

IBAC - 1<sup>st</sup> Meeting - AY - 2023 - 24

Date - 8<sup>th</sup> June, 2023

Time - 2:40 pm.

## Agenda

1. Commencement of the AY - 2023 - 24 for the new batch
2. Orientation Programs
3. Inauguration.
4. Schedule for the Semester.
5. College Calendar of Events.

## Proceedings

The meeting was held to discuss the agenda mentioned above, the outcome of the meeting is mentioned below.

1. Commencement of classes.
  - Discussed the process of welcoming the new batch & dates for commencement was decided as 15<sup>th</sup> June, 2023
  - Agreed to conduct a session to familiarize students with college policies, facilities, rules & regulations and academic expectations.
2. Orientation programs -
  - Reviewed the agenda for the orientation programs & resources persons.
  - The program will be conducted for 2 days covering the various topics beneficial to students transitioning

from PUC to UG programs.

→ Assigned tasks to various departments for conducting sessions, timelines, student services & activities.

### 3. Foundation Programs.

→ Outlined the importance of foundation programs in helping students' transition into college life.

→ Decided to schedule foundation programs covering essential skills such as communication, time management and study techniques.

### 4. Inauguration

→ Finalized the date & potential speakers & dignitaries for the event.

→ Assigned responsibilities for event coordination.

### 5. Schedule of the Semester.

→ Reviewed the academic calendar of events ensuring it accommodates cultural festivals, sports tournaments, and competitions.

### 6. College COE.

→ COE to be prepared with Principal and IBAC members.

→ Important dates such as CIA, holidays & academic events were discussed.

All the members were in consensus to the above mentioned proceedings.

Members:

Principal - Dr. E. Jerome Xavier

IBAC Coordinator - Prof. Sulakshmi

Members

Prof. Navitha

Prof. Indhuja

Prof. Suriya

Prof. Beena.