

IQAC Minutes of Meeting Held on 22nd September 2020.

Date: 22nd September 2020

Venue: _____

Time: 2.00 P.M.

The first meeting of the reconstituted IQAC of the academic year 2020-2021 was held on 22nd September 2020. IQAC meeting with all the core team was chaired by Principal, Dr. T.M. Joseph and IQAC co-ordinator, Rev. Dr. Babu Paikkattu. The meeting started with a welcome note. The chairperson, Dr. T.M. Joseph presented the objectives which include the basic purposes, activities and functions of IQAC. He mentored the core team of IQAC with the needs and importance of innovative teaching-learning process.

Agenda of the Meeting

1. Outcome analysis of the U.C. Programmes, 2017-2020.
2. Progress of the online classes.
3. Conduct of curricular and co-curricular activities, in the context of COVID-19 pandemic.
4. Preparations for the NAAC accreditation of the college.
5. Any other matter permitted by the chair.

MAIN POINTS DISCUSSED

1. The chairperson welcomed the reconstituted team.
Team Members.

1. Dr. T.M. Joseph, Principal (Chairperson)
2. Rev. Dr. Babu Paikkattu, Vice Principal (Co-ordinator)
3. Rev. Fr. Roji Jacob, Financial Administrator (Management Representation)
4. Ms. Shini George, Dept of Computer Science (Joint Co-ordinator)
5. Ms. Alby Joseph, Dept. of Mathematics (Joint Co-ordinator)
6. Ms. Anjaly P. Mohan, Dept of Psychology (Teacher Representative)
7. Ms. Anjaly Sojan, Dept. of English (Teacher Representative)
8. Ms. Sofi Nazari, Dept. of Commerce (")
9. Ms. Remya Chandran, Dept. of Oriental Language (")
10. Mr. Reji K. Mathew, Lab Assistant (Representative of the Non-teaching staff)

2. The functions and role of IQAC in sustaining the quality of the academic programmes of the college was highlighted.

3. Plan of action for the academic year was devised and the measures to be taken were presented.

4. Decided to incorporate extension activities under IQAC.

List of discussed extension activities.

1. Computer Literacy Programmes
2. Spoken English Classes
3. Add on Courses.

5. Core team members put forward their views about the short term courses. Principal suggested the possible ways for the same.

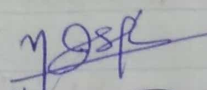

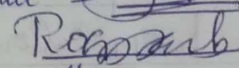
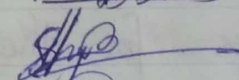
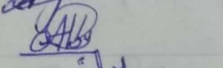
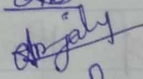
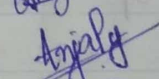
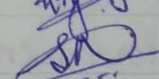

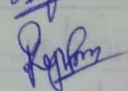
6. Outcome analysis of the U.G programmes, 2017-2020 was done. It was found that there was space for improvement. IQAC team suggested different methods to ensure the participation of students in co-curricular activities without diverting their attention from the curricular aspects.

7. Discussed about the various preparations for the NAAC accreditation of the college. As part of the SSR document process it was decided to maintain various registers in college like scholarship register, fee concession register etc.

8. IQAC team discussed about the various plans for conducting curricular and co-curricular activities in the context of COVID-19

9. The involvement of all teaching and non-teaching colleagues is needed in the process. so the meeting came to an end with the decision of conducting department wise staff meeting

In Attendance.

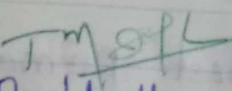
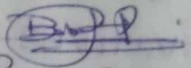
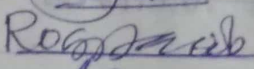


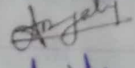
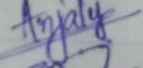


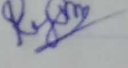
Dr. T. M. Joseph	
Rev. Dr. Babu Paikkattu	
Rev. Fr. Reji Jacob	
Ms. Shini George	
Ms. Alby Joseph	
Ms. Anjaly P. Mohan	
Ms. Anjaly Sojan	
Ms. Sofi Nazar	
Ms. Remya Chandran	
Mr. Reji. K. Mathew	

