

IQAC Meeting

Purpose : Meeting of the IQAC Core Members

Date : 20/6/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Vice Principal, St Joseph's College, Devagiri
Fr. Anto NJ

Attendance : 1) Joice Tom J
2) Dr. Asha Mathew
3) Nitin Jose
4) Dr. C. V. K. K. K.
5) Dr. Sathesh George
6) Dr. Shree V.S.

Joy
Asha Mathew
Nitin Jose
Dr. C. V. K. K. K.
Dr. Sathesh George
Dr. Shree V.S.

Agenda 1 : Restructuring of Curriculum and Syllabus Revision

As per the decisions taken by the BOS and Governing Council, restructuring of the Curriculum and Syllabus revision is made. The Committee recommended to implement all the changes from the current academic year onwards. As such the syllabus focusing more on employability and enhancement of soft skills is given more importance.

Agenda 2 : Introduction of new academic programmes both in UG and PG streams

Three new UG programmes - B.Com Finance, B.Com Professional, BA English (Language and Literature) in self financing mode and an

additional batch for MScW were introduced for the academic year of 2019-2020. Other than the regular programmes, the Committee also recommended to start certificate courses which gave emphasise on skill development.

Agenda 3 : Orientation Programme for UG 1 year and PG 1 year students

The IQAC Core Committee recommended to organize Orientation Programme for both UG and PG soon after the admission process and the committee handed over the charge to the PTA Secretary Mr. Tobin George.

Agenda 4 : Admission to UG and PG programmes

The Committee discussed about the schedule of conducting admission to both UG and PG programmes. The Committee decided to appoint Mr. Taison Joseph, faculty, Dept of Mathematics as the admission co-ordinator for the academic year 2019-'20. A committee for admission process was also formulated and were given the complete charge of implementing the whole procedures and to finish off the process within the stipulated time.

Agenda 5 : General Discussion

The Committee decided to chart out the activities of IQAC for this year.



Time of meeting : 4:45 pm

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PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 809

IQAC Meeting

Purpose: Meeting of the IQAC Core Members

Date: 5/7/2019

Time: 3:30 pm

Venue: IQAC Room

Chair: The Vice Principal, St. Joseph's College, Devagiri

Fr. Anto NT

Attendance:

- 1) Nithin Jose
- 2) Joyce Tom J
- 3) Dr. Sathesh George
- 4) Dr. Asha Mathew
- 5) Dr. Col. Abraham
- 6) Dr. Shrin V. B

(Signatures)

Nithin Jose

Joyce Tom J

Dr. Sathesh George

Dr. Asha Mathew

Dr. Col. Abraham

Dr. Shrin V. B

Agenda 1: Introduction of new value added courses for the current academic year.

IQAC recommended to start value added courses for the UG students. Each department is given the responsibility to start a value added course and to frame a syllabus for this short term course.

Agenda 2: PARAMARSH Scheme:

The Committee analysed the need for adopting 5 non-accredited colleges under the PARAMARSH Scheme. The Committee recommended to have a separate group under the leadership of Fr. Anto NT, IQAC Director, St. Joseph's College, Devagiri for mentoring the neighbouring institutions and to frame a year plan for the coming two years.

Agenda 3 : Tutorial Record preparation

The Committee emphasized the need for preparing tutorial records both for UG and PG and decided to start the work at the earliest. They also decided to entrust the PTA Secretary to look into the financial matters of printing. Dr. Asha Mathew IQAC Core member is entrusted the duty to publish and distribute the same to all the Departments.

Agenda 4 : Utilisation of RUSA Fund

A separate committee is organised for the implementation of RUSA Scheme under the guidance of IQAC. IQAC discussed in detail the allocation of fund in different heads and ways through which it can be properly utilized.

Agenda 5 : DBT Star College Scheme

The Committee discussed on the scope for attaining DBT Star College Status and as such in the coming week the Committee decided to start the work under the leadership of Dr. Manoj Mathew, faculty, Dept of Chemistry and all the HoDs of Science Department.

Closing time of the meeting : 4.40 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of The IQAC Core Members & Department IQAC Co-ordinators

Date : 25/07/2019

Time : 3.15 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Jose John Mallikassen

Attendance : 1) Fr. ANTO N J

2) Dr. Muraliedhara T.K.

3) Fr. Sunil M Antony

4) Dr. Col. Abraham

5) Nithin Jose

6) Joice Tom J

7) Dr. Sathesh George

8) Dr. Shinu V.S.

9) Dr. Asha Mathew

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Agenda 1 : To introduce the new initiative 'PARAMARSH' to the core members of IQAC.

The IQAC Director Rev. Fr. Anto NJ explained in detail about the new scheme 'PARAMARSH' to the core members of IQAC.

A gave a glimpse of the objectives of this scheme, what this scheme meant and how it has to be operated. The major objectives of this scheme are i) to enhance the overall quality of the Mentee institutions & ii) to enable the non-accredited institutions to get acc.

redited. The IQAC Director also mentioned about the model & how it works. He explained about the Hub & spoke model. Mentor institution is the hub Guiding the mentee institutions through secondary branches, the spokes which are the additional services provided to the mentee for self improvement.

The mentoring will facilitate the following - i) Training of faculty and staff for proper processes, documentation, presentation ii) sharing of knowledge, information & resources. iii) Opportunities for research collaboration & faculty development iv) Guidance & encouragement to institutions to adopt best practices.

The benefits that the mentor can expect from this scheme was also described in detail i) additional learning acquired from experience ii) intellectual challenge of working in different environment iii) opportunities for increased collaboration iv) satisfaction of helping others & see them succeed

The IQAC shall be imparting mentoring & the IQAC will be primarily responsible for the implementation of the programme. It will be operated through a Standing Committee where expertise can be pooled from multiple sources. The Committee will be working under the stewardship of an Accreditation Ambassador. Dr. Sibichen M. Thomas, the former Principal of St. Joseph's College, Devagiri who is having experience in leading the IQAC team & the NAAC accreditation process is appointed as the Accreditation Ambassador of PARAMARSH of This College. The list of Colleges adopted as

Mentees are i) Holy Cross Institute of Management & Technology ii) Little Flower Institute of Social Sciences & Health (LISSAH) iii) St. Xavier's Arts & Science College iv) MES College of Arts & Sciences, Kalanthode v) Alphonsa College, Thiruvampadi (ACT).

