



## **MINUTES OF THE IQAC MEETING ON 07-12-2019**

### **MEMBERS**

Dr. Matthew Panathanath, Director, Montfort College  
Dr. Victor Raj, Principal, Montfort College  
Br. George V J, Former Principal, Montfort College  
Dr. S V. Suryarekha, Former Principal, Montfort College  
Ms. Saritha Matthew, Coordinator of Administration, Montfort College  
Ms. Sritha Sandon, Associate Professor, Montfort College

### **Proceedings**

A special IQAC meeting was convened due to certain extenuating circumstances, vis-à-vis, the change of both Principal and Director while the college was in the middle of preparing the SSR towards NAAC accreditation.

The NAAC guidelines for composition of IQAC were revisited and after some discussion, the preferred members for the IQAC for 2019-2020 were identified. It was decided that the members' willingness to be part of Montfort College IQAC would be sought through personal calls by Bro. Matthew.

It was noted that the AQAR which should have been submitted in August was still not completed. The Director requested Ms. Sritha and Ms. Saritha to complete the documentation for further processing. The decision was to ensure that it is submitted before college closes for Christmas break.

With regards to the third point on the agenda, Bro. Matthew expressed his concern of the lack of progress on the SSR. He stated that some experts could be brought in to orient the faculty on SSR preparation. It was decided to contact different experts towards this end.

With regards to the final agenda, Bro. Matthew suggested that the college should focus on the quality culture it has always maintained. Towards this end, he stated that strategic planning could happen in January with all the teachers for the goals of the college. Ms. Sritha mentioned that Outcome Based Education should be the focus and suggested that a few faculty development programs on the same

could be carried out to equip teachers. This was agreed upon. Ms. Saritha mentioned that several programs on documentation and professional growth could be given. This was also met with approval. Ms. Sritha mentioned that the college would have to carry out Academic and Administrative Audit by itself now that it has permanent affiliation and BU would not be doing the same. It was agreed that the college would approach another academic body to carry out the same.

## Action to be taken

- Complete the AQAR and submit to NAAC before 22-12-2019
- Get experts to give orientation to faculty about how to prepare SSR
- Contact the identified members to seek their acceptance of membership to MCIQAC.
- Plan for academic and administrative audit
- Plan for faculty development programs on OBE
- Plan for faculty development programs for non-teaching and support staff

Recorded by  
Sritha Sandon, Coordinator, IQAC