

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on Website Updation  
held at 2.00 pm on 6.8.2015 in the office of the IQAC**

**Members Present:**

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|---|------|
| 1. Dr. Biju Vincent, Dept. of Sociology | Sd/- |
| 2. Dr. M.I Joseph, Dept. of Psychology  | Sd/- |
| 3. Dr. M.V Natesan, Dept. of Vyakarana  | Sd/- |
| 4. Mr. Ratheesh R, System Analyst       | Sd/- |
| 5. Dr. N.J Francis, Director IQAC       | Sd/- |

The meeting was chaired by the Director, IQAC. He reported that the website of the University needs to be updated as per the Letter No. D.O. No. F1-1/2015(Secy) dated 2<sup>nd</sup> July 2015 from UGC. The meeting discussed the matter in the above letter. The following decisions have taken.

1. To collect necessary data from the concerned sections/Departments/teachers necessary for updating the website of the University as per the new guidelines issued by the UGC in this regard.
2. To prepare a proforma/format for faculty profile.

The meeting came to an end at 3.30 p.m.

Sd/-  
Dr. N J Francis  
Director IQAC

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on AQAR held at  
11.30 am on 9.9.2015 in the office of the IQAC**

**Members Present:**

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| 1. Dr. M.I Joseph, Dept. of Psychology | Sd/- |
| 2. Dr. M.V Natesan, Dept. of Vyakarana | Sd/- |
| 3. James S.J, PS to Registrar i/c      | Sd/- |
| 4. Anoop K Mohan, PRO                  | Sd/- |
| 5. Dr. N.J Francis, Director IQAC      | Sd/- |

The meeting was chaired by the Director, IQAC. The meeting discussed the matter of AQAR preparation. The following suggestions have taken.

It is suggested that to inform Registrar remind all HoDs, CDs officially to submit the data for AQAR preparation. To conduct Seminars through IQAC and immediately schedule a meeting of IQAC.

The meeting came to an end at 3.30 p.m.

Dr. N J Francis  
Director IQAC