



INTERNAL QUALITY ASSURANCE CELL
ST CYRIL'S COLLEGE, ADOOR
iqaccyrils@gmail.com

Minutes of the IQAC Core Committee

Date : 27/06/2023 : Time : 09

Venue : Seminar Hall

1. Attendance

Chairperson : Ms Mini Mathew

IQAC Coordinator : Dr Mini Samuel

Members Present : i. Dr Susan Alexander

ii. Lt. Dr. Baiju P Jose

iii. Dr Nisha Mathew

iv. Dr Smita Kochummen

v. Mr Allen John Philip (Superintendent)

vi. Mr Johnson Zachariah (Management)

vii. Mr John Yesudasan (Student)

viii. Ms Harsha Reji (Student)

Apologies of Absence : i. Ms Aswathi G S

ii. Mr Shaju K John

iii. Mr Kannappan

2. Call to Order

The meeting was called to order by Ms Mini Mathew at 3pm.

3. Approval of the Agenda

Agenda Presented :

i. Admission 23-24

ii. Anti Ragging Awareness Campaign

iii. Induction programme

iv. LMS for college

v. Alumni.

vi. Result Analysis

vii. Signing of MOU

vi. Any Other Business (AOB)

The agenda was reviewed and approved without changes.

4. Approval of previous meeting

The minutes of the previous meeting held on 07/02/2023 were reviewed approved without amendments.

5. Agenda Items

Item 1 : Admission 23-24

Discussion : Ensure the smooth functioning of the admission process.

Decision : A team of faculty members including HODs was formed.

Person Responsible : Dr Shiny Kochummen & Ms Mariam John

Item 2 : Anti Ragging Awareness Campaign

Discussion : Before the commencement of first year classes, anti ragging awareness programme to be conducted to ensure safe and welcoming environment.

Decision : An awareness session led by a resource person from the police department should be organized.

Person Responsible : Mr Sajin Philip

Item 3 : Induction programme

Discussion :Induction programme to be conducted after the completion of the admission. Students should be given general information about the college.

Decision : A three day induction programme to be conducted by IQAC.

Person Responsible : Dr Alen S

Item 4 :LMS for college.

Discussion : To automate the attendance and other academic non academic activities there was a necessity of adopting LMS.

Decision : Nectose LMS was finalised .A training programme for staff and students to be organised as early as possible.

Persons Responsible : Dr Soorya Anand, Dr Mini Samuel, Dr Runcy Wilson led by Dr Anoop Chandran.

Item 5 :Alumni.

Discussion :Alumni registration has to be done . An alumni meeting to be conducted.

Decision : A global Alumni meet to be conducted. Registration process to begin as early as possible.

Person Responsible: Dr Siji Rachel George

Item 6 : Result Analysis

Discussion: To improve the pass percentage of students result have to be analysed and follow ups to be done by the class advisor and department HODs.

Decision: Immediately after the declaration of University result, an analysis to be conducted by IQAC.Department wise PPT to be presented.

Person Responsible : Dr Mini Samuel

Item 7: Signing of MOU

Discussion: The departments should take initiative in collaborative work with other institutions.

Decision: At least two MOUs should be signed by each department.

People Responsible : Dr Anoop Chandran

6.Any Other Business(AOB)


i.Khadi Exhibition-cum-Sale

Discussion: As Budhwaar ka khadi Mahotsav is the best practice of the college an exhibition cum sale to be organized, ensuring the maximum applicable rebate.


Decision : A seminar to be conducted in collaboration with Kerala Khadi and Village Industries Board. An exhibition-cum-sale to be organized in commemoration of Gandhi Jayanti.

Person Responsible :Dr O.C.Pramod

7.Adjournment: The meeting was adjourned at 4 :15pm.


IQAC Coordinator
Dr Mini Samuel




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