

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 18th January 2018

Agenda:

1. Reading of the previous minutes
2. Review of documents filed-criterion wise
3. Recomposition of IQAC 2018
4. Academic activities for even semester

The following points were discussed in the meeting

1. Minutes of previous meeting were confirmed.
2. The chairman informed the members that the files according to the committees and criteria will be scrutinized as the schedule. It was decided to have department in-charge for updating all the related documents criterion wise concerned to the department
3. IQAC was reconstituted with new members the IQAC coordinator enlightened the role of the cell to the new members of the cell.
4. Reviewed the reports of different committees of the college for the various academic, administrative, activities of the college.
5. Lesson plans were designed and were suggested to be submitted by each subject teacher.

ACADEMIC CALENDAR Even Semester –2018

Date	Teacher In-Charge	Event
4 th November, 2017	Ms. Dhanya C. Menon/Mr, Donald D'Souza	Cake Mixing Ceremony for Christmas
5 th December, 2017		Classes commence for II,IV,VIII SEMESTERS
9 th December, 2017	Ms. Rainha B.	SIHA Kids
25 th - 31 st December, 2017		Christmas Vacations
1 st January, 2018	Dean, Academics	Classes commence after Vacations
15 th January 2018	Ms. Veda Rai	National Level Seminar
19 th Jan, 2018	Mr. Prashun Neil	Photograph session
20 th Jan, 2018	Mr. Donald D'Souza	Sports Day
25 th Jan,2018	Ms. Veda Rai	PTA Meeting
29 th Jan – 3 rd Feb, 2018	Dean Academics	I Internal Test
10 th Feb, 2018	Mr. Uday Chandran	Aroma 2018
26 th Feb – Mar 3 rd , 2018	Dean Academics	II Internal Test
16 th Mar, 2018	Office	Teachers Appraisal by Students
24 th March, 2018	Ms. Nirupama	Alumni Meet/College Day
31 st March, 2018	Ms. Dhanya	Farewell for Final Years
15 th April,2018		Last working day for all classes for II,IV,VIII Semester BHM
25 th April, 2018		Commencement of University Exams

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.Taufique Ahmed

NOMINEE FROM STUDENTS ALUMINI

Mr.Aquine Melrick Lobo

IQAC COORDINATOR

Ms Dhanya.C.Menon, Assistant Professor

EXTERNAL MEMBER

Mr Sumanth Shetty