



Euphrasia Training College for Women

(Affiliated to University of Calicut)

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Details of the procedure adopted including periodicity, kinds of activities Communication of decisions to all concerned, Kinds of issues discussed

Sl No	Periodicity of Meeting	Kinds of activities	Dates of Meeting	Agendas discussed	Resolutions/ Actions Taken
1	Once a year	Meetings of curriculum Transaction Planning Committee	5/06/2023	Academic activities Action plans	Thea cademic activities is prepared and arranged Action plans reviewed
2	At least four times a year	IQAC Meetings	3/08/2022 11/11/2022 19/01/2023 24/03/2023	Better quality performance for teachers, students and administrative staff	Quality enhancement programs organized by IQAC
3	At least once in every month and as when required	Staff council Meetings	7/06/2022 4/07/2022 5/08/2022 14/09/2022 11/10/2022 18/11/2022 15/12/2022 5/01/2023 6/02/2023 8/03/2023	Discussion on academic activities including workshops, fine arts day, sports day, college day etc	
4	Twice in a year	Examination committee	28/07/2022 7/11/2022 3/01/2023 13/02/2023	Preparing dates for Internal assessment related activities and model exams	The notifications regarding examinations are put up in the notice board
5	Twice a year	Management Meeting	26/07/2022 21/12/2022 15/02/2023 23/03/2023	Discussion on skill development programs and enrichment programs	Implementing the Skill development programs and enrichment program




Principal

College Box 11/01/2023