Agenda 2 : Discussion on important tasks of IQAC for the coming months

The Committee also discussed on the different tasks which has to be undertaken in the coming months. The 3 main tasks identified were the preparation of AQAR & NIRF reports, to introduce systems to smoothly collect & organize the data for AQAR/SSR, to examine the data collected of the previous years & to fill the lacuna.

The IQAC Director Fr. Anto NJ took initiative on discussing the process to be operated for collecting the data for the preparation of AQAR & NIRF reports of 2018-19 & for finalising the report.

For finalising the reports for submitting it in right time, certain systems were to be introduced. The details of the new system were explained by the IQAC Core member Dr. Muralidharan TK. With regard to the collection of report of the programmes conducted in College, the prevailing system in operation has to be updated, so certain changes were brought about & it was explained by Dr. Muralidharan TK.

Agenda 3: Teaching plan

The Committee emphasized the need for preparation of teaching plan which will in turn help to frame a schedule with regard to internal exams. One month time will be given for setting teaching plan and finalising it.

Agenda 4: Preparation of academic calendar

On the basis of the teaching plan frame work submitted by the teachers, it will be thoroughly examined by the IQAC Core Committee and in discussion with the CoE, an academic calendar will be prepared. The preparation of academic calendar is entrusted on CoE, Dr. George Mathew and Fr. Anto NJ, IQAC Co-ordinator.

Agenda 5: Question Bank Preparation

The Digital Wing of the College is entrusted the duty of typing the questions given by the teachers. The Committee decided to invite question bank for UG programmes and suggested that it is better to frame the questions while teaching those areas and finally the set of questions has to be given for thorough scrutiny by an external expert.



Closing time of the meeting: 5.25 pm


PRINCIPAL

IQAC Meeting

Purpose : Meeting of IQAC Core Members

Date : 25/7/2019

Time : 3.30 pm

Venue : IQAC Room

Chair : The Vice Principal, St. Joseph's College, Devagiri

Fr. Anto M J

Attendance : 1) Dr. C.V. Abraham

2) Joyce Tom J

3) Nithin Jose

4) Dr. Sathiesh George

5) Dr. Asha Mathew

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Agenda 1 : Academic collaborations with abroad Universities.

The Committee discussed about the need and nature of academic collaborations with abroad Universities. As a part of this discussion with Virginia Commonwealth University, USA is taken into consideration. The Committee decided to have an MOU with the University.

Agenda 2 - Employability Enhancement Training Course

The College decided to introduce a large number of Employability Enhancement Training Course and IQAC took the initiative in the implementation level. The Committee decided to have MOUs with different training agencies and they recommended to hand over the charge of conducting these programmes by

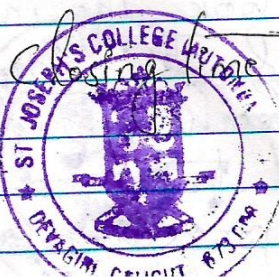
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Agenda 3 : Promotion of research

As part of promotion of a research atmosphere in the institution, IQAC decided to convene a meeting of the faculty members possessing PhD. The Committee also decided to arrange seminars/workshops on research methodology and to encourage the teachers to take minor/major projects in the RUSA Scheme. The Committee discussed about the financial side of supporting the teachers for taking up minor/major projects and also for attending seminars & workshops/acquiring professional membership. The Committee entrusted the RUSA Committee of the College to provide financial assistance for the teachers to make publications in reputed journals.

Agenda 4 : Purchase of stationary items for IQAC office.

The Committee entrusted the duty of purchasing files and other stationary items for IQAC office to Dr. Asha Mathew, the core member of IQAC.



Time of the meeting : 4.40 pm

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members & Department IQAC Co-ordinators

Date : 26/07/2019

Time : 3:30 pm

Venue : IQAC Room

Chair : The Principal, St-Joseph's College, Devagiri
Dr. Jose John Mallikassen

Attendance : 1) FR ANTO N J

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2) Swathy K S

3) Shobha W

4) Sneha Lucy Soy

5) Husna Muhammed (Psychology)

6) Binu Thomas

7) Mahir Thengat

8) Ravehal John

9) Saritha K C

10) Shyamasee C M

11) James Joe

12) Tibin Baby

13) Joice Tom J

14) Tania Francis

15) Muralidharan T K

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Agenda : Collection of data with regard to student progression

An emergency meeting was called for to collect the informations regarding the higher studies of the then passed-out students and the placement details of the

students. As the entire informations were already given by the department co-ordinators, these details were furnished in the excel format prepared by the IQAC. The entire thing was reviewed again and the Dept IQAC Co-ordinators were asked to fill the missings in the student progression. To make easy the furnishing of the data, the list of the passed out students in each programme were provided to the Dept IQAC Co-ordinators and was asked to fill the details of each students. The Co-ordinators were given one week time to furnish all the missings in this case as part of the AQAR and NIRF data uploading.

Agenda 2 : General Discussion
The Core Committee of IQAC decided to explain the excel format of all criterions in the next meeting.

closing time of the meeting : 4.30 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of The IQAC Core Members & Department IQAC Co-ordinators

Date : 29/7/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Vice Principal, St. Joseph's College, Devagiri
Fr. Anto N.J.

Attendance : 1) Dr. Asha Mathew

2) Jaemine V.M Commerce

3) Anjali Jose Mathematics

4) Swathy K.S Media Studies

5) Husna Muhammed Psychology

6) Sahala Farsana Statistics

7) Shyamasree C.M Computer Science

8) Saritha K.C. Malayalam

9) Fr. ANTO N.J Director, IQAC

10) LAGA MANI Languages

11) Sneha Lucy Joy Commerce & Management

12) MAHIR Ummer IHENGAT Business Mgt

13) Dr. Nijesh K. James Physics

14) Saice Tom J Zoology

15) Dr. Biju Thomas Botany

16) Muralidharan P.L. Maths

Agenda 1 : To familiarize the excel format to all the Dept IQAC Co-ordinators.

