Minutes of the online meeting held on 01 September 2023

An online meeting of the IQAC was conducted on 01 September 2023 via google meet platform. Following members participated in the meeting.

1. Dr (Fr) V Y Dasappan S J (Principal)
2. Dr Thomas P John (Convener of IQAC)
3. Dr Sunil C Vattappalam (Coordinator- IQAC)
4. Dr Ansi Rahila (IQAC Core team member)
5. Dr Tinu Antony (IQAC Core team member)

Agenda

1. Analysis of preparations for the fourth cycle of accreditation

2. Presentation of report of the one-week training programme attended by IQAC Coordinator conducted by UGC-HRDC

3. Training programme to administrative staff

Minutes

The meeting started at 8.30 pm in the evening.

Dr Thomas P John, the Convener of IQAC welcomed the gathering.

A report of the last meeting was read by the Coordinator.

An analysis of the activities conducted as preparation for the 4th cycle of accreditation was done.

Dr Sunil C Vattappalam presented a report on the one-week training programme that he attend and was conducted conducted by UGC-HRDC.

It was decided to conduct a training programme for the administrative staff of the college on 06 September 2023, regarding the 4th cycle of accreditation. It was also decided to conduct another training programme on *'Preparation for auditing and distribution of duties'* to all the administrative staff members in December 2023.
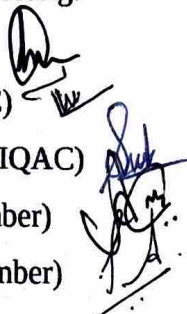
Dr Sunil C Vattappalam, proposed vote of thanks and the meeting ended by 9.30 pm.

Minutes of the online meeting held on 10 January 2024

An online meeting of the IQAC was conducted on 10 January 2024 via google meet platform. Following members participated in the meeting.

1. Dr (Fr) V Y Dasappan S J (Principal)
2. Dr Thomas P John (Convener of IQAC)
3. Dr Sunil C Vattappalam (Coordinator- IQAC)
4. Dr Ansi Rahila (IQAC Core team member)
5. Dr Tinu Antony (IQAC Core team member)

Agenda

1. Analysis of preparations for the fourth cycle of accreditation

2. Training programme to students on career guidance

Minutes

The meeting started at 7.30 pm in the evening.

Dr Thomas P John, the Convener of IQAC welcomed the gathering.

A report of the last meeting was read by the Coordinator.

An analysis of the activities conducted as preparation for the 4th cycle of accreditation was done.

It was decided to conduct a number of orientation and career guidance programmes to students of final year UG programmes. It was decided to allow the the request from The Digital University of Kerala to conducted an orientation programme to guide students to the most modern courses and job opportunities. It was also decided to conduct a number of training/ career guidance programmes by different agencies which are ready to collaborate with IQAC.

Dr Sunil C Vattappalam, proposed vote of thanks and the meeting ended by 8.30 pm.

Minutes of the online meeting held on 04 March 2024

An online meeting of the IQAC was conducted on 04 March 2024 via google meet platform. Following members participated in the meeting.

1. Dr (Fr) V Y Dasappan S J (Principal)

2. Dr Thomas P John (Convener of IQAC)

3. Dr Sunil C Vattappalam (Coordinator- IQAC)

4. Dr Ansi Rahila (IQAC Core team member)

5. Dr Tinu Antony (IQAC Core team member)

Agenda

1. Plan of action of IQAC for the coming academic year

2. Evaluation of the IQAC activities

3. Preparation of AQAR

4. Preparations for the fourth cycle of accreditation

Minutes

The meeting started at 8.30 pm in the evening

Dr Thomas P John, the Convener of IQAC welcomed everyone.

Dr Sunil C Vattappalam, the coordinator of IQAC explained about the progress of the upcoming AQAR submission. The coordinator presented a draft of the activity report of IQAC for the current academic year. The report was accepted by the team.

Dr Sunil C Vattappalam, the Coordinator of IQAC proposed vote of thanks and the meeting ended by 9.30 pm.