



EMMANUEL COLLEGE

VAZHICAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Meeting Minutes – IX

A meeting was held on 28.09.2021 under the presidency of Principal Dr. J Vijayakumar and in the presence of IQAC Coordinator.

| Sl.No | Name | Designation |
|-------|-----------------------------|------------------------------------|
| 1 | Rt. Rev. Msgr. G Christudas | Manager |
| 2 | Dr. J Vijayakumar | Principal |
| 3 | Mr. Selvin Jose G | IQAC Coordinator |
| 4 | Ms. Melbha D | Criteria Coordinator – I |
| 5 | Dr. Lekshmi Vijayanathan | Criteria Coordinator – II |
| 6 | Ms. Gopika MS | Criteria Coordinator – III |
| 7 | Ms. Shyni AL | Criteria Coordinator – IV |
| 8 | Mr. Jino John | Criteria Coordinator – V |
| 9 | Mr. Manoj BS | Criteria Coordinator – VI |
| 10 | Dr. Minikumari A | Criteria Coordinator – VII |
| 11 | Mr. Sanal Kumar C | Nominee from Academic Committee |
| 12 | Ms. Angel Kumari G | Nominee from Academic Committee |
| 13 | Dr. RS Shaji | External expert from other college |

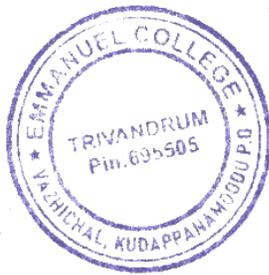
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|----|------------------|----------------------------|
| 14 | Mr. Aravind BR | Student Member |
| 15 | MS. Greeshma Raj | Student Member |
| 16 | Dr. Mohan MS | Nominee from Local Society |

The following matters were discussed:

1. Review meetings on department activities with Secretary and Principal to be organized to evaluate the performance of the departments.
2. Review meetings with Secretary and Principal regarding NAAC criteria to be organized.
3. Student Induction programmes to be conducted for the first years.
4. Students must be encouraged to take more online certification courses.



Principal



IQAC COORDINATOR

Meeting Minutes – X

A meeting was held on 28.02.2022 under the presidency of Principal Dr. J Vijayakumar and in the presence of IQAC Coordinator.

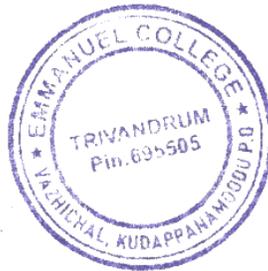
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The following matters were discussed:

1. Mentoring: Mentoring of students will continue. Mentors will meet their mentees after internal exams and submit report to IQAC. The Co-ordinator will receive the reports and analyse the same. Analysis will be reported at the General Body meeting and will be reflected in the college yearbook.
2. Feedback: Students feedback shall be collected. The dates shall be fixed by the Coordinator and necessary communication to departments shall be made by him.
3. Sub-committees: The workings of the sub-committees will be monitored through regular submission of reports to the IQAC which will also be reflected in the college yearbook.



Principal



IQAC COORDINATOR