

# Annual Audit, Review and Planning

9<sup>th</sup> June 2017

## Program Schedule

9.30 am : Registration

9.55 am : Prayer

10.00 am : **Principal's Address**

‘A Report on 2016-17 & Submissions for 2017-18 (45min)

10.45 am : **Presentation by IQAC cell**

11.00 am : Tea break

11.10 am : **Activity & Results Review** by core Department Heads (5\*10min =50min)

1. *Prof. Tharthiose Paul (HOD, BBA)*
2. *Dr. Benjamin Varghese (HOD, BSc Electronics)*
3. *Prof. Shaju Varghese (HOD, BCA)*
4. *Prof. Sindhu Thomas (HOD, BA English with Journalism)*
5. *Prof. Kurian M J (Coordinator, B.Com)*

12.00-1.00 : **Department Level Discussions & Planning** (60 min)

1.00 pm : Lunch Break

2.00 pm : **Presentations of Action Plan for 2017-18**

1. *Dept. of Business Administration*
2. *Dept. of Electronics*
3. *Dept. of Computer Applications*
4. *Dept. of English with Journalism*
5. *Dept. of Commerce*
6. *Dept. of Physical Education*
7. *ASAP*
8. *Library*
9. *Office*

3.20 pm : **SWOT Analysis** – Dr Santhosh Potharay (20 min)

3.40 pm : **Vote of Thanks** – Dr. Geetha Sajeev, Staff Secretary