

**SAINTGITS COLLEGE OF APPLIED SCIENCES**  
**IQAC MEETING MINUTES**  
**29<sup>TH</sup> OCTOBER 2018**



The important topics for discussion were the following:

### **NAAC/IQAC**

The IQAC members were also instructed to attend seminars/workshops on NAAC to keep themselves updated with the NAAC procedures. The IQAC coordinator was also directed to conduct to an internal audit to check the documentation in the departments to ensure that NAAC files are up to date

### **Result analysis**

HODs briefed the committee about the performance of students in the internal and University examinations. The committee reviewed the same and directed them to do the needful to maintain the good results in University Exams.

### **Internet access to students**

The committee recommended that labs of the college be made available to the students during the lunch break and after college hours to encourage the positive use of internet in learning.

### **Website**

The committee observed that the website of the college needs to be updated. All initiatives, activities, events etc. of the college needs to be highlighted in it. Asst. Prof. Sanal Jacob was given charge for the same.

### **Talents day**

The Principal informed the committee that talents day was held in the college at least twice in a semester under the leadership of the college Union and that it has a positive impact among students in boosting their talents.

### **Placements-**

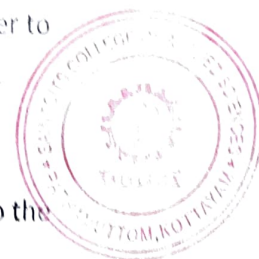
The committee recommended that final year students who wish to appear for placement interviews should be given sufficient support from the placement cell.

### **Feedback forms**

The committee decided that all feedback forms should be changed to online format in order to facilitate ease of evaluation.

### **National Seminar BA**

Dr KK John, HOD, Department of Corporate Economics was given the charge of looking into the possibility of organising a national seminar on Petroleum Conservation.



Celebration of important days

It was decided that important days related to women, environment, health etc be celebrated in the college with programs under the leadership of various clubs and departments to increase awareness among students.

The meeting concluded at 3.30pm

