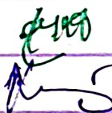


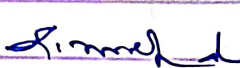




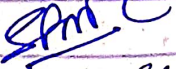
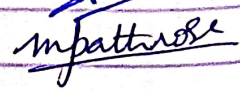
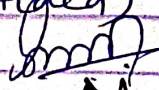
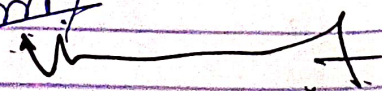


A meeting of the heads of the various department was held on at the IQAC conference hall at

Agenda :-

Members Present

Name	Designation / Department	Signature
1. Rev. Fr. Dr. Jolly Andrews	Principal	
2. Dr. Xavier Joseph	Vice-Principal	
3. Rev. Fr. Dr. Wilson Tharayil	Director, Self-financing Departments	
4. Dr. Vivekanandan	Co-ordinator, Self-financing departments	
5. Dr. Anilkumar	Dean,	
6. Dr. Robinson P.P	Dean,	
7. Dr. Linto Aleppat	Dean,	
8. Prof. Dr. Sudheer Sebastian	Controller of Examination	
9. Dr. Shinto K.G.	IQAC, Coordinator	
10. Pallikathil Mary Pattriose	English (Aided)	
11. Dr. Soni John T.	BPE	
12. Dr. K. J. Varghese	Dean,	


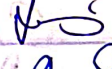

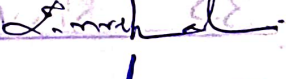
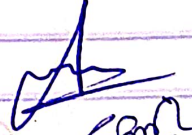
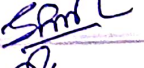
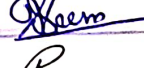

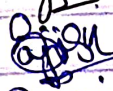

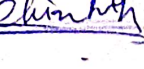
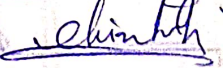
	Name.	Department	Signature
13	PRIYA.V.B	English (SF)	
14	Sreevidhya V	History	
15	Dr. R. Soumya	Botany (Aided)	
16	Savitba K U	French	
17	Teena, Thomas (Aided)	Commerce (SF)	
18	Dr Josheena Jose	Commene (Aided)	
19	Dr. Seena.V	Mathematics (Aided)	
20	E. J. VINCENT	BOTANY (Self)	
21	SUDHIKUMAR A.V.	Zoology	
22	FR. TEJI K THOMAS	Malayalam	
23	Dr. J. J. Thomas	Hindi	
24	Dr. John. K. T	mathematics self	
25	Bose P.R.	Economics (Self)	
26	V. P. Anto	Physics (Self)	
27	K.O. Francis	B.Com Professional	
28	Sinto Konkoth A.	Malayalam	
29	Dr. Binte. T. Kalyan	Physical Education	
30	P. C. Thomas	Commerce - Self	
31	Rajm John	Management	
32	Danz Anthonym	Statistics	
33	Christina Tony	Psychology	
34	Dr. AJEESH GEORGE	Social work	
35	Subin K Jos P	Env. - S.C.	
36	ASWIN SANJEEV	BVOC FPT	
37	Binu George	Food Technology	
38	Sajitha J.R	Lib-Science	
39	Dr. Meril Shelly	Chemistry (Self)	
40	Jeena George	BVOC IT	
41	SINI THOMAS	Computer Science	
42	So. Mariyamma K D	Statistics	
43	P.W.S. J.J.	Hotel mgmt	
44	Dr. K.J. Varghese	Dean of International Affairs.	

A meeting of the Heads and Coordinators of the various departments was held on 12/12/2023 at the IQAC Conference Hall at 12:30pm.

Agenda :-

1. General evaluation of Academic progress
2. Constitution of new Bos of all departments
3. New programmes from Academic year 2024-25
4. New value-added certificate course
5. Syllabus revisions
6. Any relevant matters permitted by the chair.

Members Present.

