The following points were discussed:

1. **Review of the previous IQAC meeting**

   The Chairperson reviewed the minutes of the previous IQAC meeting held in May 2017.

2. **Finalizing the activities for the year 2017-18.**

   **MBA**

   1. The final list of Certificate and Add-on courses (2017-18) offered to MBA students during Semester 3 are as follows:

<table>
<thead>
<tr>
<th>Specialisation</th>
<th>Certificate course</th>
<th>Add-on course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>Retail Marketing</td>
<td>Professional Selling</td>
</tr>
<tr>
<td>Finance</td>
<td>Financial Reporting</td>
<td>NISM / Commodities Market</td>
</tr>
<tr>
<td>HR</td>
<td>Personnel and Industrial Relations, Talent Acquisition</td>
<td>HR Analytics</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td>Project Management</td>
</tr>
</tbody>
</table>
2. Extension and CSR Activities:

Classes for plus two students of Government Higher Secondary School, kalamassery in Excel and Accounting packages.

MCA: **Add-On Courses for MCA/DDMCA**

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Course</th>
<th>Semester</th>
<th>Topic</th>
<th>Faculty</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MCA</td>
<td>3</td>
<td>HTML</td>
<td>Ms. Rekha Sunny T</td>
<td>Sem Beginning (2\textsuperscript{nd} week of November 2017)</td>
</tr>
<tr>
<td>2</td>
<td>MCA</td>
<td>4</td>
<td>Graphics with Python</td>
<td>Dr. J.M.Lakshmi Mahesh</td>
<td>After Mid-Term (1\textsuperscript{st} week of August 2017)</td>
</tr>
<tr>
<td>3</td>
<td>MCA</td>
<td>5</td>
<td>PHP</td>
<td>Mr. Mariadas Ronnie C.P.</td>
<td>Sem Beginning (4\textsuperscript{th} week of October 2017)</td>
</tr>
<tr>
<td>4</td>
<td>DDMCA</td>
<td>6</td>
<td>Project Management</td>
<td>Ms. Jismy Joseph</td>
<td>Sem Beginning (3\textsuperscript{rd} week of November 2017)</td>
</tr>
<tr>
<td>5</td>
<td>DDMCA</td>
<td>7</td>
<td>WEKA</td>
<td>Ms. Jisha Liju Daniel</td>
<td>(4\textsuperscript{th} week of August 2017)</td>
</tr>
</tbody>
</table>

**Certificate/MOOC Courses [ongoing]**

Programming, data structures and algorithms using python by NPTEL

For Batch1 DDMCA Sem7 students & Batch12 MCA Sem4 students

**B.Com:**

**Add on Courses:**
1) CMA
2) ACCA

**Certificate courses:**
1) Certificate course in Financial Service
2) Certificate course in Tally

3. Identifying activities to meet the requirements of the indicators in the new format (proposed) for Accreditation.
The proposed format for Accreditation was discussed. The Chair informed the members that the following points needs to be considered while planning the activities of this year.

a) Documentation of Courseplan

b) Introduction of Add-on and Certificate courses

c) Integrating gender issue into curriculum

d) Inclusion of communication and Soft skills courses

e) Structured Foundation program

f) inclusion of experiential learning, problem based learning and participatory learning.

g) inclusion of ICT in teaching

h) Innovative and creative teaching methods

i) Student participation in extension activities (swach Bharat, AIDS awareness, gender issues, etc)

j) FDP and Short term courses for teachers

k) Teachers to publish papers in UGC approved Journals

The meeting concluded at 10 am.

Principal