The IQAC Director Fr. Anto N.J explained about how to frame the objectives, the learning outcome, the programme outcome, the course outcome and the relevance

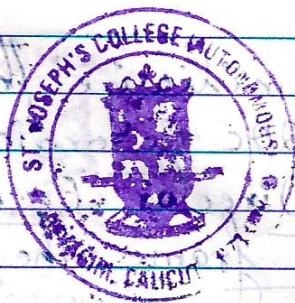
of each course. A brain storming session has been organized on Dec 12th in the College where all the teachers will be participating so that everyone can contribute for the same.

The IQAC Core member Dr. Asha Mathew explained in detail the excel format of all the seven criterion and explained about the method of filling it. Their doubts regarding the filling of the excel sheet was cleared then itself.

The Committee decided to send the excel format to both the HOD and the Dept Co-ordinators so that they can furnish the details without fail. The date for handing over the furnished details to IQAC was decided as 13th Dec.

Every member was entrusted with the duty of going through all the documents given by them during the academic year 2018-19 and to fill in the missings.

Closing time of the meeting : 4.40 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-573 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

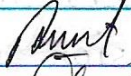
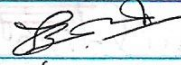
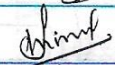
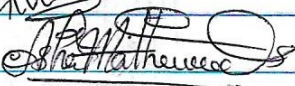
Date : 31/07/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Director, St. Joseph's College, Devagiri
Fr. Anto NJ (Vice Principal)

Attendance :

- 1) Albert Thomas 
2. Co-V. Abraham 
3. R. Sumil M Antony 
4. Muraleedharan J.K. 
5. Dr. Shrin V.S. 
6. Dr. Sathish George 
7. Dr. Asha Mathew 

Agenda 1 : To discuss about the collection and consolidation of data for the academic year.

The IQAC Director Fr. Anto addressed the gathering and explained the need for collecting the data in short notice. He also invited the suggestions from the core members about collecting the data. The Committee suggested to simplify the method of collecting data by having a regular system of monthly collection of data. A format is being prepared for that and the Committee in detail discussed about the matters in the format.

This format includes certain questions which help the dept IQAC Co-ordinator

to collect the informations very easily. Once the format is being filled by the individual teachers and the Dept HOD, it is the responsibility of the Dept co-ordinator to collect the proof for these questions.

One week time will be provided for the dept co-ordinators to collect the proof. A meeting will be called for, for the submission of the

Agenda 2: Introduction of Capacity building programmes

The Committee decided to start new programmes on capacity building in the fields of arts and sports. The Physical Education department is entrusted the duty of planning a framework for introducing these programmes.

Agenda 3: Updation of website and student portal.

The Committee discussed about the changes to be brought in website. Also the Committee emphasized the need for introducing the student portal to the freshers and Fr. Anto NJ, the faculty in-charge of the student portal is entrusted to do the same.



Closing time of the meeting : 4.30 pm


PRINCIPAL

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members & Dept Co-ordinators

Date : 06/08/2019

Time : 3.30 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Jose John Mallikasserai

Attendance : 1) Shyamassole C M

2) Remya V

3) Husna Muhammed

4) Neethu Baby

5) Sahala Farsana K.S

6) Nisha N.P.

7) Mahir Ummer Thengal

8) Shani Naveen

9) Sneha Lucy Joy

10) LAGA MANI

11) Sangeetha M.V.

12) Shobha W

13) Dswathi P

14) John C Mathas

15) Jyoti V

16) Goldy

17) ANISH SEBASTIAN

18) Anitha P

19) Samanthan Vellu

20. Debe P. Sebastian

21. Nijesh K. James

22. Sanja Jose

23. Shini V.S

24. George Mathas

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Agenda 1: Starting up of Civil Service and other competitive training programmes

The Committee decided to start the Civil Service Coaching for the present first year students and discussions with the agency (ALS) was done. Similarly the Committee discussed the need of starting coaching for other competitive exams and suggested to start coaching in every departments. As such the department co-ordinators were entrusted the duty of organising such coachings and almost every PG departments agreed to start UGC-NET Coaching with the help of RUSA Fund.

Agenda 2: IQAC Committee emphasized the need of having MOU with reputed institutions and industrial concerns and so the department co-ordinators were given the charge to identify institutions of their importance and to approach them.

Agenda 3: Scholarships for research scholars

IQAC Committee collected the list of research scholars from the department co-ordinators who are eligible for research scholarship and handed over to RUSA Committee



Time of the meeting: 4.30 pm

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PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

Date : 23/09/2019

Time : 3.40 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's Clg, Devagiri.

Fr. Anto N.J. (Vice Principal)

Attendance : 1) Fr. Anto N.J.

2) Dr. C.V. Abraham

3) Dr. Shibu K.S.

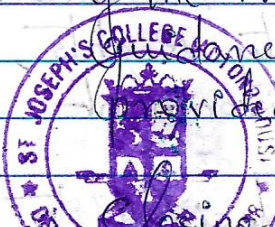
4) Albert Thomas

5) Nithin Jose

6) Fr. Sunil M. Antony

Agenda 1: Conducting of PTA meeting and its evaluation

An emergency meeting is called for in discussing the matter dealt with the conduct of PTA meeting. The duty is entrusted to the PTA Secretary Mr. Tobin George. IQAC Committee decided to take a feedback on teaching and learning and institutional feedback from the parents also. So the department IQAC co-ordinators were asked to collect the feedback and to evaluate the same. The results will be consolidated by the IQAC Core Committee and the necessary actions for the development of the institution will be framed under the guidance of IQAC. A deadline of 2 weeks is provided for this purpose.



Chairman time of the meeting : 4.15 pm

IQAC Meeting

Purpose : Emergency meeting of the Dept IQAC Co-ordinators and IQAC Core members

Date : 28/09/2019

Time : 2.00 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto. N J (Vice Principal)

Attendance :

- 1) Dr. Tania Francis
- 2) Duma Muhammed
- 3) Sneha Lucy Joy
- 4) Shyamaseel C M
- 5) Robin Baby
- 6) Emil Mathias Mathai
- 7) Swathy K-S
- 8) Mahis Thengat
- 9) Nijesh K. James
- 10) Fr. Sunil M Antony
- 11) Muraliedhara P.K.
- 12) Joice Tom J
- 13) Dr. C.R. Abraham
- 14) Dr. Shonu V.S
- 15) Nikin Jose
- 16) Saritha K.C
- 17) Dr. Sathesh George

Agenda 1 : Conduct of Seminars on topics of Intellectual Property Rights, Gender Sensitization and Environment Sustainability

IQAC Committee decided to

conduct Seminars on the above said topics before the starting up of end semester examination. The entire responsibility of organising these seminars were given to each departments and Botany, Economics and Zoology department came up to conduct seminar on IPR. English Department and the Women's Welfare Council were given the duty of organizing seminars on gender sensitization. As Compulsory Social Service became mandatory in the Curriculum, the IQAC Committee suggested the Department Co-ordinators to undertake initiatives of Green Campus.

