

IQAC Minutes of Meeting Held on 13/09/2021

Venue : Conference Hall

Time : 02:30 P.M

Members Present.

1. Dr. T.M. Joseph
2. Rev. Dr. Babu Paikhattu
3. Rev. Fr. Thomas Michael
4. Rev. Fr. Benny Joseph
5. Ms. Shini George
6. Ms. Alby Joseph
7. Ms. Sofi Nazar
8. Ms. Divya Vaeghese
9. Ms. Remya Chandran
10. Ms. Anjaly Sojan
11. Mr. Anoop Kurian
12. Miss. Sree Renjini Bagas
13. Miss. Annu Sara Vaeghese
14. Mr. Reji. K. Mathew
15. Miss. Athira
16. Miss. Femlin Davis

Minutes

1. The minutes of the previous meeting held on 24th May 2021 was approved by the Committee members.

2. The main agenda of the meeting was to discuss about the re-starting of NAAC works and re-opening of college after the second phase of lock down days.
3. The meeting was a combined one with the members of both IQAC and Council. So we discussed about the re-opening of the college for the III Sem P.E and Vth Sem VA students.
4. As part of unlocking process it was decided to increase staff presence on the campus on a phase manner, enabling five days attendance in the week starting on 27 September.
5. V Sem VA and III Sem PA students will have their offline classes from 04 October 2021 onwards. It was decided to arrange regular classes for the students. This was a tentative decision it will change according to the regulations put forward by the government for the re-opening of colleges.
6. Progress of admission was discussed. To increase the rate of admission everyone should adopt various strategies. Special attention should given to departments that have less number of admission.

7) It was decided to complete the data collection for the submission of self study report on or before december 31st.

8) To enhance the potential of IQAC team five new members were added. They are,

1. Mr. Anoop Kurian
2. Miss. Annu Sara Varaghese
3. Miss. Sree Renjini Bagar
4. Miss. Athuia
5. Miss. Femlin Davis

9) All the teachers have to put maximum efforts and initiative for the smooth functioning of the NAAC accreditation process. So principal advised that every teachers should comprehend the NAAC manual and SOP.

10) To enhance the quality of staff, in the next week there will be a 2 day training programme for all staff in association with Mar Athanasius College, Kothamangalam.

11) Discussions were conducted to select best practices for the college.

12) Decided to organize various programmes to ensure the teaching-learning process.

13) Library play a fundamental role in enhancing the learning experience. So a library advisory committee was formed.

1. Miss. Athira
2. Miss. Sree Renjini Sagar.
3. Mr. Anoop Kurian
4. Miss. Annu Sara Vaeghese.

14) Website and software updation committee was formed.

1. Ms. Shini George.
2. Mr. Anoop Kurian
3. Rev. Fr. Thomas Michael.
4. Mr. Reji. K. Mathew.

15) It was decided to arrange a IRAC meeting on 17/09/2021 at 2.30 P.M for discussing the 5th and 7th criteria

16) Committee decided to organize special training and mentoring programmes for the advanced learners and remedial teaching for the slow learners.

17) Class teachers should maintain a progress report of the students to analyze their formative and summative performance.

18) The meeting came to an end at 4.00 P.M with a decision to complete the data collection of the latest academic year as soon as possible as a model data.

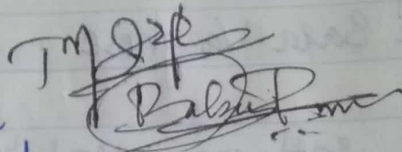
IQAC Minutes of Meeting Held on 17th September 2021

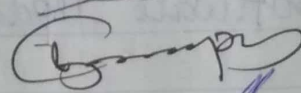
Venue : Conference Hall

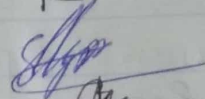
Time : 2-30 P.M

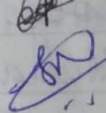
Members Present.

