

2014-15

MINUTES OF THE IQAC MEETING
HELD ON 6th JUNE 2014

IQAC members reviewed the new appointments to the college. Six new members were inducted to the college which one is having Ph.D and Post doctoral research from Czech; 1 too have finished their M.Phil programme. One have experience in banking; one have experience ~~to~~ and contacts in hospitality industry and one have vast teaching experience. Cell is hopeful that the new appointees will be a boost ~~to~~ to research output of the college. Principal informed that another Chartered Accountant will soon join the Commerce department. ~~Her~~ Her accounting experience will definitely will be a boost to the department. An orientation programme will be organized for the newly appointed faculty ~~from 26-28~~ on 26th June 2014.

~~By~~ Academic calendar was discussed and finalized. As the validity for the NAAC accreditation expired, it is high time to work for the NAAC accreditation. Meeting decided to initiate procedure at the earliest. Meeting decided to request the support of all faculty member in

Meeting ~~was~~ Unanimously ~~decide~~ requested Do. Renjer D to initiate and work towards a NAAC accreditation in 2014 itself. It is proposed to submit the SSR by September 2014.

As the first year students of UG and PG programmes join college late and III and IV semester exams will be held during October, ~~so~~ the departments has to plan their activities in short span. It is expected to have more academics related programmes by departments this year. Every department is requested to conduct Seminars with or without financial aid of UGC. It is also requested to submit ~~at the~~ minor research proposals to UGC by all faculty members. Faculty members who are already given with UGC minor research projects should gear up for major research projects.

As part of augmenting IT infrastructure, it will be preferred to ~~have~~ network the college. As of now college is availing various internet connections of 512 Mbps as part of nmict initiative of central government. The college has complaints everyday with one or the other connection. Hence we are not able to maintain a continuous availability of internet. BSNL shall provide the 20 connections as a single connection of 10mbps speed. Hence necessary steps shall be initiated to

to network the college.

It will be good to face
shift the office of the college. College
is the place where public and parents
hence renovating the college office and
the principal's office is essential.

Infrastructure like fan, light
in the classrooms should be given high
preference. Ambience at classrooms is
essential. The subject associations are
asked to conduct programmes like
intercollegiate tests, seminars, workshops etc.
Interdepartmental competitions shall also
be conducted. Union advisors should
initiate steps to conduct the college
level competitions early.

Memorial Poster.

Dr. So. Kaluna Dr. Kaluna

Dr. Renju D.

Dr. Stephy Thomas

Smt. Susey Philip M.

Dr. Ajit Ben Mathew.

Dr. Josy Abraham

Dr. Rejya SVM

Dr. Dr. Daughan

SV - Remje.

Peenu Maria James

Dr. Annu Thomas

Dr. Anu Ben Mathews

Renju

Stephy
Thomas

Susey Philip

Dr. Daughan
SV - Remje.

Peenu

Annu

Anu Ben Mathews

MINUTES OF IQAC Meeting held on 14th August 2014

A meeting of the IQAC members were held on 14th August 2014 to review the progress in submitting the SSR for NAAC accreditation. Coordinator Dr. Renju D explained the progress in the report generation by the various criterion based teams. The special efforts by the criterion heads is appreciated. The meeting suggested the following

1. The criterion heads present what they prepared before the staff members, ~~at~~ so that all the faculty members are aware of what happened on the college for five years. This will also help the guest faculty members also.
2. Care must be taken by the heads of the departments regarding the teaching learning. Teachers should be present in classes as regular any work relating to NAAC accreditation shall be done only after the regular working time.

Meeting reviewed the association activities and decided to complement e-governance on to more areas of operation. Meeting decided to augment the infrastructure on science departments through FIST funding. Dr. George

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shall be the co-ordinator of FIST programme. Meeting urged all the faculty members not having doctoral degree to register for PhD at the earliest.

Dr. Renju D explained the meeting about the ambiguity with name of the College.

Members Present.

So. Do. Kaluna	<u>Dr. Kaluna</u>
Do. Renju D.	
Do. Stephy Thomas	<u>Stephy Thomas</u>
SV. Remya	<u>Dr. Remya</u>
Smt. Susy Philip A.	<u>Susy Philip</u>
Dr. Anna Thomas	<u>Dr. Anna Thomas</u>
Teenu Maria James	<u>Teenu Maria James</u>
Dr. The Varghese	<u>Dr. The Varghese</u>
Dr. Ajil Ben Mathews	<u>Dr. Ajil Ben Mathews</u>
Dr. Josy Abraham	<u>Dr. Josy Abraham</u>
Teenu Maria James	<u>Teenu Maria James</u>

MINUTES of the IQAC Meeting held on 30th November 2014

A meeting of the IQAC members was held on 30th November 2014 to discuss about the peer team visit to be held 8th & 9th of December.