Name	D.	Designation/Dept.	Signature
1. Rev. Fr. Dr. Jolly Andrews CMI		Principal	
2. Dr. Xavier Joseph		Vice Principal	
3. Desso. Prof. Sheeba Varghese		Vice Principal	
4. Dr. Vivekanandam		Coordinator Self- rig departments	
5. Dr. Anilkumar		Dean	
6. Dr. Shinto K.G		IQAC Coordinator	
7. Dr. Seena V		Mathematics	
8. Sr. Rosy V.O.		Economics	
9. Dr. Josheena Jose		Commeru Aided	
10. Sajitha K.R		Lib-Science	
11. Savitha K.U		French	
12. Nivedhya C.A		Economics (sf)	

13.	Dr. Do. Maryamma K D	Statistics	<u>Do</u>
14.	Dr. R Soumya	Botany (aided)	<u>Do</u>
15.	Jawar Abraham Abdul	Maths (Self)	<u>Jawar</u>
16.	Jeena George	BVOC IT	<u>Jeena</u>
17.	Aswin Sanjeev	BVOC FPT	<u>Aswin</u>
18.	Dr Hemalatha T	English	<u>Hemalatha</u>
19.	Christina Tony	Psychology	<u>Christina</u>
do.	Dr. Sreevidhya V	History	<u>Sree</u>
21.	SM WOLFE M-S	Social work	<u>SM Wolfe</u>
22.	SINI THOMAS	Computer Science	<u>Sini</u>
23.	Dr. Meril Shelly	Chemistry (Self)	<u>Meril</u>
24.	Marya N.J.	EVS	<u>Marya</u>
25.	Digna Varghese	Chemistry (Aided)	<u>Digna</u>
26.	Dr. Jyoti K R	Maths (Self)	<u>Jyoti</u>
27.	Dr. Davis Antony M	Stat	<u>Davis</u>
28.	K-O. Francis.	B. Com. Professional	<u>K-O. Francis</u>
29.	K. J. Joseph	Commerce - Finance (Self)	<u>K. J. Joseph</u>
30.	Baby John C L	Mgt. Studies	<u>Baby John</u>
31.	Th. Jeji K Thomas	Malayalam	<u>Th. Jeji</u>
32.	V. P. Anto	Physics (Self)	<u>V. P. Anto</u>
33.	Dr. Vivekanandhan T	Cardiology (Self)	Dr. Vivekanandhan
33.	Sinto Konkoth	Malayalam	<u>Sinto</u>
34.	Pius Joseph	Hotel management	<u>Pius</u>
35.	Bina George	Food Technology	<u>Bina</u>

The meeting was started with silent prayer. Rev. Fr. Dr. Jolly Andrews CMT principal of the college presided over the meeting. At first he summarize the main agenda of the meeting. It was decided that NIRF data uploading before must be done before Christmas.

vacation. It is also decided that all department must update the data shared by IGAC on student progression with proof. Another decision was there will be a meeting with class teachers on next Friday.

It was decided that exam will be conducted as scheduled. Practicals of 2nd and 4th Sem UG will be conducted in June 2024.

It is also decided that Every department must conduct two BOS Meeting in an academic year.

No It is also agreed that no paid programmes will conduct in connection with Fest - For university camp 1 from each dept must attend.

It is agreed that we have to change our attitude by expressing and pointing positive aspects of NEP. Promote our college in all possible ways. Organize national and international workshops and programme report must be upload. Reels need to be prepared based on instructions

It is also decided to invite +2 teachers to our college.

Planning an open house.

It is agreed to conduct open house on Jan 11, 12 2024. It is also decided that common internal exam will be there from this Semester.

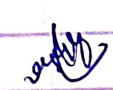
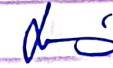
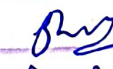
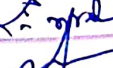



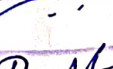

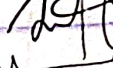

It is decided that lab booking and seminar hall booking will be done through IQAC

A meeting of the Heads and Coordinators of the various departments was held on 14-02-2024 at the IQAC Conference hall at 2pm.

Agenda :-

1. AQAR Submission
2. Department Visits
3. End Semester Examinations
4. Placements
5. Internship
6. Any other matters to be discussed.

Members Present.

