



MACFASTTM

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MINUTES OF THE IQAC MEETING DATED 4th June, 2020

Time :10.00am

Venue: Board Room

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	IQAC Coordinator
3. Ms. Beena Cherian	Dean, School of Biosciences
4. Mr. Biju Dharmapalan	HoD, School of Biosciences
5. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
6. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
7. Mr. Stephan James	Asst.Prof, Dept. of Computer Applications
8. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
9. Sri. Kuttoor Radhakrishnan	Station Director, Radio MACFAST 90.4
10. Sr.Laicy O.S.S.	Librarian
11. Mr. Thomas Mathew	Asst. Prof, Dept.of Computer Applications

The online meeting commenced with a silent prayer. After the Presidential Address by the Principal Fr. Dr. Cherian J. Kottayil, the following agenda were taken up for the meeting.

Agenda:

- Preparation of academic calendar
- Orientation for faculty members
- Webinar series by students
- Alumni Webinar Series
- Programmes to improve communication skills of students
- Hands-on training on SPSS software
- Internal Academic Audit

Discussions & Decisions:

- IQAC has discussed the need of preparing academic calendar by including extra-curricular & co-curricular activities.

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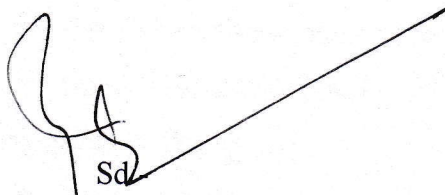
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- Recommended to conduct orientation programmes for the faculty members on “Online Teaching” to equip them in handling online sessions. The committee also recommended conducting FDP for the faculties from other institutions.
- Recommended the Department of Management Studies to organize webinar series by students to improve their presentation and communication skills.
- Discussed about the importance of alumni interactions and decided to conduct alumni webinar series thus providing an opportunity for the students to interact with alumni.
- The council recommended to conduct programmes to improve communication skills and knowledge about Business Topics among students
- Suggested to provide hands-on training on SPSS software to the students to train them for data analysis.
- Formulated an Audit Team to conduct Internal Academic Audit.


Sd/-
Co-ordinator, IQAC




Sd/-
Principal



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MINUTES OF THE IQAC MEETING DATED 9th September, 2020

Time :10.00am

Venue: Board Room

Members present:

- | | |
|------------------------------------|---|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal |
| 2. Prof. Varghese Abraham | IQAC Coordinator |
| 3. Ms. Beena Cherian | Dean, School of Biosciences |
| 4. Mr. Biju Dharmapalan | HoD, School of Biosciences |
| 5. Mr. Tiji Thomas | HoD, Dept. of Computer Applications |
| 6. Dr. Sudeep Chandramana | HoD, Dept. of Management Studies |
| 7. Mr. Stephan James | Asst.Prof, Dept. of Computer Applications |
| 8. Dr. Ashalakshmi R K | Asso.Prof, Dept. of Management Studies |
| 9. Sri. Kuttoor Radhakrishnan | Station Director, Radio MACFAST 90.4 |
| 10. Sr.Laicy O.S.S. | Librarian |
| 11. Mr. Thomas Mathew | Asst. Prof, Dept.of Computer Applications |

The online meeting commenced with a silent prayer. After the Presidential Address by the Principal Fr. Dr. Cherian J. Kottayil, the following agenda were taken up for the meeting.

Agenda:

1. Introduction of MACFAST Innovation & Corporate Synergy (MICS)
2. Discussion about incubation centre
3. Management Development Programme on NBA Accreditation
4. MoU
5. Re-constitution of Journal's Editorial Committee
6. National conference on "Atmanirbhar Bharat"
7. Students talk show in radio

Discussions & Decisions:

- IQAC recommended restructuring MACFAST Industry Interface (MII) programme with new objectives. The council discussed about introducing MACFAST Innovation & Corporate Synergy (MICS) to meet the corporate expectation and help students to

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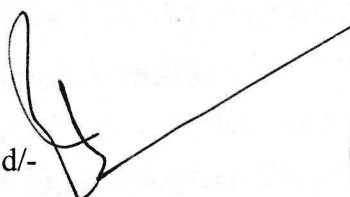
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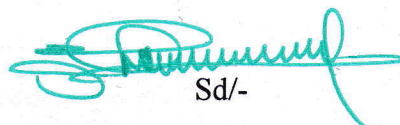
reach career goals. Also reminded to organize MICS Orientation programme for the students.

