

## IOAC Meeting

Date : 07.11.2022

Venue : IOAC room.

Time : 3.35 pm.

### Agenda :

- 1) Reconstitution of IOAC
- 2) Evaluation of Previous Peer Team visit.
- 3) Strategic Plan  
→ Strategic Plan Implementation Committee.
- 4) AQAR Feedback form [Teacher & Students: twice in every academic year]
- 5) SSS - End of Academic year [Employer & Parents]
- 6) Staff Selection Committee and Proceedings.
- 7) <sup>various</sup> Cells plans and evaluation Report.

### Members Present

Rev. Dr. Mathew George Vazhayil.

Dr. Tony Antony

Rev. Dr. Kalu Olukhakaana.

Ms. Sujatha Beemarajan, Ward Member, Mundur

Dr. M.A. Suraj

Mr. Handasan

Ms. Meena Jose Kombar.

Prof. Rajan T.K.

Ms. V. Grace Aganice

Mr. Jose P. Jose

Ms. Shylaja Menon

Dr. Malda Danny

Ms. Pamela Johnson

Dr. Ramya J

Ms. Keerthi M.S.

Mr. Manoj M

Mr. Ashutosh Joseph



Mr. Sarguth M. Sivasdas  
Prof T K Rajan

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## Minutes of the meeting :- Discussion and Resolutions.

### Agenda I. Reconstitution of ISAC.

1.1 The Director Rev. Dr. Mathew George Vazhappal announced the new ISAC members:

Dr. Tony Antony, Principal, Prof. T.K. Rajan - ISAC Advisor,  
Dr. Joseph Chikkalkasnal Vice Principal,  
Ms. Shylaja Menon - ISAC  
Joint Coordinator, Ms. V. Grace Aganice - ISAC Secretary,  
Criterion I - Mr. Manoj M, Criterion II - Ms. Keerthi M.S,  
Criterion III - Dr. Matilda Danny, Criterion IV - Mr. Sangeetha  
M. Sivasdas, Criterion V - Dr. Joseph Varghese, Criterion  
VI - Dr. Remya I, Criterion VII - Ms. Pamela Johnson,  
Mr. Jose P. Jose Superintendent, Mr. Athul Joseph - ISAC  
Technical Assistant, Dr. M. A. Suraj, Educationist  
Mr. Haridas - Vice President PTA, Ms. Sujatha - 14<sup>th</sup> Ward  
Member, <sup>Mundali</sup> Mr. Akshay Viswanathan Secretary, Alumni  
Association and Mr. Michael Dominic Industrialist (Casino  
Group); respectively.

### Agenda - 2. Evaluation of Previous Peer Teams visit:

2.1.1 The Criteria Coordinators presented the evaluation's report of the Peer team visit.

Suggestions put forward were:

→ <sup>Criterion I -</sup> Internships to be increased; Employer's feedback to be increased, Programs of Human values to be increased.

2.1.2 Criterion II - The number of Ph.D scholars is less.

ICT enabled classrooms must be increased, Internal Assessment System to be improved.

- 2.1.3 Under criterion III, the research publications (articles under UGC Carelist) to be increased; Student Participation Programs numbers to be increased, Collaboration Programs to be strengthened.
- 2.1.4 Under criterion IV - Scholarships to be increased and properly documented; Career guidance must be given in a systematic framework with set syllabus, Course outcome etc; Alumni Participation in various programs to be strengthened.
- 2.1.5 Under criterion V - FDP Programs to be merged with IQAC and reputed Institutions.
- 2.1.6 Under criterion VI - Certificate Courses on Gender equity to be increased; Action Plan and Report has to be maintained.
- 2.1.7 Constitution related Courses to be brought in.
- 2.1.8 - MoUs with IITs, locality Schools in collaboration with Panchayat must be increased.
- Agenda 3: Strategic Plan

3.1. Strategic Plan Implementation Committee to be framed.

3.2. The layout of new library and Canteen was presented.

3.3. PTA fund will be utilised for the

expansion of new Library and Canteen.

- 3.4. Proposed the Plan of increasing the number of Incubation Centres. Feasibility study to be done before implementation. Committee to be formed.
- 3.5. Refresher Courses to be organized for Non-Teaching Staff.

Agenda 4 : ABAR - Feedback forms.

- 4.1 Teachers and Students feedback to be collected twice every year.

Agenda 5 : SSS (Employer and Parents Feedback]

- 5.1 Employers feedback must be collected at the end of each academic year from the Alumni.
- 5.2 Parents feedbacks to be collected at the end of each academic year.

Agenda 6 : Staff Selection Committee and Proceedings.

- 6.1 The <sup>Staff</sup> Selection Committee includes Principal, Director, Vice Principal, Concerned HOD, Subject Expert.
- 6.2 The system of selection of Staff <sup>must</sup> to be maintained as proceedings.
- 6.3 The IOAC also suggested to create SSC (Staff Screening Committee)

Agenda 7 : Cells' Plans and Evaluation Report.

- 7.1 Decided to form Committees for Arts and Sports Activities.
- 7.2 Research Committee activities to be strengthened and more publications and research to be done.
- 7.3 Scholarship Committee.
- The meeting wound-up