

DATE : 3-09-2019

### FIRST CO-ORDINATORS MEETING.

The first IQAC Coordinators meeting of the academic year 2019-2020 was held on 3<sup>rd</sup> August 2019. The meeting was convened by Rev. Dr. Robert Thomas Puthussery, Manager and Academic Chair in the presence of Rev. Dr. Binu Kakkanattu, Vice Principal and Rev. Fr. Regi Jacob Pullan, Financial Administrator.

- \* The meeting started by invoking the blessings of the Almighty.

### AGENDA OF THE MEETING

Rev. Dr. Binu Kakkanattu gave a warm welcome to all the committee members and presented the agenda for the meeting. The main agenda of the first co-ordinators meeting was to share plans and expectations regarding the NAAC accreditation. The second agenda was to share common strategic actions for the NAAC accreditation.

### AWARENESS PROGRAMME.

- \* It was decided to conduct an awareness programme among students and teachers regarding the need and importance of NAAC accreditation.

\* It was decided to offer an orientation class by an experienced hand to clear the doubts regarding the accreditation.

### TENTATIVE DATE

- \* Decided to start the work for the NAAC accreditation from the academic year 2018-2019
- \* Discussions were also made regarding the tentative report submitting date.

### IQAC Committee formation

The crucial decision taken in the meeting was to form seven committees of teaching and non-teaching staff to make a detailed study of the seven criteria for the smooth and effective functioning of the pre-accreditation process.

IQAC Committee

Sl No	Committee Name	Members
1.	Curricular Aspects	Divya Varghese, Soumya Prasad, Billy Baby, Anjaly P. Mohan, Jayasree P.D., Rekha V.M
2.	Teaching - Learning and Evaluation	Rev. Dr. Babu Paikattu, Manosh Manoharan, Alby Joseph, Rigi M. Jacob, Sushy Shaji, Minu Maria Paul
3.	Research, Innovations and Extension	Robin Tharian, Meen Joy, Anjaly Sojan, Dr. Jasmine Jose, Sarin Domic
4.	Infrastructure and Learning Resources	Ex. Regi Jacob Pullan, Manjusha Alias, Sheerin, Eldhose John, Binnya Babu, Riya Rose
5.	Student Support and Progression	Remya Chandran, Bibin Cheyjan, Ambily P. J., Asham P.T, Anusree Ram
6.	Governance, Leadership and Management.	Rev. Dr. Robert Puthussery, Ex. Regi Jacob Pullan, Prof. Paul K.P, Reji K. Mathew Mary K.P, Neenu Satyan
7.	Institutional Values and Best Practices	Rev. Dr. Robert Thomas Puthussery, Ex. Binny Thiyapp, Bofi Nazari, Ginnu P. Paul, Sona T.M.

IN ATTENDANCE

- Rev. Dr. Robert Thomas Puthussey
- Rev. Dr. Binu George Kakkanattu
- Fr. Regi Jacob Pullan
- Rev. Dr. Babu Paikkattu
- Shiny George
- Soumya Prasad
- Anjali P. Mohan
- Anjali Sajan
- Ambily P.J

*Thomas*

*Binu*

*Regi*

*Babu P.*

*Shiny*

*Soumya*

*Anjali*

*Anjali*

*Ambily*

## IQAC COMMITTEE MEETING

Date : 21-9-19

An IQAC Committee meeting was conducted on 21.9.19. The committee members discussed the criterias for the smooth and effective functioning. They developed some initial action plans to begin the preparation. And all team members selected a leader for their team.

Sl no	Committee Name	leader
1.	Curricular Aspects	Broumya Prasad
2.	Teaching-learning and Evaluation	Minnie Mariya Paul
3.	Research, Innovations and Extension	Savin Dominic
4.	Infrastructure and Learning Resources	Raija Rose John
5.	Student Support and Progression	Ambily P.J
6.	Governance, Leadership and Management	Fr. Regi Jacob Pullan
7.	Institutional Values and Best Practices	Soti Nazari

DATE : 04-11-2019

### IQAC CO-ORDINATORS MEETING

The IQAC co-ordinators meeting of the academic year 2019-2020 was held on 4<sup>th</sup> November 2019.

#### Agenda of the Meeting

1. To discuss about the one day national workshop programme on MOOC and Moodle programmes.
2. Selection of tentative date for the workshop.
3. Committee formation

The main agenda of the co-ordinators meeting was to discuss about the one day national workshop programme. The members discussed and shared their information regarding the relevance of the topic. A tentative date of November 22 was selected for the workshop programme. A committee was also formed under the guidance and support of Fr. Babu Paikkattu.

