

SAINTGITS COLLEGE OF APPLIED SCIENCES

The college IQAC Meeting

Date: 06/06/2017

Venue: Principal's Office

Time :3.00 PM

Member Present

1. Prof. M.C.Joseph(Principal SCAS)
2. Er.Punnoose George(CEO Saintgits Group of Institutions)
3. Prof.Min Punnoose(Direcor MCA)
4. Dr.M.C.Philipose (Principal Saintgits College of Enginnering)
5. Dr. Wilsy Philip
6. Mr. Punnoose Thomas(Local Panchayathu Member)
7. Dr. K K John
8. AsstProf .Anish B. Bhaskaran
9. Asst. Prof Ambily Merlin Kuruvilla(IQAC Co-ordinator)
10. Asst. Prof Seethu John
11. Lr. Tania Thomas
12. Ankitha Chinnu Mathew(Student Representative)

The important topics discussed were the following

Agenda

1. Plan of action for the new academic year.
2. FDP's
3. Add on Courses
4. Mentoring
5. Publications
6. Manuscript Magazine
7. Arts fest, Onam and Talent Show.
8. Community Uplifting / Extension Activities
9. Orientation / Induction Activities.

Minutes

1. IQAC Coordinator submitted th plan of action for the new academic year. Principal approved the plan of action.
2. It is decided to conducted induction program for the newly joined students. Principal advised the head of the departments to conduct orientation program for all the batches.
3. Principal advised IQAC members to organize internal FDP's on various subjects.
4. HOD's submitted the plan of action for Add on courses for the current academic year. Principal approved the suggestions from various departments regarding the add on courses.
5. Principal advised the HOD's to allocate mentors for newly joined students.
6. Principal advised all staff members to publish research papers by the faculty members.
7. It is decided to publish Manuscript Magazine of the College at the earliest.
8. Principal advised IQAC to promote community uplifting / Extension activities.

AMBILY MERLIN KURUVILLA
IQAC COORDINATOR

PRINCIPAL