Agenda 2 : Conduct of programmes on human values and ethics and of promotion of Universal values.

The IQAC Committee recommended to conduct programmes on human values and ethics and the department IQAC Co-ordinators are asked to organize atleast a minimum of 3 programmes in the coming days.

Agenda 3 : General Discussion

As part of disciplinary action, the IQAC Committee decided to give the students punishments such as sapling of trees and visiting old age homes and helping the inmates.



Closing time of the meeting : 3.35 pm

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose: Periodical meeting of IQAC Core members and Dept Co-ordinators.

Date: 30/04/2019

Time: 3.30 pm

Venue: IQAC Room

Chair: The Director of IQAC, St. Joseph's College, Devagiri
Fr. Anto A.P. (Vice Principal)

Attendance:

- 1) Deise P. Sebastian
- 2) Poine Tom J
- 3) Dr. Jaimia Francis
- 4) Sangeetha M.V.
- 5) Neethu Baby
- 6) Prathy K.S
- 7) Dr. C.V. Abraham
- 8) Dr. Sunil M Antony
- 9) Mahesh Kumar Thengat
- 10) Jisha T
- 11) Sneha Lucy Soy
- 12) Sahala Farsana K.S
- 13) Fr. Doreen - PC
- 14) Sanitha Kc

Agenda 1: MOU with Women and child Development Programme

The IQAC Committee discussed about the need of having an MOU with Women and Child Development Programme for helping the inmates of welfare homes and rescue homes. Under the Scheme of Unnath Bhasath Abhigan, the College decided to adopt

Asha Bhawan an old age home. IQAC will take the initiative for completing the procedures.

Agenda 2: Data collection by IQAC

The IQAC entrusted the co-ordinators to collect the quarterly data for NIAAC and submit it to IQAC. Those that are not complete will be reverted to the IQAC department co-ordinators. The Committee also suggested to submit all the data at the earliest as it has to be used for submitting and filling the proposal for ISO certification. Several sub committees were formed to take the charge of collecting data which is essential for the preparation of proposal for ISO certification.

Agenda 3: Golden Jubilee Insurance Scheme

Under the initiative of IQAC, the College decided to introduce an insurance scheme for the students. For this Fr. Sunil M. Antony was appointed to do all the process.

Agenda 4: Online attendance entry

The IQAC Committee decided to make the online attendance entry mandatory and the software committee of the College is entrusted the duty of verifying and extracting the reports.

Agenda 5: Identification of slow

learners and advanced learners

The IQAC Committee decided to adopt mechanisms of identifying slow learners and advanced learners by the mid of first sem. Under the guidance of department IQAC Co-ordinators, all faculty members are requested to identify the caliber of the students and for their development, the department can take decisions for adopting bridge courses or programmes for advanced learners. IQAC suggested to organize at least one programme each in a year by all the departments.

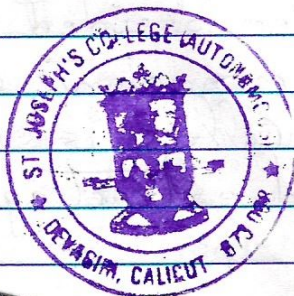
Agenda 6 : Conduct of internal examinations.

The IQAC Committee viewed the operations of CoE and the strict adherence to the academic calendar.

Closing time of the meeting : 4.50 pm

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



IQAC Meeting

Purpose : Periodical meeting of IQAC Core members

Date : 04/10/2019

Time : 2.45 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College,
Fr. Anto N.J.

Attendance :

- 1) Dr. Asha Mathew
- 2) Dr. C.V. Abraham
- 3) Joyce Tom J
- 4) Nithin Jose
- 5) Dr. Sathesh George
- 6) Dr. Shree V.S.
- 7) Albert Thomas

Agenda 1 : Introduction of KYC

The IQAC Core Committee, as part of best practice introduced a new initiative titled as KYC - Know Your College Residential Camp for the first year students. The Camp will help the freshers to know about their College in detail - academic and non-academic potential of the College. The tutors of the batch and the HODs of the department is entrusted with this duty.

Agenda 2 : Evaluation of the end-semester results.

The IQAC Committee decided to conduct an evaluation of the end-semester

Results. HoDs are directed to have an evaluation of the results in the first stage at the department and then to discuss it in the BOS. The report has to be submitted to IQAC after the evaluation. The IQAC Committee will finally find solutions for the improvement of pass percentage of the students.

Agenda 3 : Introduction of Scholar Support Programme and Walk with a Scholar Programme.

IQAC suggested the committee members of Scholar Support and Walk with a Scholar Programme to start the activities of the current academic year. The Committee suggested to invite applications from the students for this purpose in the coming week itself.

Agenda 4 : General discussion

The IQAC Committee decided to visit every research departments as part of promotion of research activities

Closing time of the meeting : 4.00 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of IQAC Core members

Date : 11/10/2019

Time : 3:30 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College

Fr. Anto N.J.

Attendance :

- 1) Joyce Tom J
- 2) Dr. Asha Mathew
- 3) Dr. Sarbjeet George
- 4) Nithin Jose
- 5) Dr. C.V. Abraham

Agenda 1 : Delivering of knowledge on Learning Management Systems (LMS)

The IQAC committee decided to take initiative on conducting various seminars and workshops for providing knowledge on Learning Management Systems (LMS) by seeking the help of external experts. The Committee formed a sub committee for organising the same and Mr. Albert Thomas, core member of IQAC is given charge with respect to these programmes. The IQAC Committee in consultation with the College Management decided to give financial assistance for the conduct of such training programmes.

Agenda 2 : Tutorial Hour Meetings

The IQAC Committee decided to verify the tutorial records of all the depart-

ments. The tutors are requested to fill in the tutorial records and also to engage the tutorial hours to build a good rapport with the students.