IQAC Minutes of Meeting Held on 15th December 2020

Venue :- Principals Parlour

Time : 2.00 P.M

Members Presented

Dr. G.M Joseph	
Rev. Dr. Babu Paikkattu	
Rev. Fr. Roji Jacob	
Ms. Shini George	
Ms. Alby Joseph	
Ms. Anjaly P. Mohan	
Ms. Anjaly Sojan	
Ms. Soffi Nazra	
Ms. Remya Chandran	
Mr. Reji K. Mathew	

Minutes

- 1) The minutes of the previous meeting held on 22nd September 2020 was approved by the committee members unanimously.
- 2) The meeting reviewed the progress of the action plan charted out at the beginning of the academic year.
- 3) The chairperson, distributed the list of things to execute in the respective departments. Each and every point of the list was explained. It helped the members to resolve their doubts.

- 4) An awareness was given to all the IQAC core team members regarding the document preparations.
- 5) Overall integration and strengthening of the activities of the college were suggested.
- 6) It was decided to collect primary set of data collection for various document preparations by January 15.
- 7) The meeting came to close at 3.45 P.M.

IQAC Minutes of Meeting Held on 04 Feb 2021

Venue : Principals Parlour
Time : 2.20 pm

Members Present

Dr. T.M Joseph T.M Joseph

Rev. Dr. Babu Paikkattu B.P.

Rev. Fr. Roji Jacob Roj Jacob

Ms. Shini George Shini

Ms. Alby Joseph Alby

Ms. Arjaly P. Mohan Arjaly

Ms. Sofi Nazar Sofi

Ms. Remya Chandran Remya

Mr. Reji K Mathew Reji

Minutes

- 1) The minutes of the previous meeting held on 15th Dec 2020 was approved by the Committee members.
- 2) The members gave a brief note regarding the progress of data collection for SSR document preparation.
- 3) The chairperson reviewed the progress of data collection. Explained the first criteria in detail. Each and every subpoint of the criteria was discussed and explained.

- 4) The chairperson briefed the members in detail about the format of Progression, Placement and Scholarship or freeship register. He also advised the team to collect supporting documents as part of the data collection.
- 5) Detailed discussions on various aspects of the Value Added Courses were held.
- 6) A discussion regarding the preparation of exam calendar was held. It should contain the dates regarding both starting and ending of exams and also should contain the date of result publication.
- 7) It was decided to provide an orientation programme to the first semester UG students and also an entry level test for identifying the strengths and weakness of the students.
- 8) To reduce the mental pressure of staff and students, planned to provide recreational activities like Zumba or Yoga. Mrs. Remya Chandran was appointed as the teacher in charge of the recreational activity.
- 9) Also requested to collect files regarding the course plan.

10) Mrs. Anjaly P. Mohan, Assistant Professor, Department of Psychology was selected as the Scholarship/ Freeship Nodal officer.

11) It was decided to collect the data regarding the criteria discussed in the meeting with in 15 days.

12) The meeting came to close at 4.15 P.M.

- Mr. Raju K. Pillai
- Mr. Ramesh P. Chandran
- Ms. Anjali S. S.
- Ms. Divya Vasquez
- Ms. Soffy Nazim
- Ms. Anjali P. Pillai
- Mr. Ajay Joseph
- Ms. S. S. S.

The minutes of the previous meeting were approved by the committee members.

2. The new members were introduced and the following were the members of the committee.

1. Mr. Divya Vasquez, Head, Department of Psychology
2. Ms. Anjali S. S., Department of Psychology
3. Ms. Soffy Nazim, Department of Psychology
4. Ms. Anjali P. Pillai, Department of Psychology
5. Mr. Ramesh P. Chandran, Department of Psychology
6. Mr. Raju K. Pillai, Department of Psychology

IQAC Minutes of Meeting Held on 05/03/2021

Venue : Principals Parlour.

Time : 2.20 P.M

Members Present.

Dr. T. M. Joseph

Rev. Dr. Babu Paikkattu

Ms. Shini Leoegia

Ms. Alby Joseph

Ms. Anjaly P. Mohan.

