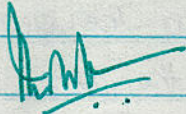



## Meeting 1 : 2017-2018


Date : 02-06-2017

Time : 3.00 pm

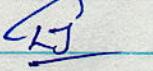
Location : seminar hall

Dr. Mathew V 

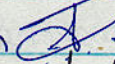
Riju Gregory 

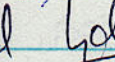
Anthony Kurian 

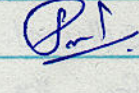
Chacko 

Luiza Jose 

Dhwajam

Sam Johnson 

Dr. Terry David 

Dr. Pearl Augustine 

### Agendas

- ① Orientation programmes for students, teachers and other staff.
- ② Preparation of AQAR
- ③ Value education and liturgy committee formation
- ④ Steps to strengthen the extension activities
- ⑤ Improvement of overall performance.

The members of IQAC has conducted the first meeting for the academic year 2017-18 on 2nd June 2017 at 3.00 pm in the seminar Hall of the college. Riju Gregory, IQAC Director, addressed the gathering. Dr-Mathew V has delivered the welcome speech and all the IQAC members of the college took part in the meeting. The main agenda of the meeting is to take decisions on improving the overall performance of the institution for further development. The meeting was conducted to arrive at a decision regarding what all to do to improve the quality and standard of the institution further. The meeting was then open for general discussion from the members and the management of the college. The aim of the meeting is to find steps for further improvement of enhancement of college.

The first matter of discussion in the meeting was regarding the conduction of orientation programmes for the fresh students, teachers and other non teaching staffs of the college. The orientation programme was decided to complete within the month of July for all the groups. The orientation programme for the students will be subject to their admissions process. The whole idea about the college, the management, overall facilities, various groups, associations, clubs, NSS & NCC will be provided in the orientation programme.

Preparation of AQAR also been subject for the discussion in the IQAC meeting. The IQAC members through discussion found it very important to start preparing for the AQAR for the academic year 2017-18. It was decided to commence soon. The IQAC coordinator asked for support from all the departments, office and the college management for AQAR preparation. The department heads and the college management promised their assistance for the same.

As discussed in the previous meeting in the previous academic year it was decided to form a new value education and liturgy committee for regular conduction of value education classes and Friday masses in the college. The quorum also discussed about various steps and programmes for strengthening the extension activities of NSS & NCC of our college in this academic year.

There was also a discussion of members on improving the overall performance of the college in different ways and by conducting various programmes. The meeting wound up with a vote of thanks delivered by Sam Johnson. The gathering dispersed by 4.00pm. The next IQAC meeting was decided to conduct in December.

Meeting 2

Date : 13-12-2017

Time : 3 p.m.

Location : Principal's Office.

Attendence

- 1) Dr. Mathew V. Man
- 2) RIJU GREGORY Riju
- 3) DR ANTONY KURIAKOSE P Antony
- 4) Haris U. Haris
- 5) Dr Pearl Augustine Pearl
- 6) Liya Jose M. Liya
- 7) Dr. Antony P.J. Antony
- 8) Dr. Dwoyam. Dwoyam
- 9) Dr. Jerry David. Jerry
- 10) Sam Johnson. Sam

Agendas

- ① Conduction of Seminar and conferences
- ② Providing INFLIBNET facility in the library. fully automation
- ③ Increase number of books in the library.
- ④ Cyber cafe and Network Resource centre.

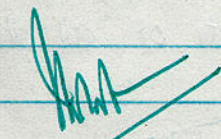
The IQAC meeting was conducted on 13<sup>th</sup> December 2017 at 3pm in the principal's room. All the members of IQAC took part in the meeting. Dr. Mathew V welcomed the gathering. There was a discussion later among the members about the ongoing performances of the college in the current academic year and about the shortcomings till

date. There was a discussion on overcoming all the short-comings till date.

The primary focus of the meeting was to motivate various departments in the college to conduct national or international seminars and conferences. The departments were given all the support for the same. It was discussed that such conduction of seminars and conferences could give both the students and college a better exposure which helps in their development. The HODs of different departments of the college had already laid the plan for the same.

The next agenda for the meeting was to make the library fully automated. The IQAC suggested that the automation process should be completed within the current academic year. The library is also provided with INFLIBNET facility and steps to be taken to ensure maximum usage of all those facilities by the students. The meeting had suggestions for the teachers to encourage the students to make use of all those library facilities in the campus.

IQAC and the college management has identified the need for a cyber cafe in the college campus and it is effectively working in the campus. The meeting suggested to enhance the same into a network resource centre where students would be able to get everything under one roof. The members of IQAC discussed about all the above mentioned agendas and made decision and suggestions regarding each. The meeting wound up by 4.30 pm. and the last meeting of the year was fixed ~~to~~ to be conducted in march first week.



Principal  
St. Michael's College  
Cherthala

Meeting 3 : 14/03/2018

Time : 3.00 pm

Location : principal's Office

Dr. Mathew V

Riju Gregory

Dr. Anthony Kien'ikose P.

Cheru V

Dr. Anthony P.J.

Dr. Terry David

Sam Johnson

#### Agenda

- ① Evaluation of overall performance of the college
- ② Career awareness programmes among students.
- ③ Assistance to talented students for placements.
- ④ To collect feedback from the students.


The final meeting for the academic year 2017-18 was conducted on 14<sup>th</sup> March 2018 at 3.00 pm in the principal's office. Dr. Mathew V, principal, addressed the gathering. Riju Gregory, IQAC coordinator welcomed the members to the meeting. The meeting commenced with the presence of all the IQAC members of the college. The agenda of the meeting was to evaluate the performance of the college for the academic year 2017-18 and to have a comparison of current years performance with previous years performance. The IQAC members had a discussion on the overall performance of the college and they mentioned that the performance has satisfactorily improved with the efforts of all the members of the college.

~~Meeting~~

It is planned in the IQAC meeting, to conduct a career awareness programme for the final year students within 31<sup>st</sup> march. It is suggested so because, it would help the students to decide upon what to opt for after completion of the course. The meeting approved the suggestion and it was planned to conduct within the month. The members of IQAC also suggested in the meeting to provide assistance to the talented students to get placements in their interested areas. The IQAC suggested to provide such assistance from every departments of the college.

As a reminder, the IQAC coordinator mentioned about the feedback collection from the students about the overall performance of the college and to evaluate the same for better understanding. The meeting also had discussions regarding the activities undertaken and conducted by various clubs and associations like NCC, NII etc and they were appreciated for their contributions to the college.

The members of IQAC had a general discussion regarding the above matters and wound up with a cup of tea and snacks by 4.30 pm with a vote of thanks delivered by Dr. Terry David.

  
Principal  
St. Michael's College  
Cherthala