

## INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date : 03/06/2025

Time : 3:00 PM

Venue : Principal's Chamber, CAS Perissey.

### AGENDA

1. To discuss and finalize the proposal for conducting a Faculty Development Program (FDP) for college faculty members in association with IQAC.

The principal presented the need and objective of organizing the FDP to enhance teaching, learning research skills and professional competencies.

2. A discussion was made about the Date, Resource Person, types of sessions and duration.

### Decisions Taken

1. Approval to conduct FDP - The committee agreed to arrange a FDP for all faculty members.
2. Proposed Date and Duration  
03/06/2025
3. Organizing Committee formed.

The meeting was concluded at 4:00 pm with a vote of thanks by the IQAC co-ordinators.

Dr. G. Sreekumar.

Principal

Smt. Bindhu. T. AS

IQAC Co-ordinator

Smt. Sindhu. R. Nais

(HOD, Computer Science Dept.)

Smt. Raji. R

(HOD, Commerce Dept.)

Smt. Nidhiya Balachandran

(HOD, English Dept.)

Ms. Geethu. C. Nais

(DP in Computer Science)

Ms. Meera Musali. K.

(Computer Programmer)

Raji - R, HOD, Commerce



# IGAC MEETING Regarding Reading Day.

Date : 17/06/2025

Time : 3:00 PM

Venue : Seminar Hall

## AGENDA

1. To discuss about Reading Day activities in association with English Department.

## Decisions Taken:

1. It has decided to conduct a literature review.
2. Reading Day Quiz Competition.
3. Proposed Date - 19/06/2025.
4. Nidhiya Balachandran, HoD, English Department has assigned to conduct the program.

Dr. G. Sreekumar  
Principal

Smt. Bindhu IAS  
IGAC Coordinator

Smt. Sindhu R. Nair  
HoD, Computer Science

Smt. Raji R  
HoD, Commerce Dept

Nidhiya Balachandran  
HoD English Dept.

Geetha C. Nair

Aneeta Muralidhar

IQAC - MEETINGS - Seminas

Date : 22/07/2025

Time : 3:00 PM

Venue : Seminas Hall.

AGENDA

1. To organize a talk for final year students.
2. Resource Person, Date and Topic

Decisions Taken:

1. Smt. Nishimat M, Ap in Computer Science Dept. has assigned to organize and conduct the seminas
2. Proposed Date : 25/07/2025.

Dr. G. Sree Kumar.

Principal.

Bindhu G. A S

IQAC Coordinator

Geethu. C. Nair

Ap in CS, placement officer

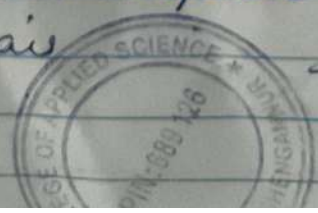
Nidhiya Balachandran

Ap in English (HOD department of English)

Raji R, HOD, Commerce

Meesa Musli-k, computer Programme

Sundhu. R. Nair



## IGAC MEETING

Date : 29/07/2025

Time : 3.8 PM

Venue : Seminar Hall

### AGENDA

1. To plan a workshop for the final year students to get familiar with ~~the~~ various AI tools.
2. AIDS - Awareness Day
3. Orientation for Anti Drug

### Decisions Taken

1. It has decided to conduct the workshop on 31/07/25. Ms. Geetha.C. Nair AP, in Computer Science Dept. has assigned to organize the program.
2. NSS program officer, Aswathy Lekshmi is assigned to coordinate AIDS Awareness Day program on 18/08/25.
3. An orientation program for students to aware about Anti Drug is to be organized by NSS. Smt. Reshma.R. AP in Computer Science. NSS program officer has assigned to conduct the program.

Dr. G. Sreekumar  
Principal



Bindhu T. A. S

T.A.S

IRAC Coordinator

Geethu. C. Nair

Geethu

Ap in CS, placement officer

Nidhiya Balachandran

Ap in English, HOD, English Department

Nidhiya

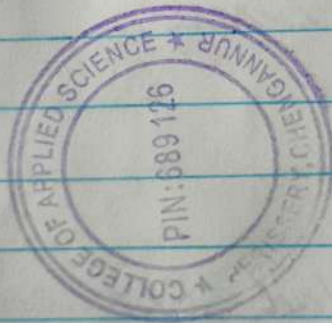
Raji R, HOD, Commerce

Raji

Meesa Muschi. IC Computer Programs

Sreedha. R. Nair

Sreedha



# IQAC MEETINGS - Workshop / Seminars

Date : 15/09/2025

Time : 3:00 PM

Venue : Seminars Hall

## AGENDA

1. Planning for a workshop on Web Development using AI Tools
2. Career Guidance Seminars

## Decisions Taken

1. Computer Science Dept. is assigned to arrange the workshop for web development. on 18/09/25
2. Mrs. Geetha. C. Nair, Placement-cell officer has assigned to conduct the Career Guidance Seminars.