#### Committee

Organizing Secretary : Fr. Babu Paikkattu

Registration : Shiny George

Brochure Designing : Fr. Regi Jacob Pullan

Invitation : Soemya Prasad

Venue : Anjaly Sojan and Regi. K. Mathew

Food : Ambili P.J

13th OCTOBER MEETING

In Attendance

- Rev. Dr. Binu George Kakkanattu
- Fr. Regi Jacob Pullan
- Rev. Dr. Babu Paikkattu
- Shimya George
- Soumya Prasad
- Anjaly Sojan
- Ambily P. J.
- Prof. Paul K.P.

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## IQAC COMMITTEE MEETING

Date : 5-11-2019  
 Time : 1:30 P.M.  
 Venue : Language Lab.

A meeting of the committee constituted for IQAC was held in the language lab at 1:30 PM under the guidance and support of Vice Principal, Rev. Dr. Binu George, Rev. Dr. Babu Paikkattu, Financial Administrator, Fr. Regi Jacob Pullan. Rev. Dr. Binu George greeted and welcomed the members. The meeting began with a silent prayer. Fr. Binu George remarked on the importance of IQAC. He also acknowledged and appreciated the co-operation and support of the teaching and non-teaching staff in the preliminary process of the NAAC accreditation.

### MAIN EVENT

Respective persons from each group presented their knowledge and understanding about their own criteria. It was an open discussion which paved the way for everyone to contribute their opinions and suggestions on IQAC. It provided space to clear their doubts regarding the criterias. The following members presented the points;



- 1<sup>st</sup> group - : Soemya Haridas .
- 2<sup>nd</sup> group - Minu Maria Paul
- 3<sup>rd</sup> group - Robin Tharian
- 4<sup>th</sup> group - Riya Rose
- 5<sup>th</sup> group - Ambily P.J
- 6<sup>th</sup> group - Fr. Regi Jacob Pellam .
- 7<sup>th</sup> group - Soji Nazar .

### ACTION PROPOSED AND TAKEN

To organize a one day <sup>national</sup> workshop under IRAC cell. The proposal was taken and decided by the committee members to organize a one day national workshop programme on November 22.

IN ATTENDANCE

Rev. Dr. Binu George  
 Rev. Dr. Babu Paikhattu  
 Fr. Regi Jacob Pullan  
 Prof Paul. K.P  
 Divya Vaeghese  
 Soumya Peasad  
 Brilly Baby  
 Anjaly P. Mohan  
 Jagasree P.D  
 Rekha V.M.  
 Manosh Manoharan  
 Alby Joseph  
 Rigi M. Jacob  
 Seethy Shaji  
 Mini Maria Paul  
 Aneetta Sara  
 Manjusha Alais  
 Binmya Babu  
 Riya Rose John  
 Robin Thaxian  
 Mexin Joy  
 Anjaly Sojan  
 Asha Ramesh  
 Remya Chandran  
 Bibin Cherian  
 Ambili P.J  
 Ashamol P.T  
 Mary K.P  
 Reji K. Mathew  
 Fr. Binny Thasiappal  
 Sofi Nazar.

Binu  
 Babu P.  
 Regi M.  
 Paul  
 Divya  
 Soumya  
 Brilly  
 Anjaly  
 Jagasree  
 Rekha  
 Manosh  
 Alby  
 Rigi  
 Seethy  
 Mini  
 Aneetta  
 Manjusha  
 Binmya  
 Riya  
 Robin  
 Mexin  
 Anjaly  
 Asha  
 Remya  
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 Mary  
 Reji  
 Fr. Binny  
 Sofi

Grinu. P. Paul  
Sona 1. M  
Shiny George

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The meeting of the Internal Security Committee was held on 11.11.2019 at 11.30 AM in the Conference Room, 1st floor, Government Secretariat, Thiruvananthapuram. The meeting was presided over by the Secretary to the Government, Internal Security. The members present were the Secretary to the Government, Internal Security, the Secretary to the Government, Police, the Secretary to the Government, Revenue, the Secretary to the Government, Health, the Secretary to the Government, Education, the Secretary to the Government, Labour, the Secretary to the Government, Fisheries, the Secretary to the Government, Forests, the Secretary to the Government, PWD, the Secretary to the Government, Transport, the Secretary to the Government, Information, the Secretary to the Government, Public Relations, the Secretary to the Government, Social Welfare, the Secretary to the Government, Housing, the Secretary to the Government, Urban Development, the Secretary to the Government, Rural Development, the Secretary to the Government, Agriculture, the Secretary to the Government, Animal Husbandry, the Secretary to the Government, Fisheries, the Secretary to the Government, PWD, the Secretary to the Government, Transport, the Secretary to the Government, Information, the Secretary to the Government, Public Relations, the Secretary to the Government, Social Welfare, the Secretary to the Government, Housing, the Secretary to the Government, Urban Development, the Secretary to the Government, Rural Development, the Secretary to the Government, Agriculture, the Secretary to the Government, Animal Husbandry.

