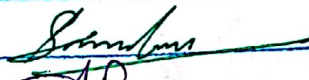

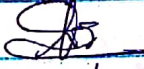
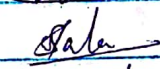
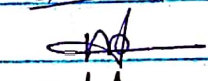
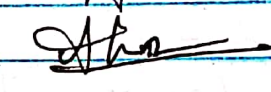


Minutes of the meeting of the IQAC held on 04-06-2018 at 2:30 pm at the principal's chamber.

### Agenda:

01. Preparation of Academic Calendar.
02. Action plan discussion for the academic year 2018-19

### Members Present:

1. Dr. Silvikutty Joseph 
2. ARUNKUMAR T.A. 
3. Josily Ceyrial 
4. Dr. Balakrishnan L. 
5. M. Dinija Abrahams 
6. Dr. O-C Aloysius 

### Discussions:

01. The committee discussed the academic calendar for the year 2018-2019. The calendar was approved by the committee.

02. The action plan for the academic year 2018-19 was discussed and decided to inform the same to the departments.



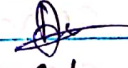


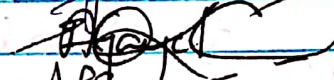

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Minutes of the meeting of  
the IQAC held on 13-9-18 at  
2:30 PM at the Principal's chamber.

### Agenda

1. Formulation of action plan  
for 2018-19
2. Preparation of AQAR

### Members Present:

1. Dr. Silvikutti Joseph. 
2. ARUNKUMAR. T.A. 
3. Josily Cyrae 
4. Dr. Balabrishnan. R. 
5. Manoj Abraham 
6. M. Jayakumar 
7. Dr. O.C. Atayius 
- 8.

### Decisions

The action plan for the  
Academic year 2018-19 was  
discussed and finalized  
in the meeting:

- a) To publish the academic  
calendar and handbooks of the  
college with the cooperation  
of the academic committee
- b) To conduct a seminar/workshop  
on quality improvement

- d) To conduct an academic audit in the academic year 2018-19
- e) To collect the feedbacks from students as per the NAAC format
- e) To upload minutes and other reports to the college website
- f) To participate in NIRF or other similar quality improvement measures
- g) To conduct add on programmes or certificate / diploma programmes as per the availability of funding.
- b) To submit the AQAR of the academic year 2017-18 to the NAAC before December 2018
- i) To upload academic calendar to the college website
- j) To upload available ICT resources to the college CMS
- k) To include heritage museum and extension activities of the dept. of Economics and as the best practice of the academic year 2017-19.

The meeting concluded at 4:30pm

*[Signature]*

Minutes of the meeting of  
COAC held on 26-11-18 at 12:15 PM  
at the Principal's chamber

Agenda: Preparation of AQAR

Members Present

1. Dr. Givikunthi Joseph
2. Josily Cyriac
3. Dr. O. C. Aloysius
4. James Varghese
5. Kannan
6. Dr. Balakrishnan R
7. Dr. Abrahams
8. John




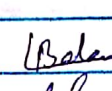

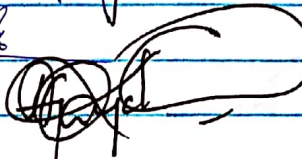

→ All departments may submit data required for the preparation of AQAR by 30/11/18

→ Detail of Best practices may be submitted by Dept. of Malayalam and Dept. of Economics.

Minutes of the meeting of IQAC held on 20-12-18 at 12:00 Noon at the Principal's chamber

Agenda: Submission of AQAR.

### Members Present

1. Dr. Silvikutty Joseph 
2. Josily Cytac 
3. Moya Abraham 
4. Dr. Balakrishnan R 
5. Dr. John Jose 
6. Dr. Jeyaraj G 
7. A. R. J. A. 

→ The draft of the AQAR was presented in the meeting.

→ The Committee approved the AQAR.

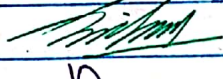
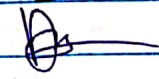
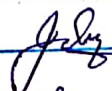

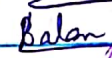
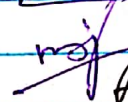
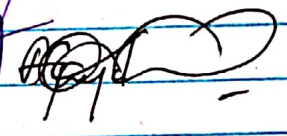
→ The AQAR may be e-mailed to the NAAC through the Principal.

→ The AQAR may be uploaded on college website.

Minutes of the meeting of the IQAC held on 14/3/2019 at 03:30 PM at the Principal's chamber.

Agenda: Documentation and Record Keeping as per UGC Circular

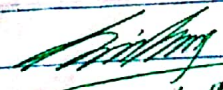
Members Present

- 1. Dr. Silvikutty Joseph 
- 2. Josily Cyrae 
- 3. Jiby Jose 
- 4. Dr. Sofi Le Thomas 
- 5. Dr. Balakrishnan R 
- 6. Mridha Abdhara 
- 7. Dr. Jayalaxmi S 

→ The AQAR has been sent to the NAAC via e-mail and acknowledgement was received.

→ Documents & records required to be kept at IQAC for the purpose of accreditation may be submitted by 26/3/19 by all departments and other committees/clubs.

→ Student feedback as per NAAC format may be conducted by departments.

  
14/3/19

Minutes of the meeting of IQAC held on 21-05-2019 at 02:00 PM at the principal's chamber

Agenda: Placement & promotion

Members Present

1. Dr. Silvilutty Joseph
2. Dr. Jaykumar
3. Dr. Aloysius
4. Dr. George Abraham
5. Dr. V. Kannan
6. BRUNKUMAR, T.A
7. Josily Cyruac
8. Dr. JOBY JOSE
9. &
10. &

The principal has entrusted the IQAC with the verification of placement proposals submitted by teaching staff of the college vide order No: A 2/324/ Placement/2019 dated 16/05/19.

The IQAC may complete the verification of proposals submitted by 28-05-2019.