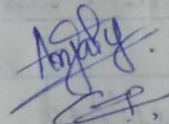
1. Dr. T.M. Joseph
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4. Rev. Fr. Benny Joseph
5. Ms. Shini George
6. Ms. Alby Joseph
7. Ms. Soti Nazar
8. Ms. Divya Vaeghese
9. Ms. Remya Chandean
10. Ms. Anjali Sojan
11. Mr. Anoop Kurian
12. Miss. Sree Renjini Sagar
13. Miss. Annu Sara Vaeghese
14. Miss. Athira
15. Miss. Fernán Davis

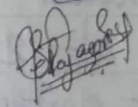
T.M. Joseph














Minutes

1. The minutes of the previous meeting held on 13th September 2021 was approved by the Committee members.

2. The main agenda of the meeting was to discuss and analyze the nature of the 5th criteria and also to find various innovative strategies to complete the data collection process to fill the templates of the criteria.
3. Rev. Fr. Benny Joseph and Miss Fernin Davis were selected as the co-ordinators of the 5th criteria.
4. Scholarships and training programmes were the core part of the 5th criteria. So, Ms. Atby Joseph and Ms. Divya Vaeghese were selected as the scholarship nodal officers.
5. Skill enhancement programmes were also the part of 5th criteria. Mr. Anoop Kurian was selected as the incharge of Career guidance and placement cell.
6. Discussed about the functioning of different Committees like Grievance redressal, anti ragging and sexual harassment Committee.
7. Miss Fernin Davis was selected ^{as} the Alumni Coordinator.
8. It was decided to complete the data mining process of 5th criteria on or before 5th October.
9. The meeting came to an end at 4.30 P.M.

Report of Faculty Development Programme on 'Quality Assurance Practices for Higher Education'

Date: 29 September 2021

Time: 10.00 am - 1.00 P.M

Platform: Zoom.

Report.

The Internal Quality Assurance Cell of our college in association with Mar Athanasius College (Autonomous), Kothamangalam under the paramarsh scheme organized a FDP on 'Quality Assurance Practices for Higher Education'. It was held on 29 September 2021 with an aim to give a proper understanding on various quality assurance practices needed for the higher education institution.

The platform selected for the FDP was Zoom and the resource person of the programme was Dr. Gabriel Simon Thattil, Professor and Head Department of Commerce, Dean Faculty of Commerce, University of Kerala.

The resource person gave a talk on the overview of the seven criteria prescribed for the NAAC accreditation process. He also explained the key components of the revised assessment and accreditation process.

Further he elaborated the qualitative metrics that will be evaluated by the Peer Team members. He emphasized the necessity and need of data collection from the academic departments and administrative wings. The various data will help everyone to identify and evaluate the strengths, weakness, opportunities and threats of the institution.

He stressed the importance of truthful submission of all the required data backed by the supporting documentary evidence. He also gave a talk on importance of the need of a perfect time line in the data collection process.

All the faculty members actively participated in the interactive session and the resource person showed keen interest to clarify the doubts raised by the participants.

The vote of thanks was proposed by Ms. Alby Joseph, HOD of Mathematics. She expressed special gratitude to the organizers for their initiative for the arrangement of an informative session for the staff. She expressed the sincere thanks for the management and participants for making the FDP a grand success.

The programme came to an end at
1.15 P.M



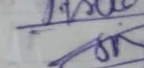
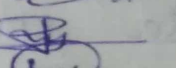

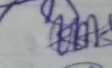
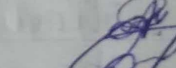
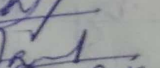
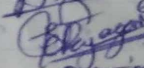
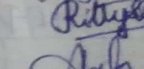

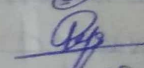
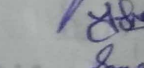

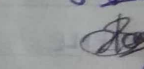
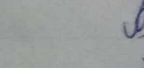

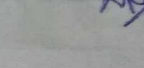



Report of Faculty Development Programme on "Effective Teaching and Classroom Management"

Date : 30 September 2021

Time : 9.30 am - 3.30 P.M

Venue : Conference Hall

Members Present

- | | |
|--------------------------|---|
| 1. Minu Maria Paul |  |
| 2. Shameera M.B |  |
| 3. Ashamol P.T |  |
| 4. Safi Nazes |  |
| 5. Rigi M Jacob |  |
| 6. Neenu Sathyan |  |
| 7. Raja Gilbert |  |
| 8. Athira K.S |  |
| 9. Alby Joseph |  |
| 10. Naveen G. Basil Paul |  |
| 11. Anoop Kunnun |  |
| 12. Sreeranjini Sagar |  |
| 13. Rithy Susan Varghese |  |
| 14. Ambily P.T |  |
| 15. Geenu P Paul |  |
| 16. Remya Chandran |  |
| 17. John's John |  |
| 18. Sona John |  |
| 19. Reji K. Mathew |  |
| 20. Soumya Hanidas |  |
| 21. Angel George |  |
| 22) Pruthy Shaje | |
| 23) Asha Ramesh | |

- | | | |
|-----|------------------------|----------------------|
| 24) | Ancella Sam Thankachan | Arabella |
| 25) | Anjaly Sojan | Anjaly |
| 26) | Arathy Rajan | Arathy |
| 27) | Aleena James | Aleena |
| 28) | Jemilini Dares | Jemilini |
| 29) | Anusree Ram | Anusree |
| 30) | Jincy E.K | Jincy |
| 31) | Shini George | Shini |
| 32) | Annu Suren | Annu |
| 33) | Fr. Barry Joseph | Fr. Barry |

Report.