Agenda 3 : ASAP programme

The IQAC Committee recommended to introduce the ASAP training programme and they decided to arrange an awareness programme on this scheme by inviting the nodal officers of ASAP in Kozhikode district. The Committee also recommended to have a co-ordinator for implementing the training programmes as per the schedule and to encourage the students to get through these types of short term programmes.

Agenda 4 : General Discussion

The IQAC Committee decided to have a conversation with the NSS Co-ordinators and the NSS Senior Campers just to make them aware of conducting more social extension activities.

Closing time of the meeting : 4:25 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of IQAC core members

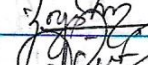
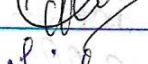
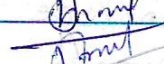
Date : 18/10/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto N J

Attendance :

- 1) Dr. Asha Mathew 
- 2) Dr. Sathesh George 
- 3) Nithin Jose 
- 4) Joyce Tom J 
- 5) Dr. C. V. Abraham 
- 6) Dr. Shrin V S 
- 7) Albert P. Ramesh 

Agenda 1 : Consultancy

The IQAC Committee discussed about the process of consultancy and giving corporate training to reputed companies. For that IQAC committee decided to frame a consultancy policy through which sharing of knowledge with others is made possible. The Committee also decided to fix a minimal amount for giving consultation and it will be fixed in consultation with the consultant party. Also initiatives for giving corporate training by our faculty members were also promoted.

Agenda 2 : IPR and Industry academia programmes

Initiatives were taken by the IQAC Core Committee in organizing programmes based on Intellectual Property Right and Industry academia. Every department is entrusted the responsibility of conducting a programme on industry academia which will build up an attitude of entrepreneurship in the mind of the students. Mr. Nithin Jose of Commerce Department and the Core member of the IQAC of the College is given the charge of arranging programmes. Also Dr. Asha Mathew, faculty of Economics Department and the Core member of the IQAC of the College is given the charge to chart out the programme on Intellectual Property Right.

Agenda 3: Incubation Centres and Start-Ups

As incubation centres and Start-Ups are gaining importance, the IQAC Committee decided to arrange training programmes on Start-Ups. The Committee decided to handover the charge to DISC Co-ordinator Mr. Ranjith. The IQAC Committee suggested to conduct invited talks and workshops on business plan preparations, entrepreneurship etc. which will help in inviting more younger generation to this field. Emphasis is given to conduct face to face interviews with entrepreneurs and CEOs of companies.

Agenda 4 : Periodical meetings with Research Cell

The IQAC Committee recommended to conduct periodical meetings with Research Cell to address their needs and grievances. With regard to the maintenance of equipments in the lab, the IQAC Committee recommended to make fund allocation and this recommendation will be addressed to the Administrator of the College Fr. Bony Augustine. For this a sub committee will be constituted and they will look into the proposals submitted by each research department thoroughly and should handover it to the Administrator of the College.

Agenda 5 : General Discussion

The Committee decided to honour the Ph.D awardees for their great achievement.

Closing time of the meeting : 5.00 pm



PRINCIPAL
St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

Date : 1/11/2019

Time : 3.15 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto M.J.

Attendance : 1) Dr. Salpesh George

2) Dr. Asha Mathew

3) Joyce Tom J

4) Nithin Jos

5) Dr. C.V. Abraham

6) Dr. Shonu V.S.

Agenda 1) : Infrastructure development

The IQAC Committee entrusted the HoD to have a survey on the existing infrastructure and learning resources and their further requirements. The Committee also decided to invite proposals from the librarian regarding the updation and renewal of e-resources related to library.

Agenda 2 : College Software

The IQAC Committee recommended the urgent need of completion of the College Software which handles the student portal.

and upgrading the College website.

Agenda 3 : Construction of the Students Utility facilities.

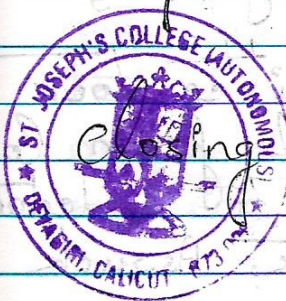
The IQAC recommended to have a Student Utility facility in the College. For this the Committee decided to utilize the fund from RUSA Scheme.

Agenda 4 : Class wise and hostel wise visit

The IQAC Committee decided to conduct a visit to the departments and classes and also to the hostels to invite grievances regarding infrastructure.

Agenda 5 : Introduction of Job Training and Career Counselling Programmes

The Committee recommended DISC to conduct job training programmes for all the streams like Science, Arts and Commerce. For that, fund allocations should be made as per the need from the RUSA Fund Scheme. Also the Committee recommended to organize Career Counsellings to making linkages with several reputed companies.



Closing time of the meeting : 4.30 pm

PRINCIPAL
St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose: Periodical meeting of the IQAC Core members

Date: 6/11/2019

Time: 3.45 pm

Venue: IQAC Room

Chair: The Director, St. Joseph's College
Fr. Anto N.J.

Attendance: 1) Nitin Jose

2) Dr. Subeesh George

3) Dr. Asha Mathew

4) Joyce Tom J

5) Dr. C. V. Abraham

6) Dr. Shrim V.S.

Agenda 1: Campus Placement Drives

The IQAC Committee recommended DISC to organize employability enhancement training courses and Career Counselling Programmes. They also decided to conduct massive job drives in the College both for final year UG and PGs by inviting big firms/industries for Campus Recruitment.

Agenda 2: Signing of MoUs with different organisations.

The IQAC Committee took initiative in inviting proposals from lots of organisations who are ready to undertake our students for internships etc. As such

different organisations like Jomin & Jisni Pvt Ltd, A Day Walker Entertainment Pvt Ltd, ULCCS Cyber Park etc has approached the College indicating their willingness. In the coming days, the college authorities in consultation with the IQAC Committee will sign MoUs with all these organizations.

Agenda 3: Instructions for different clubs and Forums.

The IQAC Committee recommended the co-ordinators of different clubs and Forums such as NCC, NSS etc to conduct various programmes which will increase an attitude of providing social extension to the needy.

Agenda 4: Organizing class-wise PTA meeting

The IQAC Committee recommended the PTA Secretary to organize class wise meeting so that it ~~is very~~ will help in finding grievances both from the parents and students about the academic and non-academic activities in the College. Semester wise results will also be discussed and methods for improvement will be suggested by discussing it with other faculty members in the department and also in BOS meeting.

