next semester was designed, which is to be followed by each department.
4. Importance of mentoring was discussed. It was decided with the permission of chairperson to conduct mentoring week, wherein each teacher would be given a set of students to mentor.
5. Result analysis of various subjects was done and staff having average result was asked to meet the Principal for further remedial actions.

The list of Academic activities for the odd semester

ACADEMIC CALENDAR – Odd Semester 2016

Date	Teacher In-Charge	Event
15 th June		Classes commence for I,III,V & VII Semester BHM
23 rd June	Mr.Atul Vijay	Students Council Elections
4 th July	Mr.Prashun Neil /Ms. Dhanya C Menon/	Swearing-in Ceremony of Students Council & Freshers
13 th – 17 th July & 20 th July	Dean Academics	I Internal Test
24 th , 25 th July	Mr.Prashun Neil	Cultural Activities
4 th August	Mr. Atul Vijay/Mr.Prashun Neil	Inter College Competitions for PUC & Degree Colleges
5 th August	Mr. Atul Vijay/Mr.Prashun Neil	National Level Seminar / Paper presentation
15 th August	Mr. Varghese Johnson	Flag Hoisting – Independence Day
13 th , 14 th , 17 th – 20 th , August	Dean Academics	II Internal Test
21 st August		Onam Celebrations
28 th August		Teachers Appraisal by Student
29 th August	Mr. Varghese Johnson	Theme Dinner
31 st August – 5 th September	Dean Academics	Model Theory Exams
9 th October		Last working day for all classes for I,III,V & VII
16 th October		Commencement of University Exams

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

STUDENT IQAC COORDINATOR

Mr.Saurabh Shetty

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on December 13th 2016

Agenda:

1. To confirm the minutes of last IQAC meeting held on
2. Approval of academic calendar for the year 2017-18
3. Activities proposed for the year 2017-18.

The following points were discussed in the meeting

- Chairman welcomed the members for the meeting.
- Members confirmed the minutes of last IQAC meeting held on 16th May 2017 after discussion on the matter
- Coordinator presented the Academic calendar for the year 2017-18. It was approved by the members. It was also decided that this calendar will be sent to all HOD's through mail for information and action.
- The activities proposed by the departments were approved.

The list of Academic activities for the semester

ACADEMIC CALENDAR Even Semester 2017

Date	Teacher In-Charge	Event
15 th December, 2016		Classes commence for II,IV,VIII SEMESTERS
24 th -31 st December, 2016		Christmas Vacations
2 nd January, 2017		Classes commence after Vacations
22 nd December, 2016	Ms. Divya D'Souza	Christmas Programme/SIHA Kids
20 th Jan, 2017	Mr. Prashun Neil	Photograph session
21 st Jan, 2017	Mr. Donald D'Souza	Sports Day
23 rd – 28 th Jan, 2017	Dean Academics	I Internal Test
11 th Feb, 2017	Mr. Donald D'Souza	Aroma 2017
15 th – 22 nd Feb, 2017	Dean Academics	II Internal Test
17 th Mar, 2017	Office	Teachers Appraisal by Students
18 th March, 2017	Mr.Prashun Neil /Mr.Jogi/Ms. Veda/	Alumni Meet/College Day
24 th March, 2017	Ms. Dhanya / Ms. Veda/Ms. Divya	Farewell for Final Years
12 th April,2017		Last working day for all classes for II,IV,VIII Semester BHM
17 th April, 2017		Commencement of University Exams

MEMBERS PRESENT

CHAIR PERSON

Mr. Amar.Z Cherian, Principal

SENIOR ADMINISTRATIVE OFFICERS

Mr.Mervin Pais

INTERNAL MEMBERS

Ms.Veda.J. Rai, Senior Lecturer

Mr.Donald James D' Souza, Senior Lecturer

Mr. Prashun Neil D' Souza, Lecturer

Ms.Divya D' Souza, Senior Lecturer

STUDENT IQAC COORDINATOR

Mr.Saurabh Shetty

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty