CHRIST NAGAR COLLEGE
MARANALLOOR, TRIVANDRUM
A CMI Educational Institution | Affiliated to University of Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 10:30 am on 04.07.2018 in Principal's Chamber

A meeting was conducted on 04/07/2018 at 10:30 am in Principal' Chamber. The meeting aims to constitute the Internal Quality Assurance Cell for the NAAC accreditation process.

The IQAC was constituted on July 4, 2018 at a meeting convened by the principal Dr Jolly Jacob.

The points discussed were:

1. Mr, Juby John Eipe, assistant professor and head of the department of Media Studies was appointed as the IQAC coordinator.
2. It was decided that all further programmes held in the college must be documented systematically.
3. It was decided to conduct HoD's meeting to inform about the constitution of IQAC.
4. The Principal asked the IQAC coordinator to prepare a framework for the documentation related to IQAC.
5. A room must be setup as the IQAC room in the basement floor of the college building.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 10:30 am on 11.07.2018 in Principal's Chamber

A meeting was conducted on 11/07/2018 at 10:30 am in Principal' Chamber. The meeting aims to inform all department HoDs about the constitution of Internal Quality Assurance Cell.

The points discussed were:

1. A meeting of the HODs was convened to inform about the constitution of IQAC.
2. The HODs of various departments were asked to nominate a faculty each from their departments to coordinate the IQAC activities at the department level.
3. The HoDs were informed about the various IQAC activities to be carried out and the same should be documented at the department level.
4. The Principal also informed that these activities at the department level should be monitored by the HoDs and proper guidance should be given to teachers about the importance of IQAC.
5. The Principal also informed that each teacher in the department should be assigned with different activities related to IQAC.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

Dr. C Geevarghese (HoD Department of Management Studies)

Prof. Rajasekharan Pillai (HoD PG Department of Commerce)

Dr. Benny George (HoD Department of Physics)

Mrs. Rani Varghese (HoD Department of English)

Mrs. Libi Kurian (HoD Department of Computer Applications)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 1:00 pm on 09.08.2018 in Principal's Chamber

A meeting was conducted on 09/08/2018 at 1:00 pm in Principal's Chamber. The meeting aims to inform all department coordinators about the constitution of Internal Quality Assurance Cell.

The points discussed were:

1. A meeting was convened to inform the department coordinators about the constitution of IQAC.
2. The IQAC coordinator informed about the various IQAC activities to be carried out and the same should be documented at the department level.
3. The IQAC coordinator informed that all activities at the department level should be carried out after the proper consultation with the HoDs and IQAC coordinator.
4. The IQAC coordinator instructed to all department coordinators to be very vigilant when IQAC activities are carried out.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

Ms. Ajumol S S

Ms. Rekha R

Ms. Deepthi Rani S S

Ms. Thara C B

Ms. Jayanthi L S

INTERNAL QUALITY ASSURANCE CELL (IQAC)

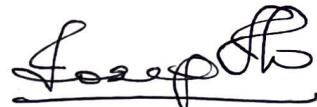### IQAC Meeting on 24.09.2018 in Principal's Chamber

A meeting was conducted on 24.09.2018 in Principal's chamber. The meeting aims to inform about the appointment of IQAC assistant coordinator.

The points discussed were:

1. Mr Emil S Abraham, Assistant Professor, Department of Media Studies was appointed as the Joint coordinator of the IQAC.
2. The Principal enquired about the status of the IQAC activities.
3. The Principal informed the IQAC coordinator to conduct a visit to ensure the documentation process in all the departments and the same must be informed to all HoDs well in advance.
4. A review meeting should be conducted for all department coordinators.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

Mr. Emil S Abraham

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting on 09.10.2018 in Principal's Chamber

A meeting was conducted on 09.10.2018 in Principal's chamber. The meeting aims to inform about the workshop related to new accreditation policies by the IQAC, University of Kerala.

The points discussed were:

1. The Principal instructed the IQAC coordinator and the Joint coordinator to attend a workshop related to the new accreditation policies organised by the IQAC, University of Kerala.
2. The Principal also instructed to enquire about such programmes and the same should be attended by the IQAC coordinator and the Joint coordinator.
3. The Principal also instructed the IQAC coordinator to inform the department coordinators that, the faculties are to be encouraged to attend more faculty enrichment programmes like workshops, FDPs, seminars, conferences, etc.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

Mr. Emil S Abraham (IQAC Joint coordinator)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

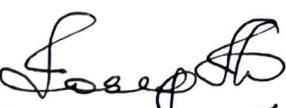### IQAC Meeting on 05.11.2018 in Principal's Chamber

A meeting was conducted on 05.11.2018 in Principal's chamber. The meeting aims to discuss in organizing a Faculty Enrichment Programme.

The points discussed were:

1. The principal instructed the IQAC coordinator to organize a Faculty Enrichment Programme for teaching and administrative staffs.
2. The manager suggested the resource person as Rev. Fr. Dr. Bobby Antony CMI, Principal, Santhigiri College of Computer Science, Thodupuzha.
3. It was also decided to conduct "Kappa Kootayma"- a faculty rejuvenate programme for all teaching and non-teaching staffs.
4. The principal instructed the IQAC coordinator to inform all the faculties to publish papers in the National/International Journals and to present papers in National/International seminar/conferences through department coordinators.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting on 15.02.2019 in Principal's Chamber

A meeting was conducted on 15.02.2019 in Principal's chamber. The meeting aims to discuss in organizing a session for students related to waste management.

The points discussed were:

1. The IQAC coordinator discussed with the principal to conduct a seminar on waste management for the students.
2. It was decided to conduct the programme for those students who studied EVS during that semester.
3. A decision was taken to invite Dr. Suneeti Sundar a Nehru-Fulbright Scholar working at the Indian Institute of Human Settlements, Chennai as the resource person.
4. The principal instructed the IQAC coordinator to inform first year class teachers that all students should mandatorily attend the session.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Titto Varghese, CMI (Manager)

Mr. Juby John Eipe (IQAC Coordinator)