

## Minutes of the Meeting


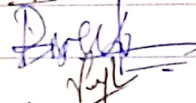
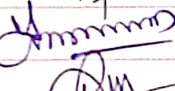
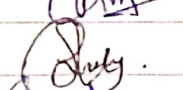
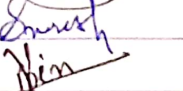

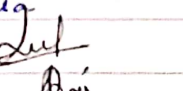



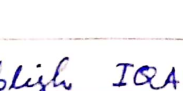
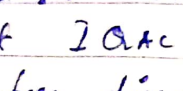
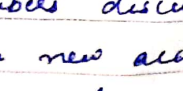
Date: 20/6/18

An official faculty meeting was held at Principal's Chamber at 11:45 am. The Principal Dr. V. Anilkumar welcomed the gathering, and introduced the importance of NAAC and Establishment of IQAC.

### Agenda

1. Establishment of IQAC
2. Academic plan 2018-19
3. Day celebrations

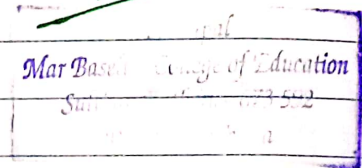
### Participants and their Signature

1. Dr. V. Anilkumar 
2. Dr. Biju P.V. 
3. Mrs. Jayakala.M 
4. Mr. Binij.T 
5. Mr. Rameshkumar.K.K 
6. Mrs. Sony Kurian 
7. Mr. Suresh.P 
8. Mr. Vipin Raj.K 
9. Mrs. Snehalata.S 
10. Mr. Shine P. Davarig 
11. Dr. J. Anil 
12. Mrs. Bijinot Augustini 
13. Mrs. Anuska P.D 

### Resolutions:

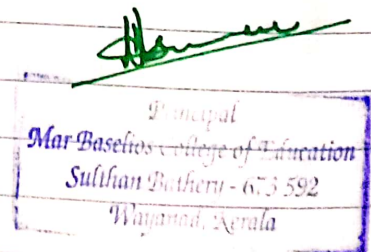
- Discussed about the rationale for the establishment of IQAC
- Decided to establish IQAC on July 23<sup>rd</sup>
- Decided to select IQAC coordinator before July
- The faculty members discussed about the various activities for the new academic year
- Various committee charges and other charges

- Given to teachers
- Discussed about the various day celebrations related to different subjects
  - Discussed NAAC orientation class and date



### ACTION TAKEN REPORT.

- IQAC establishment date was decided
- IQAC co-ordinator also selected
- Planned various activities for the new academic year.
- Duties and charges were assigned to teachers, especially
- Time Table construction Academic co-ordinator etc.
- Different days celebrations duties also assigned to various teachers.



By  
IQAC-coordinator



## Minutes of the Meeting


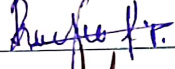


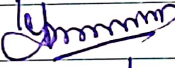



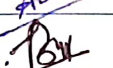

23/7/18

The meeting held at Principal's chamber at 3.30 pm headed by our principal Dr. V. Anilkumar. The Meeting started with a silent Prayer and principal welcomed all the gathering and presented the agenda of the meeting.

### Agenda:

- Official Announcement of IQAC - co-ordinator
- Official Establishment of IQAC.
- Other Matters

### Participants and their signature:

1. Dr. V. Anilkumar 
2. Mr. Bijji P.V. 
3. Dr. Shril. J. 
4. Mrs. Jayakala.M 
5. Mr. Binaj. T. 
6. Mr. Shene P. Devaraja 
7. Mr. Lejesukumar 
8. Ms. Sony Kurikose 
9. Ms. Anusha. P.D. 
10. Mrs. Bijimol Augustine 

### Resolutions:

- It is officially declared that our Mar Baselios College of Education, Suthan Bathery has established its internal Quality Assurance cell (IQAC) under the guidelines of NCTE and NAAC on 23-07-2018

- It is decided that Smt. Jayakala.M Assistant professor in physical science will be the co-ordinator of IQAC

- It is decided that the role of IQAC - co-ordinator will be ensuring the effective functioning of all the

## Quality areas of institution.

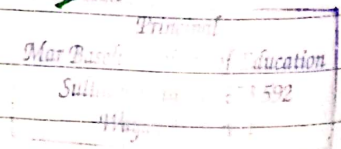
- Decided to celebrate September 5<sup>th</sup> Teachers day and ozone day on Sep 16<sup>th</sup> under the leadership of IOAC of the college.
- Different IOAC initiative activities are also discussed.

The meeting came to close at 4.45 pm. The IOAC co-ordinator delivered the vote of thanks.

## Action Taken Report.

- Officially Announced IOAC - co-ordinator Smt. Jayakala. H  
Assistant Professor in Physical Science
- celebrated Teachers day and ozone day under the leadership of IOAC.

