

Minutes of the meeting of ICT and Website monitoring Committee

Date: 08.03.2019

Time: 2.15 p.m.

Venue : IQAC Office

Members Present”

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| 1. Dr. Saju T.S., Director IQAC & Convener | Sd/- |
| 2. Dr. Yamuna K, NAAC Coordinator | Sd/- |
| 3. Dr. Biju Vincent, Assc.Professor, Department of Sociology | Sd/- |
| 4. Sri. Muhammed Sageer, Publication Officer i/c | Sd/- |
| 5. Sri. Sunil M, Senior Programmer | Sd/- |
| 6. Sri. Rahul Parameswaran | Sd/- |

The meeting began at 2.15 p.m. Dr. Saju T.S, IQAC Director welcomed the members and discussed the matters relating to website updation. Sri. Manu B, reported his work related to content editing for the Website. Following decisions are put forth after the details discussion.

1. The context on “**About the University**” should come in first page of the University website. Next come the “**Graduate Attributes**” of the University, then the PO’s of University which should be co-related with University Vision and Mission. All Department PSOs should be co-related with Department Vision and mission.
2. The Faculty member who have not yet uploaded details in performa II may be given a reminder
3. The details and photos of Department and in respect of the faculty, who have already submitted may be uploaded.
4. The committee entrust Sri. Manu B and Smt. Swathi P.M., PRO to collect the Message of Vice Chancellor and Pro Vice Chancellor for the website.
5. Demo uploading of website may be done on 15th of March 2019 and launching on 23rd of March 2019
6. Dr. Saju T.S. reported that amount of Rs.22000/- has been spent by him in taking video and photographs and editing the same, which are to be uploaded in the website. The committee recommended to refund the amount to Dr. Saju T.S.

The meeting came to an end at 3.00 p.m.

Dr. Saju T.S.
Convener