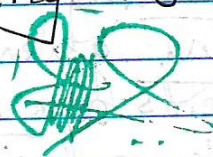
Agenda 5 : Appointment of Fine Arts Committee

As part of Competitions especially B-zone and inter-zone, students has to be selected. For that a Fine Arts Committee is constituted under the guidance of IQAC. The Fine Arts Committee is entrusted the duty of organizing different cultural programmes in the campus through which the talents of the people (students) can be analysed and can further utilize it for competitions. Under the RUSA Scheme, the IQAC Committee recommended to allocate a minimum amount for the improvement of the talents of the students by giving them training.

Agenda 6 : General Discussion

The Committee decided to conduct a periodical ^{re}view about the performance of the institution as a whole.

Closing time of the meeting : 5.10 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

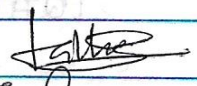
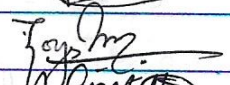
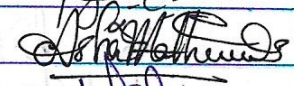
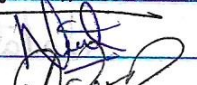
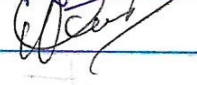
Date : 20/11/2019

Time : 3.30 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto NJ

Attendance :

- 1) Dr. Sarbjeet George 
- 2) Joyce Tom J 
- 3) Dr. Asha Mathew 
- 4) Nithin Jose 
- 5) Dr. C. V. Abraham 

Agenda 1 : Conduct of alumni meet

The IQAC Committee decided to conduct department wise alumni meet as well as a general annual alumni meet. Also the College authorities decided to register the alumni association and for that they entrusted Fr. Bony Augustine to look into the procedures of getting registered. All the department IQAC Co-ordinators will be given the charge of conducting department wise alumni meet and also to increase the number of alumni registrations.

Agenda 2 : Collection of data for the participation in NIRF, AISHE
The data necessary for participa-

ting in NIRF and AISHE has to be collected and the entire duty of doing the same rests in IQAC. As such the IQAC Core members decided to collect the data from the faculty members and office through the Department IQAC Co-ordinators. Excel sheets containing the questions for data collection will be framed and send to the department IQAC Co-ordinators.

Agenda 3 : Tracking the progression of the students and collection of placement data

As part of participation in NIRF, AISHE etc, the IQAC Committee directed the department IQAC Co-ordinators to track the progression records and placement details of the passed out batch. The list of the students in that particular batch will be provided to the Co-ordinator and they are asked to identify the present status of the students, whether they are doing higher education or else are placed. Also the Committee decided to take report from the Career placement cell of the College (DISC) with regard to campus recruitment. The entire data collected by the department IQAC co-ordinators will be consolidated by IQAC of the College and will be utilized for the purpose of the filling ~~the~~ of NIRF and AISHE.

Agenda 4 : To apply for the

second phase of RUSA

As the first phase amount of RUSA is fully utilized as per the allocation, the IQAC Committee decided to apply for the second phase of RUSA funding. The IQAC Committee also suggested to have a financial audit for the amount spend under the RUSA Scheme.

Agenda 5 : IQAC meetings

The IQAC Committee of the College recommended to have frequent meetings for evaluating the activities solely conducted by IQAC.

Closing time of the meeting : 5.05 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

Date : 25/11/2019

Time : 3.35 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College

Fr. Anto N S

Attendance : 1) Nithin Jos

2) Dr. Asha Mathew

3) Dr. Sabeesh George

4) Dr. C. V. Abraham

5) Dr. Shibu V S

6) Joice Tom J

Agenda 1 : Introduction of full automation

The IQAC Committee decided to take initiative for full automation in all the areas of administration, finance and accounts, students admission, exams etc. Funds were also to be allocated for undertaking these processes.

Agenda 2 : Conducting of SWOC analysis.

The Committee decided to conduct a SWOC analysis at the end of the academic year. In this analysis not only students but also parents, teachers and stake holders

will be participating in this analysis. It is the duty of IQAC to analyze all the feedback of College and to sort it in such a way that it helps in identifying the strength, weakness, opportunity and challenge.

Agenda 3 : Conducting of Shastrapadam

The IQAC Committee decided to take the charge of conducting Shastrapadam - a govt initiative in collaboration with Sarva Shiksha Abhiyan. The IQAC Committee entrusted Dr. Shibu M. Thomas, faculty, Dept of Economics & Dr. Manoj Mathew, faculty, Dept of Chemistry to undertake the charge and to start with the process. This programme will definitely help the Science Stream students to lay a good foundation on Science Schools.

Agenda 4 : Collection of data from the Co-ordinators of Clubs and Forums.

As part of data collection for NIRF and AISHE, the IQAC Committee decided to collect the report of activities conducted by all the Clubs and Forums in the College. It also recommended to collect the report of all activities conducted by the Students Council also. An excel sheet for collecting the data containing the questions will be provided to the co-ordinators. The deadline for the submission of reports is

decided to be two weeks from the date of posting the excel sheet.

Agenda 5: Visit to the mentee colleges under PARAMARSH Scheme.

The IQAC Committee recommended to conduct a visit to all the 5 mentee colleges and view their works for applying for accreditation. The Committee also decided to conduct a lecture series on documentation processing in all the colleges so that it will help them in having a systematic documentation. For that the Committee decided to arrange an external resource person for this purpose. Mr. Lijin, staff employed under PARAMARSH scheme is entrusted the duty of organizing lecture series in all the mentee colleges.

Closing time of the meeting : 5.00 pm

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St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008.



IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

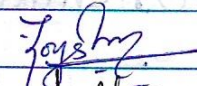
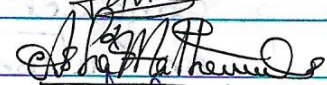
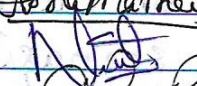
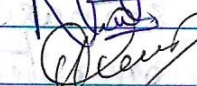
Date : 29/11/2019

Time : 2.45 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto NJ

Attendance :

1) Joyce Tom J	
2) Dr. Sathesh George	
3) Dr. Asha Mathew	
4) Nithin Jose	
5) Dr. P. V. Abraham	

Agenda 1 : Pooled Campus Recruitment Drive

The IQAC Committee recommended to conduct a pooled campus recruitment drive for both the UG final year students and PG final years. The Committee emphasized the need for opening this opportunity to the neighbouring colleges also as a social extension programme. The duty for organizing the Campus Recruitment Drive is entrusted to DISC under the guidance of Fr. Sunil M. Antony and Mr.aison Joseph. The main aim of conducting this programme is to provide large scale openings to the new generations.