Ms. Sofi Nazari

Ms. Divya Vaeghese

Ms. Anjaly Egan

Ms. Remya P. Chandran

Mr. Reji K. Matthew.

(Handwritten signatures and initials corresponding to the list of members present)

1. The minutes of the previous ^{meeting} held on 04 Feb 2021 was approved by the committee members.
2. Two new members were introduced into the IQAC core team.
 1. Rev. Fr. Benny Joseph, HOD, Department of Psychology.
 2. Ms. Divya Vaeghese, HOD, Department of Commerce.

3. The chairperson scheduled each criteria with a group leader and with coordinators for each key indicator.
4. The modalities for gathering the data for each criteria were discussed.
5. Discussed about the importance of mentoring system. The format of the mentor's diary was discussed. It was decided to maintain a common format for the whole college. It should contain the details of both personal and academic details.
6. It was also decided to maintain an Academic Performance Record of teachers. It should be kept with the sign of Hod and with the countersign of Principal.
7. The chairman informed that the questionnaire of the students' feedback was prepared on the basis of NAAC guidelines and it will be collected from the outgoing students. Feedback form should contain the questions regarding the curriculum, teaching-learning process, internal evaluation system, learning resources and basic facilities of the college. After analysis of the feedback the findings should use to make the overall quality enhancement of the college.

8. It was decided to organize a NAAC orientation programme for the staff on 9/03/2021 at 2.20 P.M.

9. The time frame fixed for the ^{completion of} data collection process was March 31

10. The meeting ended at 4.10 P.M with a vote of thanks by Rev. Fr. Sebastine Njalyath.

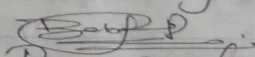
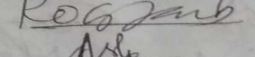
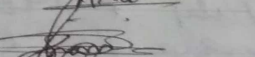
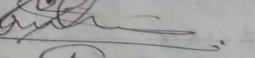
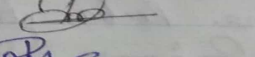
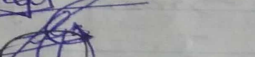
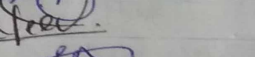
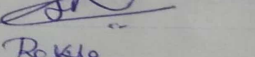
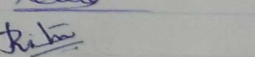

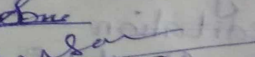
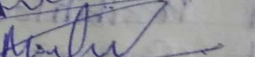
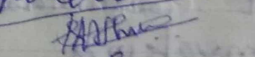

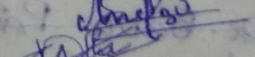


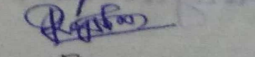
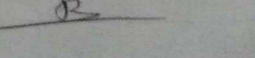





Report on Revised Accreditation Framework of NAAC Procedures and Possibilities - FDP

Venue : Conference Hall

Date : 9-03-2021

Time : 2.20 P.M

Members Present : Fr. Thambakathan Njaththambakathan

- | | | |
|----|---------------------|--|
| 2) | Fr. Babu Pagikkattu |  |
| 3) | Fr. Reji Jacob |  |
| 4 | Ashamol P.T |  |
| 5 | Shameena M.B |  |
| 6 | Miny Maria Paul |  |
| 7 | Dings Verrehere |  |
| 8 | Riji M Jacob |  |
| 9 | Laya J. Ibert |  |
| 10 | Neenu Sathyan |  |
| 11 | Saj Nazam |  |
| 12 | REKHA V M |  |
| 13 | Ritu Jose |  |
| 14 | Axathy Rajan |  |
| 15 | Sona John |  |
| 16 | Annu Sara Jose |  |
| 17 | Mintu Shajan |  |
| 18 | Athira K.S |  |
| 19 | Sathy Shaji |  |
| 20 | Angumol P.M |  |
| 21 | Asha Ramesh |  |
| 22 | Ambely P.T |  |
| 23 | Remya Chandran |  |
| 24 | Reji K. Mathew |  |
| 25 | BIBIN CHERIAN |  |

26	Christer Shaji	
27	ANOO KURIAN	
28.	Anjaly Bajan.	
29	Grinu P. Paul	
30	ANRETTA SARA	
31.	Soumya Prasad	
32	Masia Baby	
33	Angel George	
34	Alby Joseph	
35	Rity Susan Varghese	
36	Shini George	
37.	Anjaly P Mohan	
38.	Devika. S. Kumar	
39.	Anusree Ram	
40.	Alma Keba Joseph	
41	Fr. Binny Joseph	
42.	Tru. Joseph.	

