



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

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IQAC 2016- 2017

Minutes of the IQAC Meeting held on - 30/07/2016

Agenda

1. Minutes of the previous meeting
2. Action taken upon the minutes of the previous meeting
3. Preparation for NAAC Visit

Minutes of the IQAC Meeting held on - 30/07/2016 at 2.00pm

The meeting started with a prayer presided over by the Principal.

The minutes of the previous meeting held were read out by the IQAC Coordinator and the same were confirmed and passed unanimously by the committee for record.

The IQAC Coordinator then presented the Action taken report based on the minutes of the previous meeting. The following details were recorded :-

1. Value Added Courses was started by the Department of Chemistry- " Fundamentals in Chemistry" on 28th July.
- 2 A Mock NAAC visit was conducted by Dr. S V Sudheer, Director, HRD, University of Kerala on 25th July.

The last lap of preparations was the main agenda of the meeting.

The final round of scrutiny of Institutional files was made by the IQAC.

The departments were asked to follow one pattern in the department presentation. Different committees were formed to take up charge on the days of the NAAC Peer Team visit. A committee was formed exclusively to instruct all the students about their conduct and responsibilities on the days of the NAAC visit. Student volunteers were chosen to help at various venues.

A schedule of the Peer Team visit was drawn in consultation with the HOD's about the facilities and services on campus to be visited by the team. A team was constituted to see to the travel plans and transportation of the Peer Team.

Likewise the documentation team, team in-charge of student interaction session and another two teams for parent and Alumni interactions were also constituted. The cultural committee was given the charge of planning the program for the visit of the Peer Team.

All the departments were to be informed of the common suggestions given by the external expert. All departments were also asked to maintain the last update in the files already prepared. Suggestions from department were welcome by the IQAC in the preparations of the files.

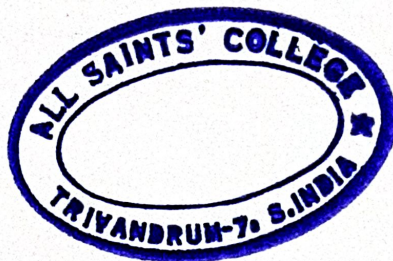
The demand for filing pictures in the files was taken up and photo prints were to be provided to all departments by the IQAC. All Clubs were also asked to prepare a report in power point presentation and submit to the IQAC. They were also asked to prepare student representatives for the delivering of the report.

The Members present:-

Dr. Jessy Jose Principal	Chairpersonasc50principal@gmail.com
Dr. Sr. Pascoela A. D'Souza Asst. Prof. Dept. of English	Co-ordinatorPascoala884@gmail.com
Ms. Mary Alice G. Vice-Principal, Dept. of Economics	Member
Dr. Caroline Beena Mendez Asso.Prof. Dept. of Physics	Member
Dr. Srilekha Nair Asso.Prof. Dept. of Commerce	Member
Ms. Shirly Joseph Asso.Prof. Dept. of Mathematics & Statistics	Member
Ms. Morrin C. Asst. Prof. Dept. of English	Member
Dr. Dhanalekshmi T.G. Asst. Prof. Dept. of Zoology	Member
Dr. Sunita Kurur Asst. Prof. Dept of Chemistry	Member
Dr. Parvathy Menon Asst. Prof. Dept of History & Politics	Member
Dr. C. Udayakala Asst. Prof. Dept of Malayalam	Member
Dr. Reshma J.K Asst. Prof. Dept of Environmental Sciences	Member
Dr. Nisha K.K. Asst. Prof. Dept of Botany	Member

Dr. Anjana P.S. Asst. Prof. Dept of Physics	Member
Sr. Nirmala Vincent Librarian	Member

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7
 Coordinator
 IQAC



Principal
All Saints' College
Thiruvananthapuram-7
 Principal