

Minutes of the IQAC Meeting.

No: SAC/IQAC/Minutes/2019-20/01

Date: 12/06/2019

Venue: Principal's Conference Room

Agenda

1. Academic Plan for the academic year 2019-20
2. Preparation for NAAC Accreditation
3. Any other relevant matter.

Members Present:

1. Dr. Soham Joseph 
2. Jerome P.V. 
3. Fr. Thomas P. Isaac 
4. Dr. Suraj Anand 
5. Dr. Indulekha 
6. Rani George 
7. Lane Joy 
8. Sav. P. Joseph 
9. Paul Jacob 
10. Dr. Shibu George 
11. Mathew Gregory 
Jaimin George 

The meeting started with a prayer. Principal informed the meeting that as IQAC Coordinator and joint-

coordinator all away Dr. Joshy Andrews will lead the activities of the IQAC in the interim. Principal welcomed all the members to the first meeting of the reconstituted IQAC. The members of the reconstituted IQAC are;

1. Dr. Jochan Joseph (Principal & IQAC Convener)
2. Rev. Fr. Biju Karamdippara (College Bursar)
3. Mr. Mathew Gregory (Vice Principal)
4. Rev. Fr. Tiyomon P. Issac (Librarian)
5. Mr. P.V. Perome (Teacher Representative)
6. Dr. Indulal G. (NAAC Coordinator)
7. Dr. Shibu George (Teacher Representative)
8. Dr. Jubin Antony (IQAC Coordinator)
9. Dr. Vinu T. Vaddakel (IQAC Joint Coordinator)
10. Mr. P.S. Nandakumar (Teacher Representative)
11. Ms. Rani George (")
12. Dr. Joshy Andrews (NAAC Joint Coordinator)
13. S.L. Paul Jacob (Teacher Representative)
14. Mr. Lane Joy (")
15. Mr. Trimm George (")
16. Mr. Suresh P. Joseph (Superintendent)
17. Ms. Rany Philip (Senior Clerk)
18. Mr. Georgekutty Thomas (Local representative)
19. Mr. J. T. Ramsey (Alumni)
20. Ms. Meera Thomas (Stakeholder)
21. Mr. Sonal Noronha (Industrialist)
22. Mr. Jojo Mathew (Student representative)

The meeting reviewed the progress made on the NAAC preparations

Decisions

1. Constituted a committee with Dr. Shibu George as

the convenor and Ms. Leon Chirvan and Mr. Tawana George as members to prepare the academic plan for the year 2019-20.

2. Decided to convene the meetings of 7 Curriculum Committees to review the progress
3. Decided to dedicate the first Monday of every month as the day for mentor-mentee interactions
4. Advised all departments to form the department level alumni and plan to conduct atleast one meeting in this academic year.

Action Taken Report

No: SAC/IQAC/ATR/2019-20/01

<u>Resolutions</u>	<u>Action Taken</u>
Prepare Academic Plan	Committee drafted the academic plan for consultation with Principal. Handed over the plan to the Principal to publish in academic calendar.
Criterion Committee Meetings	Criterion committees provided the status update.
Mentor-mentee interactions	Informed students that first Monday is dedicated for mentor-mentee meeting. Mentor-mentee meetings have started.
Department level alumni meeting.	Communicated the message to conduct department level alumni meeting to all department HODs.

Minutes of the IRAC Meeting
No: SAC/IRAC/Minutes/2019-20/02

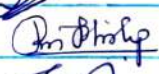
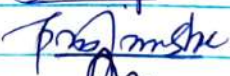
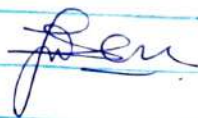
Date: 25-09-2019

Venue: Principal's Conference Room

Agenda

1. Online Courses.
2. NIRE
3. Other relevant matters

Members Present

1. Dr. Sochan Joseph 
2. P. Sijomon P. Issac 
3. Dr. John Anthony 
4. Dr. Indulekha 
5. Rani George 
6. Lane Joy 
7. Rani Philip 
8. Paul Jacob 
9. Thomas P. V. 
10. Dr Shibu George 
11. P. S. Nandakumar 
12. Sonnel Noronha 
13. Mathew Gregory 
14. Jaimin George 
17. Lt. (Dr.) Tubin Antony 

The meeting started with a prayer. IAC coordinator read out the minutes and action taken report of the previous meeting. Principal presented his observations on the criterion committee presentations. He stressed on the need to speed-up the preparations especially on data collection front.