Report :-

The Faculty Development Programme on "Revised Accreditation Framework of NAAC Procedures and Possibilities" was held on 9th March 2021 at Conference hall. The meeting began by invoking the blessings from Almighty.

Rev. Dr. Babu Paikkattu, Vice Principal and IQAC co-ordinator gave the welcome speech. Rev. Fr. Sebastiane Njalyath gave the inaugural speech and inaugurated the FDP.

NAAC accessor, Dr. A.M. Joseph was the resource person. Our institute is approaching towards the first cycle of accreditation in this year. So it is important to get an awareness regarding the procedures of NAAC documentation. He explained the new format of SSR. He provided criteria wise detailed information about the documentation which is necessary for each and every metric.

Overall outcome of the programme was satisfied. The programme was very useful to all staff. Total 42 staff members were present. Each participant has clarified doubts regarding their respective criteria.

Mrs. Shini George, HOD, Computer Science Department gave the vote of thanks. The confidence among the faculties regarding NAAC work was raised.

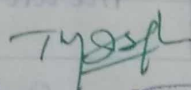
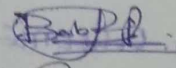


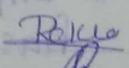


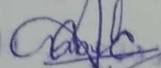
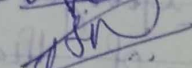



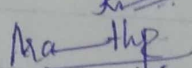

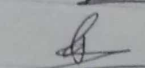
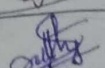
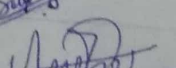


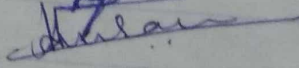
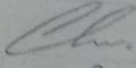
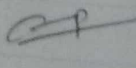

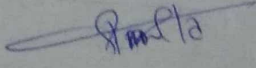
Report on the FDP programme - Best Values in Higher Education

Venue : Conference Hall

Time : 2.20 P.M.

Date : 10/03/2021

Members Present

- | | |
|-----------------------|--|
| 1) T M Joseph |  |
| 2) Fr. Babu Pajikattu |  |
| 3) Divya Varghese |  |
| 4) Ashamol P.T |  |
| 5) REKHA V.M |  |
| 6) Leya Gilbert |  |
| 7) Neena Satyan |  |
| 8) Ambily P.T |  |
| 9) Sof. Nizer |  |
| 10) Shameera M.B |  |
| 11) Rigi M Jacob |  |
| 12) Ritu Jose |  |
| 13. Aashy Rajan |  |
| 14. Sona John |  |
| 15. Miru Maria Paul |  |
| 16. Sruthy Shaji |  |
| 17. Anyu mel P.M |  |
| 18. Ginnu P Paul |  |
| 19 Remya Chandran |  |
| 20. Annu Sara |  |
| 21. Christin Shaji |  |
| 22 ANOOP KURIAN |  |
| 23 BIBIN CHERIAN |  |
| 24 ANRETTA SARA |  |

25.	Ashia Kameli	Handwritten signature
26.	Anjali Sojan	Handwritten signature
27.	Soanya Prasad	Handwritten signature
28.	Maria Baby	Handwritten signature
29.	Angel George	Handwritten signature
30.	Alby Joseph	Handwritten signature
31.	Rithy Susan Varghese	Handwritten signature
32.	Shini George	Handwritten signature
33.	Alma Keena Joseph	Handwritten signature
34.	Dovaka S. Kumar	Handwritten signature
35.	Anusree Pam	Handwritten signature
36.	Fr. Binny Joseph	Handwritten signature

Report :-

The Faculty Development Programme on "Best Values in Higher Education" was held on 10th March 2021 at Conference Hall. The meeting began by invoking the blessings from Almighty.