Agenda

1. Review of the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
2. The Secretary to the Government, Internal Security, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
3. The Secretary to the Government, Police, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
4. The Secretary to the Government, Revenue, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
5. The Secretary to the Government, Health, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
6. The Secretary to the Government, Education, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
7. The Secretary to the Government, Labour, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
8. The Secretary to the Government, Fisheries, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
9. The Secretary to the Government, Forests, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
10. The Secretary to the Government, PWD, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
11. The Secretary to the Government, Transport, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
12. The Secretary to the Government, Information, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
13. The Secretary to the Government, Public Relations, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
14. The Secretary to the Government, Social Welfare, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
15. The Secretary to the Government, Housing, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
16. The Secretary to the Government, Urban Development, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
17. The Secretary to the Government, Rural Development, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
18. The Secretary to the Government, Agriculture, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.  
19. The Secretary to the Government, Animal Husbandry, will report on the progress of the implementation of the various programmes of the Government of Kerala for the year 2019-20.

## IQAC Co-ordinators Meeting

Date : 7-11-2019

Time : 2.00 P.M

Venue : Language Lab

A meeting of the Internal Quality Assurance Cell co-ordinators meeting was held on 7/11/2019 at language lab. IQAC co-ordinator Rev. Dr. Binu George welcomed all the members and explained the agenda for the meeting.

### Agenda

1. Organizing committee fixing for the faculty development programme.
2. Scheduling the programmes of FDP.
3. Proof reading of brochure, feedback form, registration form, certificate and duty certificate.

### Report on Actions taken.

- 1) Staff training is an integral part of the staff development. A one day national workshop programme was scheduled on November 22. The programme was named as "Next Generation Teaching, Learning and Assessment".

- 2) The FDP co-ordinator Rev. Dr. Babu Paikhattu gave a brief explanation on workshop programme. He assigned and explained the duties of the co-ordinating committee
- 3) Brochure, feedback form, registration form, certificate and duty certificate were furnished and necessary corrections were made as part of the editing.

### In Attendance

Rev. Dr. Binu George

Rev. Dr. Babu Paikhattu

Fr. Regi Jacob Pullan

Shini George

Anjaly P. Mohan

Ambili P.J

Anjaly Sojan

~~Rev. Dr. Binu George~~  
~~Fr. Regi Jacob Pullan~~  
~~Anjaly P. Mohan~~  
~~Ambili P.J~~

~~Rev. Dr. Babu Paikhattu~~  
 Anjaly

## FDP Organizing Committee Meeting Report.

Date : 15-11-19  
 Venue : Psychology Department  
 Time : 12:00 P.M

A meeting of the organizing committee constituted for FDP was held in the psychology department at 12:00 P.M under the guidance and support of Rev. Dr. Babu Paikkattu.

### Report on Actions Taken.

- 1) The programme list for the FDP was finalized.
- 2) Ms. Shimi George incharge of the registration committee collected the registration form.
- 3) The FDP co-ordinator Rev. Dr. Babu Paikkattu gave a brief explanation of the schedule for the FDP. He assigned duties to the respective committee members.
- 4) Miss Neenu Sathyan collected the programme schedule for competing.

### In Attendance.

Rev. Dr. Babu Paikkattu  
 Shimi George  
 Ambili P.J  
 Neenu Sathyan  
 Anjali Sojan  
 Anjali P. Mohan

~~Rev. Dr.~~  
~~Shimi~~  
~~Ambili~~

Anjali  
 Anjali

## FDP Organizing Committee Meeting Report.

Date :- 20-11-19

Venue :- Psychology Department

Time :- 2:00 P.M

A meeting of the organizing committee of the FDP was held in the psychology department at 2:00 P.M under the guidance and support of Rev. Dr. Babu Paikhattu.

The main agenda of the meeting was to finalize the schedule of the FDP and also to analyze the progress of the arrangements for the FDP.

### Report on Actions Taken.

- 1) The progress of the invitation committee and registration committee was analyzed.
- 2) The arrangements needed for the registration desk were discussed and finalized.
- 3) The layout of the register to be kept under IEAC was discussed. The content and format of the register was finalized.
- 4) Discussed about the venue arrangement. List of necessary things needed for the venue was prepared.

In Attendance

Rev. Dr. Babu Paikattu

Shini George

Soumya Haidas

Ambili P.J

Anjaly Sojan

Anjaly P. Mohan

~~Rev. Dr. Babu Paikattu~~~~Anjaly P. Mohan~~