Dr. G. Sreekumar

Principal

Birudha T. A.S

IQAC Coordinator

Geetha. C. Nair

Ap in CS, Placement officer

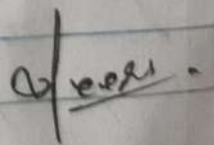
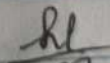
Shifana. P. A, HOD English

Raji-R, HOD, Commerce

Meena Musli k. Computer Programmer



B. T. R



# IQAC MEETING - Workshop / Seminar

Date : 03/10/2025

Time : 3.4 PM

Venue : Seminar Hall.

## AGENDA

1. Workshop on 'Solar Power' in association with computer science Dept.
2. Seminar in association with commerce Department.
3. Talented Test - Placement Cell.

## Decisions Taken

1. Approval to conduct Workshop on Solar power proposed Date : 6/10/2025. The computer science faculties are assigned to organize the program.
2. The commerce Department HOD Smt. Rejini R has assigned to organize the seminar proposed Date : 6/10/2025.
3. Placement cell Co-ordinator Mr. Anethu C. Nair has assigned to conduct the program proposed Date : 6/10/2025.

Dr. G. Sreelakshmi  
Principal.

~~Signature~~

Smitha . P.A . HOD English hl

Geetha . C. Nair Signature

Ap in cs, placement officer

Bondhu T.A.S

IRAC Coordinator R. T. S.

Raji - R

HOD, Commerce Signature

Meera Musli k

Computer Programmer

Sandhu . R . Nair Signature



10AC / General Staff Meeting.  
 [Meeting to Discuss Convocation Ceremony]

Date : 6/10/2025

Time : 3:30 PM

Venue : Seminar Hall

### AGENDA:

1. Convocation Ceremony - Date and Time.
2. Venue.
3. Guest Invitations. (Preparation of Invitation Cards, Official Letters.)
4. Ceremony Program - Agenda.
5. Logistics & Arrangements. (Stage setup, lighting, sound systems, chairs and desks.)
6. Student Participation - (Student Volunteers)
7. Certificates & Awards (Printing and preparation of certificates, medals, mementos.)
8. Photography & Videography.
9. Re-freshments / Catering.
10. Budget Approval.


## Decisions Taken.

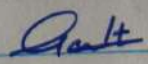
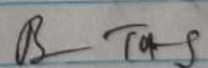
After discussion the following decisions were approved.

1. Date & Time
2. Venue
3. Chief Guest.
4. Organizing Committee.
5. Budget. Preparation
6. Invitations.

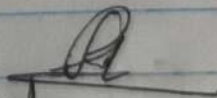
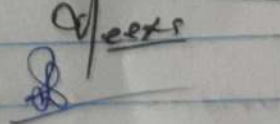
Dr. G. Sreekumar.  
Principal.



Sribana. P.A, HOD English 

Geetha. C. Nair   
Sp in cs, placement officer  
Bindhu T.A.S   
IQAC Coordinator

Riji - R  
HOD, Commerce  
Meesa Musali. A  
Sindhu. R. Nair

IGAC MEETING - Workshop / Invited Talk

Date : 15/10/2025

Time : 3:00 PM

Venue : Seminar Hall.

AGENDA

1. Invited Talk on AI & ROBOTICS.
2. Workshop - AI & ROBOTICS at Saint Gits College of Engineering, Kottayam.

Decisions Taken.

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1. To conduct the Invited Talk, Faculties of Computer Science Department were assigned.
2. Workshop participation at Saint Gits college.
3. Student list.
4. Faculty supervisors were selected.
5. Travel arrangements.
6. Permissions - Consent forms to be collected from students' guardians.
7. Budget.

Dr. G. Sree Kumar  
Principal.

[Signature]

Smitana. P.A HOD English hl

Geethu. C. Nair  
Ap in cs, placement offices

[Signature]

Meera Murali k  
Computer Programmes

[Signature]

Bindhu T. A.S  
IQAC Coordinator

[Signature]

Riji R  
HOD, Commerce

[Signature]

Meera Murali k  
Computer Programme

[Signature]

Sandhu. R. Nair

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