Agenda 2 : Conduct of Environment Leadership Programme

The IQAC Committee decided to

organize Environment Leadership Programme which will help in sensitizing the students an attitude of protecting their environment. It also orients on building up of leadership quality.

Agenda 3 : Conducting of Faculty Orientation Programme

The IQAC Committee decided to conduct a Faculty Orientation Programme on Outcome Based Learning. In the present scenario as the curriculum should be based on outcome, the Committee decided to orient the faculty members a sense of creating a syllabus based on outcome and it should specifically orient on course outcome and programme outcome. The IQAC Committee entrusted the duty of organizing this Orientation Programme to Dr. C.V. Abraham, faculty and Core member of IQAC of the College. The Committee also recommended to conduct this orientation for two days completely for all the teachers.

Agenda 4 : Training Programme for non-teaching staff

The IQAC Committee suggested to conduct a training programme for the non-teaching staff on PFMS (Public Financial Management System). It is a web-based online software application developed and implemented by the Controller General of Accounts, Dept of Expenditure, Ministry

of Finance, Government of India. For the smooth functioning of office, finance sections has to be handled in a systematic way and so the IQAC Committee recognized the need for organizing such a training programme for the non-teaching staff and as such entrusted the duty to Mr. Albert Thomas, faculty, Department of Physics and Core Member of IQAC and the College Supdt. The Committee suggested to invite the officials from DD office of Calicut also.

Agenda 5 : General Discussion

The Committee decided to purchase a new printer for IQAC with the help of management fund.

Closing time of the meeting : 4.15 pm



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St. Joseph's College (Autonomous)
Devagiri, Calicut

IQAC Meeting

Purpose: Periodical meeting of the IQAC Core Members

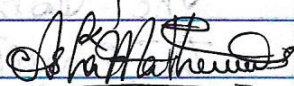
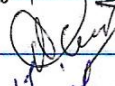
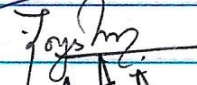
Date: 6/12/2019

Time: 3.30 pm

Venue: IQAC Room

Chair: The Director of IQAC, St. Joseph's College
Fr. Anto M J

Attendance:

- 1) Dr. Asha Mathew 
- 2) Dr. Sathesh George 
- 3) M.C.D. Abraham 
- 4) Dr. Shree V.S. 
- 5) Joyce Tom J 
- 6) Nithin Jose 

Agenda 1: Faculty Development Programme on E-learning Resources

The IQAC Committee recommended to organize a Faculty Development Programme on E-learning Resources. A two day programme has to be organized and the duty of organising the same is entrusted to Dr. Manoj Mathew, faculty, Dept of Chemistry. The Committee suggested to arrange external resource persons from University of Calicut E-learning centre.

This programme will be arranged for all the faculty members and those interested in developing e-contents will be provided the facilities by the College. The IQAC also took the initiative to encourage the teachers

to develop e-contents on various subjects.

The IQAC also decided to provide facilities for the developing of e-contents and for that the Mass media Studio will be the platform. Hence the charge of arranging facilities will be entrusted ~~the~~ to the Dept of Media Studies.

Agenda 2 : Student Satisfaction Survey :

The Committee decided to conduct a Student Satisfaction Survey at the end of January 2020. For that, Mr. Vijay E.M, Technical Staff is entrusted the duty of preparing a google form which involves the institutional feedback and also questions related to academics, teaching and learning. The Committee has given the complete right of doing the satisfaction survey to Mr. Vijay E.M and advised him to prepare a consolidated report on the same.

Agenda 3 : Student Transfer Programme

The College has signed an MOU with Virginia Commonwealth University, Richmond USA on 01/11/2019 in which 1+1 model student transfer for Master's programme and 2+2 sharing model for UG programme is implemented. On the basis of this students from Statistics department and Economics plus Commerce department students were given an awareness on this system.

and the Students were given an opportunity to choose the scheme. The IQAC Committee took the initiative of selecting the candidates by giving them a short term training. The duty of organising this short term training programme is entrusted to Fr. Sunil. M. Antony the Self financing Director.

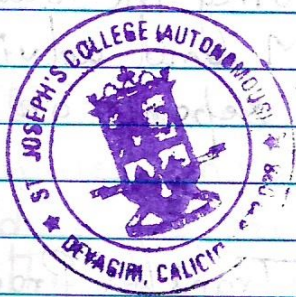
Agenda 4 : General Discussion

The IQAC Committee suggested to have an year end visit to all the Departments.

Closing time of the meeting : 4.30 pm

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



St. Joseph's College (Autonomous)
Devagiri, Calicut
Self financing system

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

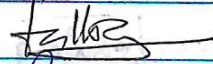
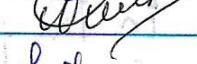
Date : 31/01/2020

Time : 3:30 pm

Venue : IQAC Room

Chair : The Director of IQAC, St. Joseph's College
Fr. Anto A J

Attendance :

- 1) Dr. Sathesh George 
- 2) Joyce Tom J 
- 3) Dr. Asha Mathew 
- 4) Nithin Jose 
- 5) Dr. C. V. Abraham 
- 6) Dr. Shree V. S. 

Agenda 1 : Training programme for non-teaching staff

The IQAC Committee decided to organize a training programme on micro soft office and office documentation for the non-teaching staff of the College. The College plans to conduct this programme for 2 days. The office Superintendent and Dr. Sathesh George, the faculty of Botany Department and IQAC Core member is given the charge to organize this programme. The Committee suggested to arrange external experts as resource persons for this programme.

Agenda 2 : Participation in

AISHE

The IQAC Committee is in charge of filing the data for AISHE. All the faculty members and IQAC Department Co-ordinators were entrusted with the duty of collecting data for AISHE and also to participate in the NIRF ranking framework.