No.	Name	Designation / Dept.	Signature
1.	Rev. Fr. Dr. Jolly Andrews CMI	Principal	
2.	Dr. Xavier Joseph	Vice principal	
3.	Prof. Sheeba Varghese. U	Vice principal	
4.	Dr. Vivekanandan. T.	Coordinator self	
5.	Dr. Anilkumar	Dean.	
6.	Dr. Shinto K.G	IQAC Coordinator	
7.	Fr. Vincent N.S	Bursar	
8.	Rev. Fr. Dr. Wilson Tharayil	Director, Self financing. Depts.	
9.	Dr. Robinson	Dean.	
10.	Dr. Sudheer Sebastian	Controller of Exam.	
11.	Dr. K.J Varghese	Dean	

No.	Name	Designation/ Department	Sign
9	Dr. Seema V	Mathematics	
12	Dr. Josheena Jose	Commerce	
14	Dr. Do. Mariyamme K D	Statistics	
15	Dr. R. Soumya	Botany	
16	Dr. Rami Varghese	Chemistry	
16	Dr. Rosy V. O.	Economics	
17	Pallikathil Mary Pathrose	HoD English	
18	Soni Gowri T.	BPE	
19	Dr. Xavier Joseph	Vice Principal	
19	Sheeba Varghese		
19	PIUS T J.	Hotel mgm.	
20	Binu George	Food Technology	
21	Ant Francis E.	Geology	
22	THARUN R	Geology and Env. Sci	
23	Krishnapriya K.M	Chemistry (Self)	
24	ASWIN SANJEEV	B.VOC FPT	
25	Teena George	B.VOC IT	
26	SAVITHA K.U	French	
27	Dr. GRANA G.S.	Library & Information Science	
28	Christina Tony	Psychology	
29	Subin K Jose	Env. Sci	
30	Priya V.B	English (BF)	
31	Dr. AJEESH	Social Work	
32	Teena Thomas	Commerce - Finance	
33	E. J. VINCENT	Botany self	
34	Tojin Sebastian	Computer Science	
35	P. N. Thoman	Commerce - Tax	
36	Dr. Tojin K T	Coordinator Maths self	
37	Dr. George Alex	Coordinator - English & History	
38	BONI PRI	Economics (self)	
39	Dr. Teji K. Thomas	Malayalam	

Sl.No	Name	Department	Signature
40	Dr. Davis Anthony M	Statistics	Em P
41	Kalpa Sivadas	Department of Mgt	Shree
42	Sinto Konkoth A	malayalam	Sinto
43	Sreevidya ✓	History	Shree

Agenda

Decisions

1. AQAR Submission

As the last date for the AQAR submission is Feb 29, 2024. It was unanimously agreed that active participation from all members is essential to ensure the completion of the report within the specified timeframe.

a. Department Visit

It was decided that department visit will commence from Feb 20, 2024 onwards, with a specific focus on verifying OBE documents and conducting AAA Audit for 2023-2024 during these visits. The principal will circulate the visit schedule accordingly. Additionally, it was agreed upon that meeting with the Manager will begin from the second week.

of March.

3. End Semester Examination.

It was decided that the End Semester Examination will commence as scheduled, without any postponement.

VI Sem UG - March 5, 2024

IV Sem PG - March 7, 2024

IV Sem UG - March 12, 2024

II Sem UG & PG - March 19, 2024.

It was emphasized that every staff member must complete their portions in a timely manner.

4. Placements.

It was decided to strengthen Mentor-Mentee meetings to enhance placements. It was agreed upon that fostering stronger relationships through these meetings will contribute to achieving higher placements rates for students.

5. Internships.

Rev. Fr. Wilson Tharayil updated internships details. Students will go for internships from April 5 onwards.

S

6 Any other relevant matters.

It was decided that on sports day minimum 30 students must participate in the march past (from each dept). There ~~only~~ are Departments that are not fulfilling this must ^{have} ~~work~~ as regular class on sports day.

FYUGIP:

Each department must offer different pathways. Plan everything so that Department get attracted. Take positive creative steps to get more admission. Prepare Brochures, reels etc. Department can design vocational minors. Every dept must conduct BoS meeting.

Alumni meet :-

Alumni meeting will be conduct on March 9, 2024 from 5pm onwards. Dinner will be provide. Department wise alumni meet will be conduct from 2pm onwards. Invite all retired teachers for the same. Each department

must prepare brochures for the department wise alumni. And prepare a detailed report of dept. wise alumni meet.

Others :-

Department fest will conduct with proper guidences from the dept.

Update website details.

Teachers must submit valuation duty details (University) as soon as possible.