

Minutes of IQAC Meeting held on 26 Apr 13

Venue: Director's Office

Members present

- (a) Prof Premanathan - Chairperson, IQAC
- (b) Dr.Jayachandran - Internal Member Teaching
- (c) Dr.Mathews - Internal Member Teaching
- (d) Prof. Cris - Member Secretary, IQAC

Special Invitees

Brig MC Ashok Kumar, Director, DCSMAT Group of Institutions
Prof. Gopakumar V – Director, MBA Programme
Prof. Sanesh PV

Agenda

Review the action in hand related to AQAR preparation

Sl.No.	Discussion Points	Decisions
1	a	
	IQAC Coordinator presented the requirements in AQAR online survey questionnaire.	
	b	
	Each survey area is allocated for continuous update as under:-	1. SWOT Analysis to be prepared by
	Q.No. 1 to 21 – IQAC Committee	Prof. Baiju Samuel
	Q.No.22 – AIM C (Academic programs)	2. Allocation approved by the committee
	Q. No. 23 to 25 – Mr Arun Kishore (Feedback)	
	Q.No.26 – Pramod/Satheesh (Research/Publications/Projects)	
	Q.No. 27 to 40 – Batch coordinators as part of batch report (student details)	
	Q.No. 41 to 44 – Mr Baiju Samuel (Quality benchmarking)	

		<p>Q.No. 51 to 54 –Prof. Jaichandran &Committee (Grievance Redressal)</p> <p>Q.No. 55 to 60 – Mr Baiju Samuel (SWOT Analysis)</p> <p>Q.No.61 to 62 – Significant progress made / role of NAAC in quality development - IQAC Committee</p>	
2	a	The AQAR preparation points (PART B - 43 points provided in the sample report) will be allocated to faculty members for file preparation and evidence collection	IQAC Committee to allocate and initiate the activities of report preparation with a target submission date of 15 July 2013
	b	Date of submission of the first AQAR was not clear and Prof. Sanesh in consultation with the IQAC coordinator of St.Josephs college , Moolamattom confirmed that every end of the Academic year NAAC expects the AQAR to be submitted	Committee decided to submit the first AQAR by mid August 2013
3	a	Progress Review	Decided to have the next meeting on 7.5.2013

Attachment:

1. AQAR Online survey - Questionnaire