- The council discussed about revamping the incubation centre. It was recommended to provide webinars on entrepreneurship development to students in order to encourage *them for entrepreneurial career and make them capable of exploiting business opportunities.*
- Decided to organize Management Development Programme to train faculty members of the Department of Management Studies about the requirements of NBA accreditation.
- Suggested to establish MoUs and collaboration with Institutions with National repute to promote joint projects, seminars, publications etc., for the students and faculty members.
- The council decided to reconstitute the committee of Journal of Science, Technology & Management (JSTM)
- Recommended to organize a national conference on the theme Atmanirbhar Bharat Abhiyan.
- The council discussed and recommended the Department of Management Studies to conduct a talk show in radio to create awareness among public about various investment opportunities.

Sd/- 

Co-ordinator, IQAC



 Sd/-

Principal



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MINUTES OF THE IQAC MEETING DATED 4th January, 2021

Time :10.00am

Venue: Board Room

Members present:

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|------------------------------------|---|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal |
| 2. Prof. Varghese Abraham | IQAC Coordinator |
| 3. Ms. Beena Cherian | Dean, School of Biosciences |
| 4. Dr. Jenny Jacob | HoD, School of Biosciences |
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The meeting commenced with a silent prayer. After the Presidential Address by the Principal Fr. Dr. Cherian J. Kottayil, the following agenda were taken up for the meeting.

Agenda:

1. CMAT Examination Training
2. Workshop on business analytics
3. Training on Communication Skills and Personality Development as an Extension Activity
4. Webinar on Entrepreneurship Development
5. Business Plan Competition for students

Discussions & Decisions:

- IQAC directed to provide free coaching on CMAT entrance examination to MBA aspirants.
- Decided to conduct a workshop on Business Analytics for the MBA students in order provide practical exposure to Business Analytics from the corporate perspective

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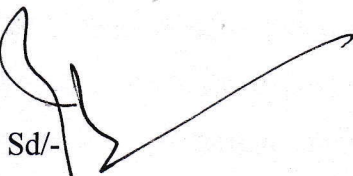
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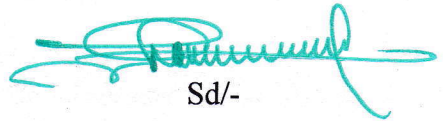
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- Recommended to conduct training programme on communication skill and personality development for degree students to improve their communication skills and personality as an extension activity.
- IQAC directed MICS to conduct awareness programmes on Entrepreneurship and Business Plan Competition for students.



Sd/-
Co-ordinator, IQAC



Sd/-
Principal



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MINUTES OF THE IQAC MEETING DATED 11th March, 2021

Time :2.00pm

Venue: Board Room

Members present:

- | | |
|------------------------------------|---|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal |
| 2. Prof. Varghese Abraham | IQAC Coordinator |
| 3. Ms. Beena Cherian | Dean, School of Biosciences |
| 4. Dr. Jenny Jacob | HoD, School of Biosciences |
| 5. Mr. Tiji Thomas | HoD, Dept. of Computer Applications |
| 6. Dr. Sudeep Chandramana | HoD, Dept. of Management Studies |
| 7. Mr. Stephan James | Asst.Prof, Dept. of Computer Applications |
| 8. Dr. Ashalakshmi R K | Asso.Prof, Dept. of Management Studies |
| 9. Sri. Kuttoor Radhakrishnan | Station Director, Radio MACFAST 90.4 |
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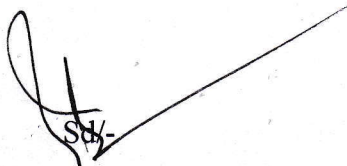
Agenda:

1. KMAT Examination Training
2. Career Orientation Programme
3. International Webinar Series
4. Workshop on Business Analytics

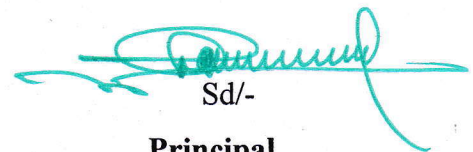
Discussions & Decisions:

- IQAC directed to provide free coaching on KMAT entrance examination to MBA aspirants.
- The council instructed to organize an extension activity to create awareness among degree students about career opportunities by the Department of Management Studies.
- Recommended to conduct International Webinar Series on Life Sciences to promote research-based activities.

- Decided to conduct the second phase of Business Analytics workshop for the MBA students in order provide practical exposure to Business Analytics from the corporate perspective.


Sd/-
Co-ordinator, IQAC




Sd/-
Principal