The IQAC Committee decided to consolidate the data collected from the department IQAC Co-ordinators and to start the work for entering the data in AISHE portal. Each criterion co-ordinators are recommended to verify all the data collected and to find the missings in it. The ultimate aim of IQAC is to enter the data in the portal and to maintain timely adherence.

Agenda 3 : Evaluation of the end-semester results.

After the publication of the end sem results, the IQAC Committee recommended to have an evaluation of the results together with the CoE. The IQAC Committee also suggested to have a comparative analysis with the previous years results and to identify the performance trend of each programmes. Those programmes with less pass percentage will be given instructions to look into the matter in a serious way.

Agenda 4 : Conduct of infrastructural survey.

The IQAC Committee entrusted

the administrator of the College Fr. Bony Augustine to conduct a survey on infrastructure. The Department HoDs are asked to report their needs to the administrator regarding replacement and maintenance of the items. Similarly the IQAC Committee recommended to increase the number of smart class rooms and also emphasized on the purchase of new softwares.

Agenda 5 : General Discussion

The Committee decided to have a visit to all the Clubs and Forums offices and to have a discussion with them.

Closing time of the meeting : 4.45 pm



PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut

IQAC Meeting

Purpose: Periodical meeting of the IQAC Core Members

Date: 3/2/2020

Time: 2.45 pm

Venue: IQAC Room

Chair: The Director of IQAC, St. Joseph's College
Fr. Anto NJ

Attendance: 1) Dr. Salbēesh George

2) Dr. Asha Mathew

3) Joice Tom J

4) Nithin Jose

5) Dr. C.V. Abraham

6) Dr. Shinoor V.S.

Agenda 1: Conduct of Orientation

Programme for the teaching staff

The IQAC Committee recommended to conduct an Orientation Programme for the faculty members of the College. The Committee suggested to have a two day programme on Massive Open Online Courses (MOOC). The Committee found that the present higher education system emphasizes learning through online, parallel to their regular courses. So the Committee suggested to have a collaboration with the University of Calicut Online Teaching - Learning Centre. Also the IQAC Committee recommended to make students register for at least two programmes during their entire progra

period

Agenda 2 : Conduct of academic audit at the end of the academic year

The IQAC Committee decided to conduct an internal academic audit by the end of February. The IQAC Core members will be verifying the entire data submitted by all the departments. After serious scrutiny, they will be giving suggestions for the improvement wherever necessary. The IQAC Committee will calculate the score in each criteria and finally the Committee will be giving solutions. The IQAC Committee decided to conduct an internal audit on 28th February 2020. Also the Committee decided to conduct an external audit by inviting external resource persons.

Agenda 3 : Conduct of training programme for non-teaching staff

The IQAC Committee recommended to organize a training programme on LMS for non-teaching staff in the College. The Committee suggested to conduct a two day training and the duty of organizing the event is entrusted on Ms. Binresh Baby, non-teaching staff of the College. The Committee decided to seek the assistance from the University of Calicut and also recommended to have a session both theory and practical, on the latest softwares which helps in increasing

the efficiency of working system in office documentation. The IQAC Committee also suggested to allocate fund for the purchase of softwares which is conducive for the smooth working and systematic running of the office.

Agenda 4 : Conduct of Administrative audit

The IQAC Committee recommended to conduct an administrative audit at the end of the academic year. For this they recommended to have a two tier audit, one from the DD and the second audit by the DC office. The IQAC Committee decided to conduct an internal audit firstly with reference to the College Office and after the internal audit, they suggested to move with the external audit. The Committee suggested to conduct the external audit by the second week of March and entrusted the duty of making each section ready for inspection to the Office Superintendent. The Committee suggested to convene the external administrative audits in the month of April and May as per the convenience and availability of the resource persons.

Agenda 5 : Evaluation of the RUSA Committee's report

The IQAC Committee verified in detail the report submitted by the RUSA Committee. They looked into whether the

allocated funds are fully utilized and also the Committee verified the entire supporting documents submitted by the RUSA Committee. The IQAC Committee identified the missings in the documentation and suggested solutions for the same. The IQAC Committee also recommended to hand over the entire receipts to the Chartered Accountant of the College to do the audit and to issue a utilisation certificate for the same.

Agenda 6 : Department visit by the IQAC Core Committee

As part of getting set for the academic audit by the external experts, to check the status of the work by the departments, the IQAC Committee decided to conduct Department visits from Feb second week onwards. The IQAC Department Co-ordinators will be provided with a list of documents to be prepared and the IQAC Core Members will be verifying those documents and evaluate it. For that the IQAC Committee entrusted the duty of preparing a schedule of visit to Dr. Asha Mathew, IQAC Core member. The target fixed by the IQAC Committee with regard to the completion of Department visit is Feb last week.

Agenda 7 : Submission of Annual Report by all the Clubs and Forums.

As part of The academic audit

all Clubs and Forums were requested to submit the report with the proofs. The IQAC Committee decided to verify all the documents and to give suggestive measures for the improvement.

Agenda 8 :- Updations in Website
The IQAC Committee instructed the technical wing to make updations in Website at the earliest before the external administrative audit.

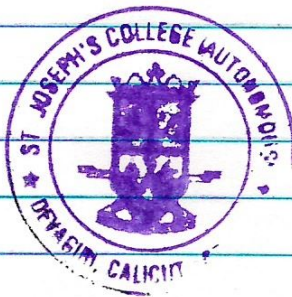
Agenda 9 :- Meeting with CoE Wing

The IQAC Committee decided to convene a meeting ~~the~~ with the Controller of Examinations and its technical supporting wing. The Committee also decided to go through the documents prepared by CoE with regards to the marklist, publishing of results, supplementary and revaluation procedures, camp valuation details, communications with the University of Calicut etc. The IQAC Committee also suggested to have a thorough scrutiny on the grievances registered by the students with regard to question papers, camp valuation - marks received by them if any and how it is solved by the Controller of Examinations wing. The number of days taken for the publication of results and settling of grievances will be given more importance.

Agenda 10 : General Discussion

The Director of IBAC, Fr. Anto NJ thanked every core members and Dept co-ordinators (through e-mail) for their whole hearted co-operation inspite of all the busy schedules. He requested the core-members to participate actively in the process of academic-administrative audit.

Closing time of the meeting : 4.30 pm



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