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### RECRUITER'S FEEDBACK

*Please fill up the below feedback form*

EMPLOYER NAME

.....

DESIGNATION

.....

NAME OF THE ORGANIZATION

.....

SELECT THE APPROPRIATE RATINGS IN ACCORDANCE WITH THE JOB FUNCTIONS APPLICABLE TO THE EMPLOYEES

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DECISION MAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO-OPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TECHNICAL KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS,IF ANY?

.....  
.....





**RECRUITER'S FEEDBACK**

*Please fill up the below feedback form*

EMPLOYER NAME

..... Ajith Sebastian .....

DESIGNATION

..... Officer - HR .....

NAME OF THE ORGANIZATION

..... Asianet Satellite Communications Ltd .....

SELECT THE APPROPRIATE RATINGS IN ACCORDANCE WITH THE JOB FUNCTIONS APPLICABLE TO THE EMPLOYEES

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DECISION MAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CO-OPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TECHNICAL KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMARKS, IF ANY?

..... Needs to learn to coordinate teams with elder people .....







### RECRUITER'S FEEDBACK

*Please fill up the below feedback form*

EMPLOYER NAME

*Ms. Anna Jude*

DESIGNATION

*HR Lead*

NAME OF THE ORGANIZATION

*Expensa Technologies*

SELECT THE APPROPRIATE RATINGS IN ACCORDANCE WITH THE JOB FUNCTIONS APPLICABLE TO THE EMPLOYEES

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DECISION MAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CO-OPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TECHNICAL KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMARKS, IF ANY?

.....

.....



SL	EMPLOYEE R NAME	DESIGNAT ION	ORGANIZATI ON	Technical skill & Domain Expertise	Communica tion & Interperson al skill	Aptitude & Problem solving Skill	Willingne ss and capacity to collaborat e with team members	Values and ethics systems possessed	entrepre neurship skills	Leaders hip abilities	REMARKS ,IF ANY?	Action taken
1	BINDU MONY	HR LEAD	ORION INNOVATI ON INDIA PVT.LTD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	Improve ment needed in Communica tion skill.	Scheduled more sessions on Improving communication skill
2	AJITH SEBASTIA N	Officer- HR	Asianet Satellite Communica tions Ltd	EXCELLEN	GOOD	EXCELLEN	GOOD	GOOD	GOOD	GOOD	Needs to learn to coordinate teams with elder people	
3	Mathews Jose	Area Manager	More Retail Ltd	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	Confidence level needs to boost up	More GD sessions aranged
4	Midhun Oommen	AVP- Human Resources	Kotak Mahindra Bank Experion Technologies	EXCELLEN	GOOD	EXCELLEN	GOOD	GOOD	GOOD	GOOD	Analytical skills must be improved	Sessions on MS Excel and SPSS arranged
5	Anna Jude	HR Lead		GOOD	GOOD	GOOD	GOOD	XCELLEN	GOOD	GOOD		
6	Sony P Thomas	AVP-HR- TAD	Federal Bank	GOOD	GOOD	EXCELLEN	GOOD	GOOD	GOOD	GOOD		



7	Freddy Francis	HR Manager	ESAF Small Finance Bank	EXCELLEN	AVERAGE	EXCELLEN	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	Communication classes arranged weekly
8	Jingle Rapheal	HR Head	NewAgeSys Solutions Pvt.Ltd	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	Communication classes arranged weekly
9	Nobin Jose	Senior HR Manager	Lazza Icecreams	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	Communication classes arranged weekly
10	Renjith Kuruppumadham	Senior Talent Acquisition Manager	ALIGHT	GOOD	AVERAGE	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	CV needs improvement



PROOF WITH REGARD TO ACTION TAKEN

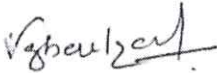



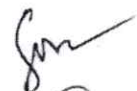



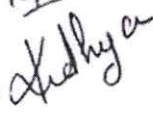






## MINUTES OF THE IQAC MEETING DATED 16<sup>th</sup> February 2023

Time :2.00pm

Venue: Board Room

Members present:

