

Internal Quality Assurance Cell (IQAC)

Executive Meeting

Report

Date: 17-01-2019

Time: 3.00 PM

Venue: DiST, Board Room

Agenda

1. Welcome and introduction of all the members
2. Presidential address
3. Administrator's message
4. Exam result analysis
5. Student's attendance and leave
6. Introduction of new courses
7. Academic activity plan for the next academic year
8. Informing department activities well in advance and brief report submission
9. Academic retreat
10. Club activities
11. University Kalolsavam
12. Any relevant matters to be discussed

Detailed Report

1. Mr. Jacob Thaliyan, IQAC Coordinator welcomed all the members of the newly constituted IQAC. He introduced all the members and briefed the committee about its purpose and functions.
2. Principal Dr. Unni C J, in his presidential address mentioned the importance of IQAC for the qualitative and quantitative betterment of the college as well as applying for NAAC certification.
3. Rev. Fr. George Pottayil V C, Administrator expressed his confidence and expectation in this team towards the excellent functioning of the college as well as obtaining better grade in the NAAC certification.
4. Analysing the university exam results the following suggestions were made,
 - a. The standard of the internal exam questions will have to be raised suitably so as to prepare the students to answer the University exams.
 - b. Answer key should be prepared along with the question paper.
 - c. The students with a minimum of 75% attendance will be only permitted to attend the internal examinations.

- d. Parents may be informed about the students' performance in the university exams through SMS.
5. Attendance
 - a. SMS will be sent to the parents of those students who are on leave.
 - b. The staff should take utmost care in entering the attendance so as to avoid sending faulty SMS to the parents whose wards are present.
 - c. The students who take leave on medical ground, will have to compulsorily submit the medical certificate. Their leave will not be condoned if they fail to produce medical certificate.
6. In the light of continuous education the IQAC discussed the possibilities of new courses as requested by certain departments in the college for their future extension of the department.
7. The department has to prepare a detailed plan for the next academic year activities by the end of March.
8. The department has to inform the details of all the activities well in advance to the media cell to avail the facilities. Brief report with photographs has to be submitted within one week after the completion of the activities.
9. More number of Club activities has to be planned and monitored by the staff representative.
10. The date of Academic Retreat 2019 has to be decided by the month of May 2019 in consultation with the principal and Administrator.
11. There is limited number of university examinations notified in the first half of February 2019 so that the Arts day, Sports Day and College day can be organised accordingly.
12. The students has to be selected for different competitions from the Arts Day programme for the upcoming MG University Kalolsavam 2019.
13. All the members have been directed to think of the relevant quality related aspects which can be implemented for the betterment of the college functioning.

There was a general discussion and the meeting came to an end by the vote of thanks delivered by Ms. Revathy T.S, IQAC secretary.

Ms. Revathy T.S
IQAC Secretary



Mr. Jacob Thaliyan
IQAC Coordinator



Dr. Unny C J
Chairperson

Attendance

DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST)

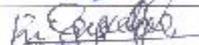
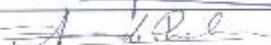
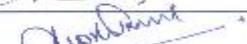
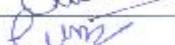
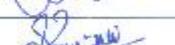
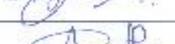
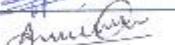
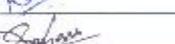
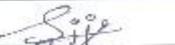
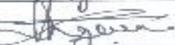
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No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Unny C.J	Chairperson / Principal	
2	Fr. George Potayyil	Administrator / Management Representative	
3	Fr. Linde Parthuperambil	Management Representative	
4	Mr Jacob Thaliyan	NAAC Coordinator	
5	Mr Anosh Paul	NAAC Asst. Coordinator	
6	Prof Dr. K P Mani	Director, SM	
7	Ms Sona Mary Louis	Asst. Professor, SCS	
8	Mr Subin George	Asst. Professor, SSW	
9	Ms Sunita Benoy	Asst. Professor, SM	
10	Ms Aswathy K R	Asst. Professor, SC	
11	Mr Ajesh T A	Asst. Professor, SCS	ABSENT
12	Ms Anuja Das P.M.	Asst. Professor, SMC	
13	Ms Revathy T.S	Asst. Professor, SF	
14	Mr Denny Devassy	NAAC Office Secretary	
15	Ms Jancy Johny	Office Superintendent	
16	Ms Rani Martin	Treasurer	
17	Mr Saji Varghese	Ward Councilor	
18	Ms Vidya Narayanan	Regional Manager HR, Carnival Group	
19	Mr P B Boss	Founder & Chairman, Osaka Group	ABSENT
20	Ms Sija Bimal	PTA representative	
21	Mr Jithu George	Alumni Member	
22	Neeraja Gopinath	Student - MCA16	

Revathy: T.S
IQAC Secretary




DR. UNNY C J
PRINCIPAL
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY
ANGAMALY SOUTH - 683 573, KERALA