Rev. Dr. Babu Paikkattu, Vice Principal and IQAC co-ordinator inaugurated the programme. The purpose of the FDP was to enable the participants with values of higher education. NAAC assessor, Dr. T.M. Joseph engaged the sessions.

He elaborately discussed the best values in higher education system. It enable the participants to appreciate the weakness and strengths, opportunities and challenges posed by each system.

The programme was very useful to the staffs. Total 36 staff were present.

Report:

The Faculty Development Programme on "Best Values in Higher Education" was held on 17th March 2021 at Conference Hall. The meeting began by inviting the blessings from Almighty.

Rev. Dr. Babur Pakkalla, Vice Principal and IATE co-ordinator inaugurated the programme. The purpose of the FDP was to enable the participants with values of higher education NAAC. Dr. M. Geetha engaged the session.

The elaborately discussed the best values in higher education system. It enable the participants to appreciate the weaknesses and challenges and strengths.

IQAC Minutes of Meeting held on 15/03/2021

Venue: Principal's Parlour

Time: 2.20 P.M.

Members Present.

Dr. I.M. Joseph

Rev. Dr. Babu Paikkattu

Fr. Roji Jacob

Ms. Shini George

Rev. Fr. Benny Joseph

Ms. Alby Joseph

Ms. Anjaly P. Mohan

Ms. Bofi Nazar

Ms. Divya Varghese

Ms. Anjaly Sojan

Mr. Reji K. Mathew

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Minutes.

- 1) The minutes of the previous meeting held on 5th March 2021 was approved by the Committee members.
- 2) NAAC assessor advised the team members to collect only relevant and necessary data for the documentation, in order to avoid wastage of time and energy.

3. He advised the IQAC core team to study the NAAC manual. It will be useful to clarify the doubts regarding the data templates and also the data collection process.
4. NAAC assessor provided proper guidelines for the data collection.
5. For the smooth and proper functioning of the data collection it was decided to focus only on the quantitative data of the first and second criteria for the up coming week.
6. It was decided to assemble on every Monday at 2.20 PM to discuss the progress of the process.
7. The meeting came to close at 4.00 P.M

IQAC Minutes of Meeting Held on 22/03/2021

Venue : Conference Hall

Time : 2.20 P.M

Members Present.

Dr. T.M. Joseph
 Rev. Dr. Babu Paikkattu
 R. Roji Jacob
 Ms. Shini George
 Rev. Fr. Binny Joseph
 Ms. Alby Joseph
 Ms. Anjaly P. Mohan
 Ms. Soffi Nazar
 Ms. Divya Varghese
 Ms. Anjaly Sojan
 Mr. Reji. K. Mathew
 Ms. Remya Chandran

7/2/21
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Minutes

- 1) The minutes of the previous meeting held on 15th March 2021 was approved by the Committee members.
- 2) NAAC assessor, Dr. T.M. Joseph analysed the progress of data collection regarding the Quantitative data of first and second matrix
- 3) Ms. Remya Chandran presented the progress regarding the data collection of first Criteria

- 4) Ms. Anjali Sajan presented the progress regarding the data collection of second criteria
- 5) The IQAC core team discussed and analysed the collected data and provided suggestions to fill the gap in the collected data.
- 6) NAAC assessor provided proper guidelines for the data collection of third and fourth criteria
- 7) The team decided to complete Quantitative data of 3rd and 4th criteria within a week.
- 7) 25th March 2021, a time fixed for the presentation of 1st and 11th criteria
- 8) The meeting came to an end at 4.00 P.M.

One-Day Workshop on Research Methodology in Social Sciences and Humanities - 27/03/2021

Members Present:

1. Alma Keeba Joseph
2. Femilini Davis
3. Angel George
4. Maxia Baby
5. Soumya Haridas
6. Axathy Rajan
7. Pruthy Shaji
8. Rithy Susam Varghese
9. Rithu Jose
10. Soaa John
11. Bibin Chenion
12. Reji K. Malheer
13. ANOOP KURIAN
14. Rigi M Jacob
15. Divya Varghese
16. Manku Shajan
17. Athira K.S
18. Minu Maria Paul
19. Laya Gilbert
20. Embily P.T
21. Ashamol P.T
22. Ginu P. Paul
23. Asha Ramsh
24. Remya Chandran
25. Shameera M.B

26	REKHA V M	REKHA
27	Ailby Joseph	Ailby
28	Fr. Roji Jacob	Roji
29	Fr. Benny Joseph	Benny
30	Shini George	Shini
31	Aneeta Sara Thankachan	Aneeta
32	Annu Sula Jose	Annu
33	Fr. Babu Payikkattu	Babu
34	T.M. Joseph	T.M.

