



Minutes

39th Meeting of Internal Quality Assurance Cell

Venue: IQAC Hall

Date: 14.03.2023

Time: 3.30 p.m.

Agenda Items

1. Confirmation of previous Minutes and Presentation of ATR
2. Administrative Training programme for NTS
3. Student Research Promotion
4. Performance Appraisal of Teachers
5. Placement Training
6. Any other Items with the Permission of the Chair

Members Present

Sl. No.	Name	Signature
1.	Lincy Tom	
2.	Dr. Jay. Antani	
3.	Dr. Boni Samuel	
4.	Bindhu Rachel Joy	
5.	Dr. Ann Jossy Joy	
6.	Liz George	
7.	Shaimon Joseph	
8.	Dr. Dinu Alexander	
9.	Dr. Tijo V. J.	
10.	Dr. Vinod Ar.	
11.	Ambily Elizabeth George	
12.	Dr. Jasmine Jose	



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Prof. Dr. Thomas K V welcomed the members and detailed the addenda items.

Agenda Items for Considerations and Resolutions

1. Item No. 01/39/05-04/2023 : Confirmation of Previous Minutes and Presentation of ATR

Dr. Sony Kuriakose, IQAC Coordinator presented the Action Taken Report. The meeting also confirmed the minutes of the previous meeting.

2. Item No. 02/39/05-04/2023 : Administrative Training Programme for NTS

Prof. Dr. Thomas K V, Principal, suggested that there should be periodic training for non-teaching staff. It is decided to give administrative programmes for non-teaching staff.

3. Item No. 03/39/05-04/2023 : Student Research Promotion

Dr. Boni Samuel suggested that there should be proper monitoring of Journal Club activities in the PG departments. The activities of the club should help the students to publish their research findings.

4. Item No. 04/39/05-04/2023 : Performance Appraisal of Teachers

The IQAC Subcommittee of Performance Appraisal should collect PBAS from teachers in May and review the same. Further, IQAC should revise the format of HoD's confidential report. Actions may be initiated on the basis of the feedback.



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5. Item No. 05/39/05-04/2023 : Placement Training

The coordinator of the placement cell shall be asked to submit a report of placements for the year 2022-23. The report should also contain the details of career guidance of placement training programmes given so far.

Ms. Sindhu Rachel Joy proposed the vote of thanks.

Dr. Sony Kuriakose

IQAC Coordinator

Prof. Dr. Thomas K V

Principal

