

Minutes of the meeting of committee for monitoring the Data collection held on 31.07.2018 at 11.00 a.m. in the IQAC office

Members Present:

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| 1. Dr. Yamuna K, Professor, Dept. of Vyakarana | Sd/- |
| 2. Dr. Biju Vincent, Asst. Professor, Dept. of Sociology | Sd/- |
| 3. Sri. Swathi P.M., Public Relation Officer | Sd/- |
| 4. Dr. Saju T.S., Director IQAC | Sd/- |

The meeting started at 11.00 a.m. The members discussed the procedures for Data collection and recommended the following.

1. Directed the candidates to appear to before IQAC on 08.08.2018
2. Data collection training may be given to students on 6th & 7th August 2018
3. Data collection can be started from 11th August 2018
4. The list of students and their visiting date for the data collection should be intimated to all HoDs/CDs /NAAC Coordinator concerned.
5. Word format Performa for Data collection and instructions should be send to HoDs and faculties

The meeting came to an end at 12.30 p.m.

Sd/-

Convener