

**INTERNAL QUALITY ASSURANCE CELL**  
**AQUINAS COLLEGE, EDACOCHIN**

**MINUTES OF THE IQAC MEETING**

Location: Principal's Office  
Date: 19-09-2019 Time: 3 pm

**Attendees:**

Ms. Bridgit Jeeji C.J (Principal)  
Dr. Joseph Justin Rebello (Vice Principal)  
Dr. Tharanath R. (IQAC Coordinator)  
Mr. Raju George Michael  
Ms. Alicen Roshiny Jacob  
Mr. Sivaraj K.S  
Dr. Antony V.S. (Management Representative)  
Mr. Don Bosco ~~AF~~ (Administrative representative)  
Mr. Thomas K.J (Local body)  
Ms. Anju Nelson (Student Representative)

The status of the decisions taken in the last meeting was communicated to the members present.

1. It was informed that the HOD's of each department would be assigned the role of the DQAC of their respective department.
2. It was conveyed that a new and updated form specifying the NAAC based criteria should be submitted by the party concerned, at least one week prior to program to be conducted. The IQAC has the right to suggest modifications in the programme as well as to reject it, if it doesn't meet the minimum standards.
3. It was announced that the internal exams would be conducted from 23 September 2019.
4. It was also reported that a self-appraisal form with the essential details was prepared by the IQAC, which was filled and submitted by the members of the staff at time of applying for increment. Principal put forward the suggestion that some of the senior staff may be



exempted from the submission of the appraisal form as they are not awaiting anymore promotions, to which some of the IQAC members expressed their dissatisfaction.

5. It was communicated that the IQAC has scheduled a meeting with the Research Committee in the following week.

#### Agenda

1. Internal academic audit 2019-20
2. Internal energy audit 2019-20
3. Union programme chart for the academic year 2019-20 to be collected.
4. Result analysis of published results.
5. Feedback system
6. A seminar by IQAC

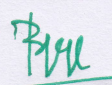
#### Decisions Taken


1. It was decided that an internal Academic audit should be conducted at the end of the academic year by an external expert in consultation with the IQAC.
2. It was decided that the results of the odd semester would be collected by the IQAC in the prescribed format from the respective departments.
3. An online feedback from the students would be collected at the end of each semester. The results would then be analyzed and communicated to the various departments.
4. An energy audit should be conducted in the campus this academic year and it was decided that the department of Electronics should be put in charge of doing the same.
5. A seminar organized by the IQAC, under the banner of KSHEC would be conducted in the month of November 2019 by inviting beneficiaries from the other colleges.
6. It was decided that teachers who wish to apply for RC/OC/ short term courses, should submit the proposal prior to IQAC, in order to prepare a preference list.




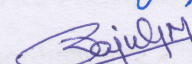
Conclusion

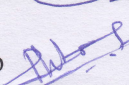
The next IQAC meeting will be convened before the upcoming IQAC seminar and a meeting including the Manager will be conducted at the end of the year to discuss the results of academic audit.

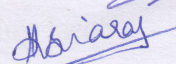
Ms.Bridgit Jeeji C.J (Principal) 

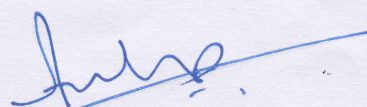
Dr.Joseph Justin Rebello (Vice Principal) 



Dr.Tharanath R. (IQAC Coordinator) 

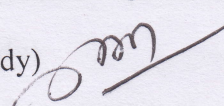
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