



## **MINUTES OF THE IQAC MEETING ON 14-08-2020**

### **MEMBERS**

Dr. Matthew Panathanath, Director  
Dr. Victor Raj, Principal  
Ms. Sritha Sandon, IQAC Coordinator  
Ms. Visalakshi Sridhar, IQAC Member  
Ms. Saritha Matthew, IQAC Member  
Mr. Maxim Pereira, Associate Professor  
Mr. H L Sudharshan, Assistant Professor  
Dr. Rajesh Kumar, Assistant Professor  
Ms. Neha Parashar, Guest Faculty  
Ms. Aishwarya Iyer, Guest Faculty

### **APOLOGIES**

Dr. Sudhamayi, Assistant Professor  
Sr. Radhika K, Assistant Professor

## **Proceedings**

The first item on the agenda was regarding the end-semester reports. Faculty members were appraised of the list of pending tasks towards the end-semester records and reports and asked to complete the tasks at the earliest.

Regarding the second item on the agenda, Dr. Victor Raj mentioned that the data of the academic year 19-20 would have to be included into the SSR and that the teams would need to collect and collate the data for the same. He asked the faculty members to suggest a date by which this information could be updated. He also mentioned that we need the information for the AQAR. It was noted that the same teams would work on the update to make it easy to collate the reports for this year. After some discussion, it was decided that the teams would complete the updating of information for SSR and gathering of information for AQAR by the 25th of August 2020.

The final topic on the agenda was the appointment of new members to the various committees. After discussion, the members to most of the committees and clubs were finalized. Members to other committees would be finalized shortly.

In other matters, Dr. Victor Raj spoke about the follow-up regarding the ERP. He mentioned that the college has entered into an agreement with Herizen Technologies ERP provider and training for both teaching and non-teaching faculty would happen within the next few weeks so that the ERP could be adopted for the coming semester. Further, Dr. Victor Raj mentioned that faculty members had proposed to conduct certificate programs and that curriculum planning for the same could begin. Sritha Sandon suggested that these could be recorded and put on YouTube so that it could count towards creation of digital resources. She also added that the college faculty should look at developing e-content and upload the same on platforms such as YouTube and SWAYAM. Dr. Matthew added that the college should consider providing pro bono mental health services in light of the covid 19 pandemic as this is the need of the society at the moment.

In conclusion of the meeting, Dr. Matthew urged the members to complete the SSR work on priority to be eligible for permanent affiliation with BNU.

## Action to be taken

- Criterion teams to complete the updating of information for SSR and gathering of information for AQAR by the 25th of August 2020
- Curriculum to be planned for the identified courses
- Faculty to develop e-content and post on YouTube or SWAYAM
- Faculty to identify the manner in which they could extend pro bono services to the community during this hour of need.

Recorded by  
Sritha Sandon, Coordinator, IQAC