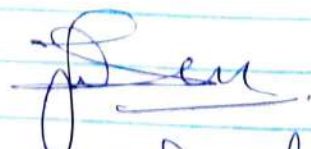
Decisions

1. Decided to entrust Dr. Vinu T Vadakel to register for this year's NIRF survey.
2. Meeting discussed about registering students for online courses. A committee was formed under the leadership of Fr. Teyomon P. Issac to take this forward.
3. Decided to reconstitute Criterion Committees, with all teachers in any one of the committees.
4. Decided to give e-literacy training to all UG students of the college. A committee was constituted with Ms. Neethu Mary Tomy as Coordinator and Ms. Rosomon John, Ms. Jada Treesa Jochan, Ms. Jomy Jose and Mr. Tony Thomas as members.

Action Taken Report

No: SAC/IAAC/ATR/2019-20/02

<u>Resolutions</u>	<u>Action Taken</u>
NIRF	Dr. Vinu T. Vadakel has started the work for NIRF
Online Courses	Committee under the leadership of Fr. Tigmon P. Issac decided to register the college as centre for NPTEL-SWAYAM. I
Reconstitution Criteria Continuation Committees	Reconstituted Criteria Continuation Committees. Every committee has 2 coordinators and 6-8 members
e-literacy training to students.	Finalized the syllabus for the training. The class is scheduled to start after the old semester exams



Lt. (Dr.) Tigmon Anthony

Minutes of the IQAC Meeting

No: SAC/IQAC/Minutes/2017-20/03.

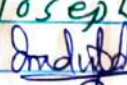
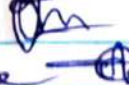
Date: 15-10-2019

Venue: Principal's Conference Room

Agenda

1. UG Result Analysis
2. Any other relevant matters

Members Present

1. Dr. Soham Joseph 
2. Dr. Indulal G. Indulal 
3. Dr. Suky Balan 
4. Fr. Nijam P. Issac 
 Ram George 
 Lane Joy 
7. Suvil P Joseph 
8. Jerome P.V. 
9. Dr. Shibu George 
10. Jainin George 
11. Lt. (Dr.) Jubin Antony 

The meeting started with a prayer. IQAC co-ordinator read out the minutes and action taken report of the previous meeting. IQAC coordinator presented a detailed result analysis of UG students. IQAC coordinator appraised the

meeting on the teacher feedback survey conducted previous year.

Decisions

1. Requested Principal to hand over the teacher feedback collected from students to every teacher.
2. Decided to convene a meeting of all teachers to present UG result analysis and also to address the teachers on NBAAC accreditation related works.
3. Decided to conduct a seminar for teachers and PG students on effective use of e-resources in research.
4. Decided to conduct a training session on the use of college ms software (e-college Solutions) to teachers.

Action Taken Report

No: SAC/IAAC/ATR/2019-20/03

Resolutions

Action Taken

Teacher Feedback

Principal handed over the teacher feedback to every teacher.

Staff Meeting.

Held the staff meeting on 19.11.2019. Presented the result analysis to the entire staff. Also briefed the activities to be completed for NAAC accreditation.

e-resources Seminar

Conducted a seminar on e-resources on 28.11.2019.

MIS software (e-college solutions) training.

Conducted a training session on college MIS software to all the teachers on 19.11.2019.

Dr.

H. (Dr) Jubin Antony.

Minutes of the IQAC Meeting.

No: SAC/IQAC/Minutes/2019-20/04

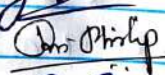
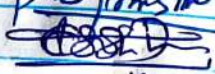
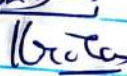
Date: 10-01-2020.

Venue: Principal's Conference Room.

Agenda

1. Student Feedback
2. Parent Feedback
3. Any other relevant matter.

Members Present.

1. Dr. Jochan Joseph 
2. Jerome P. V. 
3. Dr. Indulal G 
4. Fr. Tjoman P. Issac 
5. Dr. Vinu S. Vadakkil 
6. Dr. Joshy Andrews 
7. Rani George 
8. Serv. P. Joseph 
9. Rani Philip 
10. Paul Jacob 
11. Dr. Shibu George 
12. P.S. Nandakumar 
13. Mathew Gregory 
14. Jaimin George 
15. Lt. (Dr.) Jubin Antony 

The meeting started with a prayer. IQAC coordinator read out the minutes and action taken report of the

previous meeting. The meeting decided the following action plan.

