



EMMANUEL COLLEGE

VAZHICAL, THIRUVANANTHAPURAM

A Latin Catholic Institution | Affiliated to the University of Kerala

Meeting Minutes – XIII

A meeting was held on 04.07.2023 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 Committe
12	Ms. Angel Kumari G	Nominee from Academic Committe
13	Dr. RS Shaji	External expert from other college

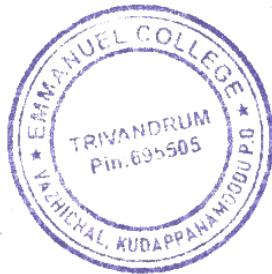
14	Ms. Jesmin Johnson	Student Member
15	Mr. Alen	Student Member
16	Dr. Mohan MS	Nominee from Local Society

The following matters were discussed:

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



Principal



IQAC COORDINATOR

Meeting Minutes – XIV

A meeting was held on 03.10.2023 under the presidency of Principal Dr. J Vijayakumar and in the presence of IQAC Coordinator.

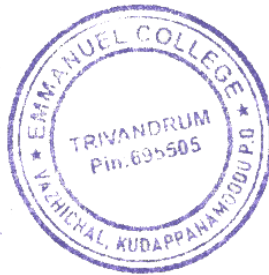
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The following matters were discussed:

1. Feedback: Students feedback shall be collected. The dates shall be fixed by the Coordinator and necessary communication to departments shall be made by him.
2. 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.
3. The IQAC coordinator informed that all activities at the department level should be carried out after the proper consultation with the HoDs and IQAC coordinator.
4. The IQAC coordinator instructed to all department coordinators to be very vigilant when IQAC activities are carried out.



Principal



IQAC COORDINATOR