Minutes of the IQAC meeting held at 2: 45 p.m. on 23rd February 2018 at Dr. John Vallamattom Hall

1. The meeting started at 2: 45 p.m. with a silent prayer. Rev. Dr. Manuel Pichalakkattu, Vice Principal presided over the meeting.
2. The meeting decided to document the details of all final year (2017) students including PG and UG. The details should contain the current academic status of the students and their employment details. The concerned teachers should submit the data within two weeks.
3. The meeting also decided to record the job placement of final year students. The meeting discussed in detail the placement opportunities and noted that more job opportunities should be made available to students through campus placement. The Placement Cell Officer Lt.Prajeesh C. Mathew suggested that the placement cell coordinators in each department should provide all the information regarding placements, job opportunities, career options to the students. If a student from a department is placed in a firm, the Placement Cell Coordinator is bound to inform the Placement Cell Officer. Every department should maintain a file containing all the details of placement activities.
4. List of students who are receiving scholarships and grants should be collected by the IQAC member of each department and submit the same to Ms. Beena Deepthi, Department of Commerce.
5. The meeting decided to conduct Newman Youth Excellence Award Programme on 6th March 2018.
6. The Second Internal Examinations of IInd years and IIIrd years and the First Internal Examination of Ist year students will be conducted on 2nd, 5th and 7th of March.
7. The meeting also decided to conduct Merit Day on 8th March 2018.

The meeting ended at 4. 30 p.m.