Decisions

1. Decided to conduct a seminar for teachers on NAAC accreditation guidelines and preparation of SSR.
2. Decided to conduct a seminar on intellectual property rights.
3. Decided to collect student feedback on teachers and feedback on overall student satisfaction as online surveys. Dr. Santhya Joseph and Mr. George Alex Oommen, Counselling psychologist were given the charge.
4. Decided to collect feedback from parents on the day of annual general body meeting of PTA.
5. Decided to hold department meetings on NAAC preparation. Principal, NAAC coordinator and IQAC coordinator to visit every department and review the progress made on NAAC related works.

Action Taken Report

No: SAC / IQAC / ATR / 2019-20 / 04

Resolutions

Seminar on SSR Preparation

Action Taken.

Conducted a seminar for teachers on SSR preparation on 04/02/2020 with Dr. Rekha Mathews of BK College Annalaya as the resource person.

Seminar on intellectual property rights.

Conducted a seminar on IPR on 25-02-2020. Adv. Febin James was the resource person.

Student feedback on teachers and student satisfaction survey.

Collected the student feedback on teachers and their overall satisfaction through Google Forms.

Parent Feedback.

Collected the feedback from parents on 03.03.2020, the day of PTA general body meeting.

Department Meeting.

Principal, NAAC Coordinator, IQAC Coordinator visited all departments and reviewed the progress of NAAC related work.



H. (Dr.) Jubin Antony.

Minutes of the IQAC Meeting

No: SAC/IQAC/Minutes/2019-20/05

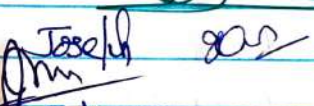
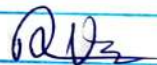
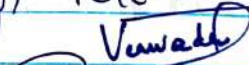
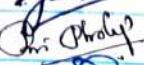
Date: 10-04-2020.

Platform: Online Google Meet

Agenda

1. Online programmes
2. AQAR 2018-19
3. Any other relevant matter.

Members Attended

1. Dr. Jochan Joseph 
2. Ms. Kochu Thresiamma Joseph 
3. Mr. P.V. Jerome 
4. Dr. Indulal G. 
5. Rev. Fr. Tiyomon P. Issac 
6. Dr. Shibu George 
7. Mr. P.S. Nandakumar 
8. Dr. Vinu J. Vadake 
9. Ms. Rami George 
10. Dr. Joshy Andrews
11. S. Lt. Paul Jacob 
12. Mr. Lane Joy 
13. Mr. Jammim George 
14. Mr. Sunil P. Joseph 
15. Ms. Rami Philip 
16. Lt. (Dr.) Subin Antony 
17. Dr. Joshy Andrews 

Due to the Covid 19 lockdown the meeting was

conducted online. The meeting started with a prayer. IQAC coordinator read out the minutes and action taken report of the previous meeting. The meeting decided the following action plan.

Decisions

1. Decided to conduct a webinar on Outcome Based Education for the entire teaching staff. It was also decided to circulate the webinar details so that interested teachers from other colleges also can participate.
2. Decided to conduct online programmes like quizzes and webinars.
3. Decided to conduct a webinar with Kuttanadu as the focus and entrusted IQAC coordinator for the next steps.
4. Decided to speed up the preparation of AQAR 2018-19 so as to submit before the deadline. Asked IQAC coordinator to circulate the additional data requirements template.

Action Taken Report

No: SAC/IOAC/ATR/2019-20/05

Resolutions

Action Taken.

Webinar on OBE

Organized the webinar on OBE on 09 May 2020.

Online activities like quiz & webinar

IOAC hosted an online quiz on Covid 19. College library on association with IOAC hosted a webinar on May 20. More departmental webinars on pipeline.

Webinar on Kuttanadu

All arrangements are made to host an international webinar with Mr. Venu Rajamony Hon. Ambassador to the Netherlands as the resource person on 5 June 2020. The topic of the webinar is "Below Sea Level Farming & Integrated Water Resource Management; What Kuttanadu can learn from the Dutch?"

AQAR 2018-19

Circulated the data requirement template prepared based on AQAR 2018-19 to all criterion teams

~~Per~~ Lt. (CDr.) Jubin Antony.