

Date: - 17/6/2016

Venue: - Principal's chamber

Time: - 2.30 PM

Agenda: - Annual Review and Planning meeting of the Academic Council

Participants

1. Dr Jose Boban, Principal
2. Dr Sabu P. Thomas, Vice Principal
3. Dr Antony Palackal, IGAC Coordinator
4. Dr Sonny Jose, HOD MSW
5. Dr Prakash Pillai, HOD MAHRM
6. Dr Saji P. Jacob, HOD MA Sociology
7. Dr Pramod S.K, Course coordinator, Counselling Psychology

Proceedings

The meeting started with a silent prayer. Principal Dr. Jose Boban welcomed everyone to the meeting and briefed the participants regarding the context of the meeting. The IGAC coordinator Dr Antony Palackal encouraged the HODs to share the student feedback report with the faculty members of their depts & take corrective measures wherever required.

The matters discussed in the meeting and the administered corrective steps are summarized in the following table

Discussion Topic	Action Taken	In charge
1. Absenteeism in LILA sessions	<p>→ A nominal fee will be charged in the beginning of the course</p> <p>→ This fees will be reimbursed to the students who have 75% + attendance for the LILA sessions</p>	Dr Jose Baban
2. overlapping of value edu. & MATHRM field work	It was decided to shift the value education class from Friday to Tuesday in view of the field work programme of MATHRM Dept.	Fr. Sabu
3. SPSS course	<p>The certificate course on SPSS must be organized before the start of dissertation process</p> <p>→ All the students must be encouraged to attend the courses even if their research is qualitative in nature.</p>	Dr Prakash

4 Code of conduct

The code of conduct document was revisited & ensured it is up to date & no revision is required

Fr. Sabu

-> A session explaining the code of conduct will be there in the induction programme for the new Batch

-> The principal & the vice principal will be in charge of inducting the newly appointed staff members.

The meeting was adjourned with the decision to entrust the IQAC coordinators Dr Antony Palackal with the duty of following up and ensuring the decisions taken in the meeting are materialized into actions. The meeting came to an end by 3.30 PM

Participant Signatures

Handwritten signatures of participants, including names like 'Anthoni' and 'Sabu'.