Report

A one day workshop on "Research Methodology in Social Science and Humanities" was held on 27 March 2021 at Conference Hall. The meeting began by invoking the blessings of Almighty. The prayer song was sung by the student representative, Miss Aksha Anna Johnson.

Principal, Dr. T.M. Joseph gave the Welcome speech. Rev. Fr. Sebastine Njalliyath, Manager and Vice Principal, Rev. Dr. Babu Parakkattu talked about the importance of research methodology.

The chief guest and resource person of the day was Prof. Aniyankunju, former principal of St. Allosyus College, Kadathuva lighted the lamp and inaugurated the workshop.

The main objective of the workshop was to equip the faculties with set of skills and potentiality to undertake the research very effectively. The workshop was designed to offer the practical guidelines. The resource person explained the ingredients of each research design. The session gave the faculties an idea and provided a platform to clarify their doubts.

The workshop ended at 1.00 P.M.

17/21

IQAC Minutes of Meeting Held on 21st March 2021

Venue - Conference Hall
Time - 2.20 P.M

Members Present.

1. Dr. T.M. Joseph
2. Rev. Dr. Babu Paikkattu
3. Ms. Shini George
4. Ms. Alby Joseph
5. Ms. Sofi Nazir
6. Ms. Divya Varghese
7. Ms. Remya Chandran
8. Ms. Arijaly Sojan
9. Mr. Reji. K. Mathew

Joseph
Paikkattu
George
Joseph
Nazir
Varghese
Chandran
Sojan
Mathew

Minutes

- 1) The minutes of the previous meeting held on 22nd March 2021 was approved by the Committee members.
- 2) Principal, Dr. T.M. Joseph took a quick review from the Committee members regarding the data collection for the NAAC accreditation process. He also suggested certain opinions to modify the data collection process.

3) The guidelines and methods for the data collection of 5th criteria was discussed.

4) The team members also discussed about the best practices to be followed in our college.

5) The birthday and wedding anniversary of Ms. Divya Vaeghese was celebrated, everyone gave warm wishes to her, Principal and Vice Principal gave special wishes and messages. She gave sweets to the Committee members.

6) The meeting came to an end at 3.45 P.M.

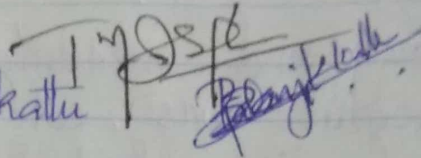
IQAC Minutes of Meeting Held on 24/05/2021


Platform: Google Meet.

Time: 2:30 P.M

Members Present.

1. Dr. T.M. Joseph
2. Rev. Dr. Babu Paikattu
3. Ms. Shimi George
4. Ms. Alby Joseph
5. Ms. Soffi Nazar
6. Ms. Divya Varghese
7. Ms. Remya Chandran
8. Ms. Anjaly Sojan
9. Mr. Reji. K. Mathew

T.M. Joseph


Alby Joseph


Anjaly Sojan


Minutes

1. The minutes of the previous meeting held on 2nd April 2021 was approved by the Committee members.
2. The main agenda of the meeting was how teachers and non teaching staff can use the lock down in an effective manner for the NAAAC accreditation process.
3. It was decided to use the time effectively to prepare the various NAAAC documents especially on the various policies related to the administration.

4. Decided to organize various online programmes like webinars, quizz etc to ensure the active participation of the students in the Learning process.
5. Due to the pandemic there occurred change in the duration of academic year. In this meeting it was clarified. The duration of the academic year 2020-2021 was from 1st June 2020 - 30th December 2020.
6. It was decided to arrange an online staff meeting.
7. The meeting came to an end at 4.00 PM.