

Minutes of the IQAC Meeting

Members Present

Bro. George Padikara
 Bro. Jacob Ezhanikatt
 Dr. S V Suryarekha
 Ms. Sritha Sandon

Ms. Saritha Matthew
 Ms. Sneha Menon
 Ms. Sangeetha Reddy

Proceedings

The main agenda for the meeting was to plan for the upcoming semester which involved introducing completely new syllabi.

Preliminary to the agenda, Bro. George informed the members that the seats for the new admissions for Counselling under BNU were full and that there were about 2-3 seats for Psychology. He mentioned that he is following up on the seat enhancement as there were still other students waiting for admission.

Roles and Responsibilities

The first item on the agenda was to decide on the allocation/ re-allocation of roles and responsibilities to the different faculty members. The final list is as follows:

Discrimination, Sexual Harassment Committee Head	S V Suryarekha
Program Coordinator (MC) and IQAC	Sritha Sandon
Honors Program Coordinator	Visalakshi Sridhar
Placement Coordinator	Lalropuii Chawngthu
Library Committee Coordinator	Sudhamayi
Research Coordinator and NSS Coordinator	H L Sudharshan
Student Council Coordinators	H L Sudharshan
Newsletter and Website Coordinator	Swati Pathak
Red Cross Coordinator	Harini Christopher

Books and lab material

It was decided that the teachers would be asked to give a list of new books and lab material that may require purchase. Bro. George suggested that we prioritize syllabus books and consider non-syllabus books which are really important. Teachers would give a list of books and costs (where available) based on the papers that have been allotted to them. The final list would be compiled by Sudhamayi who is a member of the Library Advisory Committee for them to take up and make final decisions.

Discipline and Management of students

In matters concerning discipline, Bro. George suggested that we could as teachers to ensure that the dress code was being adhered to. There was some discussion about the same and it was finally decided that when students violate the dress code, any faculty member who notices it could inform the class teacher who will then take appropriate action. Bro. George decided he would entreat the teachers to make it less punitive, more growth oriented, stressing the nature of the work of mental health professionals. He would also ask the teachers to ensure that it is they (the subject teachers) who take the attendance for every class and to ensure that this task is not entrusted to anybody else such as class representatives or other students.

Formal Inaugural of new BNU courses

With regard to the upcoming inauguration function, roles and responsibilities would be allocated to Sudhamayi and Jeeshma. Sritha would forward the list of duties of the events coordinator to them and they could plan for all the necessary tasks.

Other matters

In other matters, Bro. George suggested that the teachers and students could contribute generously to the people affected by the floods in Kerala. He mentioned that the donations box would remain in place till about Wednesday (22nd Aug) and then the proceeds would be taken for flood relief.

Two other topics emerged during the discussions:

- Attendance during case conference and the use of case conference forms
- Research supervisee allocation

Brother George suggested that these two topics be taken up with the teachers to consider the possibilities for the above matters and these would be taken up at a later date.

Tasks/ Actions Due:

- Sending the list of roles and responsibilities to the different members in charge (due on Friday 24-8-18)
- Updating the same and clarifying all roles (due by Tuesday 28-8-18)
- List of books to be prioritized for purchase for each paper (due by Tuesday 21-8-18)
- Final list of books for purchase (due by Saturday 25-8-18)
- List of lab materials to be prioritized for purchase (due by Tuesday 21-8-18)
- Decision regarding case conference (due by Monday 20-8-18)



George V J

Principal

Chairperson, IQAC



Associate Professor

Coordinator, IQAC