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Dr. Varghese K Cheriyan         | Principal                                 |     |
| 2. Rev. Fr. Dr. Cherian J Kottayil | Director                                  |   |
| 3. Prof. Varghese Abraham          | Administrator                             |     |
| 4. Dr. K. R. Sukumaran Nair        | Academic Director                         |    |
| 5. Dr. Jenny Jacob                 | HoD, School of Biosciences                |  |
| 6. Mr. Tiji Thomas                 | HoD, Dept. of Computer Applications       |   |
| 7. Dr. Sudeep Chandramana          | HoD, Dept. of Management Studies          |  |
| 8. Dr. V.P. Vijayamohan            | Asso.Prof, Dept. of Management Studies    |  |
| 9. Dr. Ashalakshmi R K             | Asso.Prof, Dept. of Management Studies    |  |
| 10. Dr. Neethu Ann Georgie         | Asso.Prof, Dept. of Management Studies    |  |
| 11. Mrs. Vidhya V. Kumar           | Asst.Prof, Dept. of Computer Applications |  |
| 12. Mr. Thomas Mathew              | Head, IT & Systems                        |   |
| 13. Dr. Ligo Koshy                 | IQAC Coordinator                          |   |
| 16. Dr. Smitra Vijayan             | Asso. Prof. School of Bioscience          |  |
| 14. Mr. Ajay Kurien                | IQAC Asst. Coordinator                    |  |
| 15. Ashok Raj R                    | Asso - Professor                          |   |

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.



### Agenda

- Discussion on NAAC Peer team Exit Report
- Criterion wise Decisions
- Reconstitution of NAAC Criterion wise Committees
- Training Programme and workshops for faculty and students
  - Workshop on Outcome based Education
  - Research Methodology Workshop
  - Training Programme on Service Rules for Teaching and Non-Teaching Staff
  - Training Program on Accessing Online Journals
  - Workshop on writing Project proposal

### Discussions and Decisions

Discussion on NAAC Peer team Exit Report

Sl.No	Recommendations	Decisions
1	Establishment of "Ideation cell" for imbibing thoughts of epoch-making thinkers so as to cultivate notion of ethical behavior.	Entrusted Dr. Neethu Ann Georgie to study further about the topic and update the scheme of Epoch-making thinkers
2	To start undergraduate programmes as per NEP and M. Com/ Industry, need based and job oriented UG and PG programmes be started.	Proposals for starting 2 new UG Programmes (BCA and B. Com) for the upcoming academic year is submitted to the university.
3	Add-on and enrichment courses along with value addition to the methodology of teaching learning process through courses in emerging trends.	Entrusted Dr. Neethu Ann Georgie, Dr Blesson Santhosh George and Ms. Phijo J Cherkal to monitor the conduct of addon courses in their respective departments
4	Establishing Language Laboratory, innovation and business incubation centers, industry lab.	Decided to introduce Language Lab after the introduction of UG course. Dr. Sudeep B Chandramana and Dr. Smitha Vijayan were entrusted the duty to study about the starting of innovation and business incubation centers, industry lab
5	MACFAST Knowledge Scheme (MAKS) may be extended for skill upgradation with state	Assigned Dr. Smitha Vijyan, Prof. Varghese Abraham, and Mr.


Mr. Saji Mathew  
Mr. Rejimon Jacob  
Dr. Ligo Koshy


**7. CRITERION VI I: INSTITUTIONAL VALUES AND BEST PRACTICES**

Dr. Smitha Vijayan (Convener)  
Dr. Laiju Sam  
Mr. Tiji Thomas  
Mr. Jeevan Kumar J  
Ms. Amrita Priya K.  
Mr. Radhakrishnan Kuttoor  
Mr. B.Pramod Kumar  
Mr. Sijo Jacob  
Mr. Subin Varghese

**Training Programme and workshops for faculty and students**

Sl. No	Workshops/ Training programmes	Decisions
1	Workshop on Outcome based Education	Decided to invite Lourdusamy A, Associate Professor of Mathematics, Department of Mathematics, St. Xavier's College, Palayamkottai. to conduct a training programme on OBE. Assigned Dr. Ligo Koshy to coordinate the programme
2	Training Programme on Service Rules for Teaching and Non-Teaching Staff	Decided to conduct Training Programme on Service Rules for Teaching and Non-Teaching Staff. Assigned Prof. Varghese Abraham to coordinate the programme
3	Research Methodology Workshop	Decided to conduct a Research Methodology Workshop for the students. Assigned Dr. Ashalakshmi R K to coordinate the programme
	Training Program on Accessing Online Journals	Decided to conduct a Training Program on Accessing Online Journals. Assigned Mr. Babu C Tharakan, Assistant Librarian to coordinate the programme
	Workshop on writing Project proposal	Decided to conduct a Workshop on writing Project proposal. Assigned Dr. Jenny Jacob to coordinate the programme

  
A.C. Coordinator

  
Principal