Dr. Renju D informed and

Smt. Aji Joseph informed the meeting about the plans about the stay of the peer team members. The accommodation to peer team members is arranged at Hotel Abad Palm, Kumarakom. It is decided to receive the peer team members at the airport.

~~Dr. Renja D~~ Necessary arrangements shall be done at the hotel for secretarial assistance and to the supply of stationary items if needed. Meeting decided to seek the support of ~~Dr.~~ Dr. Jose James for mock visit and external auditing. Dr. Jose James will visit departments on 2nd of December to assess the final preparations for peer team visit. Meeting decided to set up the centralised lab facility with FISI fund. Meeting congratulated all those who took the effort for blood donation camp.

Members Present

Dr. So. Kallana	<u>Dr. Kallana</u>
Smt. Susy Philip A.	Susy Philip
Dr. Renja D.	<u>Renja</u>
Dr. J. Vaughan	<u>J. Vaughan</u>
ISV. Remse.	<u>Remse</u>
Dr. Stephy Thomas	<u>Stephy Thomas</u>
Teemu Maria James	<u>Teemu</u>
Dr. Anne Thomas	<u>Anne</u>
Dr. Aji Ben Mathews	<u>Aji Ben Mathews</u>

MINUTES OF THE IQAC MEETING HELD ON 15/12/2014

A meeting of IQAC members were held on 15th December to discuss the peer team visit. Meeting ~~expressed~~ thanked the peer team members for being cooperative and providing support to the college. The ~~peer~~ peer team made various suggestions and these are areas for improvement for us. Principal thanked all the faculty members and the staff members for their 100% efforts for the benefit of the college.

Meeting urged faculty members to pick up the extensions activities and improve the academic ~~and~~ record of the college. ~~There~~ ~~will~~ be Meeting also expressed gratitude to the students who were instrumental ~~to~~ during the NAAE visit at the college.

It is proposed to apply for new courses in BSc Computer Applications and MSc Food Science and Quality Control in the next academic year.

Sr. Kaerana

Smt. Jasy Philip W

Dr. Jee Varghese

Do. Renju D.

Sr. Remya

Prasanna Masin James

Smt. Jasy Philip
Dr. Jee Varghese
Do. Renju D.
Sr. Remya
Prasanna Masin James

MINUTES OF THE IQAC MEETING HELD ON 17/03/2015

A meeting of the IQAC was convened to honour the retiring Principal and staff members. Dr. S. Kalena, retiring Principal served the institution in the capacity of Principal since 2006. She steered the college in two NAAC accreditation process. In the last NAAC accreditation college secured ~~876~~ a grade point of 3.16. ~~Her~~ Her determination was the key factor which made the College to pass ~~it~~ ~~for~~ ~~the~~ before the NAAC accreditation process. She was instrumental in introducing new courses in the college. During her tenure college has started 2 UG programmes and 6 PG programmes. Meeting thanked her for leading IQAC team front.

Meeting also thanked Dr. Renju D who took the pain and hardships of IQAC coordination for the past 5 years. She was instrumental in filling the vacancies at the college. Meeting also ~~to~~ thanked all the senior members of the faculty who were instrumental in holding B.C.M. together to the new heights to face the challenges.

Meeting reviewed the academic activities of the college. Meeting observed that students had poor fees backs about some of the teachers and they were not performing well during the earlier feedbacks and even after ~~for~~ various discussions with them. A special committee under the Mr. Sussy Philip, Vice Principal of the college also observed irregularities in certain departments and the meeting decided to initiate a disciplinary action against the teachers involved. However meeting decided not to put their names on record.

Meeting observed that in the wake of recent government order on the working conditions of the staff members in the self-financing sector, meeting decided to conduct interview for all the staff members working in the self-financing scheme wing. There shall be an open notification inviting the faculty members shall be published in the newspaper along with the faculty notification for guest faculty positions.

In the light of the heavy work load, a full time director shall be appointed to look into the ~~admission~~ help the Principal in matters relating to self-financing wing.

Members Present

Dr. So. Kaluna

Dr. Kanne

Dr. Renju D.

Renju

Dr. J. Vanghu

Spk

Prof. Susey Philip N.

Susey Philip

Sr. Remyc.

Sr. Remyc.

Peenu Maria James

P-M

Dr. Annu Thomas dt

Dr. ASIS BEN MATHEWS

dtm

Dr. JOSSY ABRAHAM dt