Prof  
IOAC-co-ordinator





## Minutes of the Meeting

18/3/19

An official faculty meeting was held at 2.30 pm in Audio-visual Room headed by our Principal Dr. V. Anilkumar. The meeting started with a silent prayer. The IQAC co-ordinator presented the agenda of the meeting.

### Agenda

Action Plan of IQAC

Submission of IIR

SSR - criteria wise.


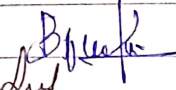



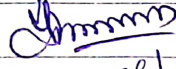
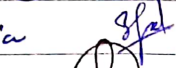

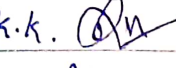

Women's Day celebration

International Seminar

Value Added Course

NAAC orientation class

### Participants and their signatures:

1. Dr. V. Anilkumar 
2. Mr. Biju P.V. 
3. Dr. Smit. J. 
4. Mr. Suresh P. 
5. Mrs. Jayakala. H. 
6. Mr. Binaji. T. 
7. Mr. Shine P. Dasappa 
8. Mrs. Sony Kurukose 
9. Mr. Rejeshkumar. K.K. 
10. Mrs. Moly K.J. 

### Resolutions:

- Discussed different action plan of IQAC
- Principal and IQAC co-ordinator discussed the submission of IIR among other faculty members
- Discussion on women's day celebration and other day celebrations
- International Seminar discussed and its themes and sub themes were discussed

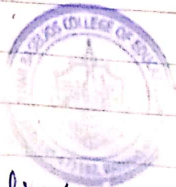
- Principal presented the SSR, clarifications and discussion were done.
- SSR - criteria wise discussions also held
- criteria wise incharge assigned to teachers.
- Decided to give value added course to the fourth semester students every year
- Faculty requested to provide orientation program on NAAC.

### Action Taken Report

- Various Activities for IQAC were planned and executed
- Follow up process were done for the submission of IIR.
- Women's Day celebrated greatly with a guest talk
- criteria wise charges were assigned for teachers and started their work
- Tentatively planned the International Seminar date and themes and sub-themes were selected for the same
- Selected four different value added course for the fourth semester students.
- NAAC orientation program was conducted by parham Raja college team.

JL

IQAC-co-ordinator



Principal  
Mar Basilio College of Education  
Silliman, West Bengal



## Minutes of the Meeting

13/4/19

The IQAC meeting held at Conference Hall at 3.20 pm with a silent prayer. The IQAC co-ordinator presented the previous meeting minutes and the new agenda of the meeting, welcomed all the gathering.

## Agenda

Bridging the gap of SSR  
FDP

Infrastructure upgradation

International Seminar

Academic Matters

Flood Relief Fund

Other matters

Shard Ceremony

Alumni Meet

## Participants and their signature

1. Dr. V. Srikumar

2. Dr. J. Srinil

3. Mr. Biju P.V

4. Mrs. Jayakala M

5. Mr. Suresh P

6. Mrs. Sanyasiakore

7. Mr. Binoy T

8. Mr. Rameshkumar K.K

9. Mr. Shine P. Levarria

10. Mrs. Mary K.J.

## Resolutions:

- By reviewing the criteria wise report, the faculty decided to add and correct some relevant matters
- Faculty requested to the management regarding

The upgradation of infrastructure.

- Discussion about the review of the curriculum for the new academic year 2019-2021, especially the academic calendar
- charges were discussed about the preparation of the academic calendar
- Discussion were on collection of Audit report for different criteria
- International seminar charges and duties were assigned
- IQAC decided to collaborate with NSS unit for planning various activities inside and outside the institution.
- Faculty decided to sponsor flood relief fund to students who lost their shelters under the leadership of IQAC.
- Discussed about the award ceremony of our patron.
- Discussed about the Alumni Meet and its date

### Action Taken Report

- Criteria wise reports were analysed, necessary steps taken to complete the gaps in SSR
- upgraded the infrastructure facility
- Arranged Faculty Development programs.
- Collaborated some of activities of IQAC with NSS
- Organised various workshops and seminars for faculty development



- Flood relief fund were collected and handed over to Mrs. Manimaya and Anjalena
- celebrated the award ceremony of our patron Rev. Dr. Joseph Mar Thomas, Bishop of Bathery for the Charakya award also Mrs. Jayakala M. Asst prof in physical science for Blooming faculty award from CTE, Regional South Zone.
- Conducted blood donation camp with the help of Taluk Hospital Suthar Bathery.
- Orientation Program given for newly appointed teachers
- Goodhi Jayanthi - program - roadside cleaning from college to town (Suthar bathery)
- Anti Drug day seminar conducted.
- Decided Alumni meet conducted on 29/12/20. It was very grand and successful.



*[Signature]*  
Principal  
Mar Basilio's College of Education  
Suthar Bathery - 673 592  
Kannur, Kerala

Prof

IQAC - co-ordinator.