The IQAC of our college in association with Mar Athanasius College, Kothamangalam under the Paramash scheme organized a "one day FDP on 'Effective Teaching and Classroom Management'". It was held on 30 September 2021 with an aim to enhance the teaching and classroom management skill of the faculties.

Objectives of Faculty Development Programme

- * To obtain an indepth knowledge and understanding of various teaching-learning process.
- * To enhance the knowledge of evaluation standards and practices

The programme started by invoking the blessings of almighty. The IQAC Coordinator, Rev. Dr. Babu Parikkattu gave the welcome address and Principal Dr. T.M. Joseph gave the presidential address.

The resource person of the FDP was Rev. Dr. Eilson John. He was the former principal of St. Joseph's College, Moolamattam and NAAC Assessor.

Today the profession of teaching has become quite challenging because of the latest technological developments. The trends in the teaching profession is in changing scenario and the teachers are expected to be more effective in the teaching learning process. Therefore to be an effective one needs to be able to deliver the domain knowledge using the most suitable pedagogical tools.

The key speaker gave an idea regarding the different tips to make the teaching-learning process more effective and fruitful.

Faculty members actively participated in the FDP. They enjoyed the interactive session and actively participated in the group discussions. The resource person also showed interest in making the programme more lively.

The vote of thanks was proposed by Ms. Shini George, HOD of B.C.A. She expressed special thanks for the key speaker for his informative session. And also expressed special gratitude for the organizers for their effort for arranging a wonderful session for the faculties.

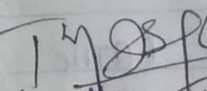
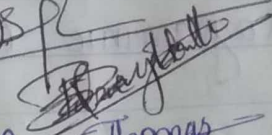
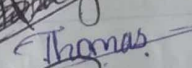
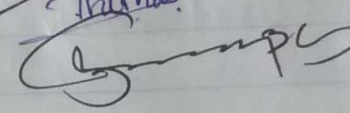
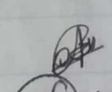
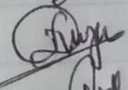
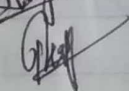
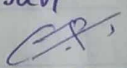
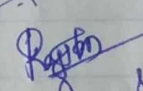
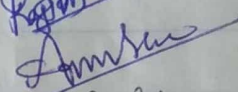
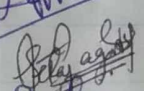
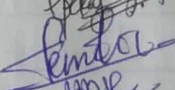
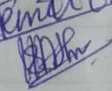

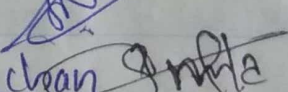
The programme came to an end at 4.00 P.M

The members of the Executive Meeting held on 15/11/2021 were approved by the Council.

IQAC Minutes of Meeting Held on 20th December 2021

Venue: Conference Hall
Time: 02:30 P.M

Members Present.

1. Dr. P. M. Joseph 
2. Rev. Dr. Babu Paikkattu 
3. Rev. Fr. Thomas Michael 
4. Rev. Fr. Binny Joseph 
5. Mrs. Shiny George
6. Mrs. Alby Joseph 
7. Mrs. Divya Varghese 
8. Mrs. Remya Chandran 
9. Mr. Anoop Kurien 
10. Mr. Rejik. Mathew 
11. Ms. Annu Sara Jose 
12. Ms. Sreesanjini Sagar 
13. Ms. Femlin Davis 
14. Ms. Athiraks 
15. Mrs. Sofi Nazar 
16. Ms. Aneetta Sara Thankachan 

Minutes

1. The minutes of the previous meeting held on 17th September 2021 was approved by the committee members.

2. The main agenda of the meeting was to discuss about the re-starting of NAAC works and it was decided to submit the SSR by 31st March 2022.
3. Mrs. Shiny George was selected as the NAAC Coordinator.
4. It was decided to conduct a Post Admission Test and Exit Survey for all the U.U and P.U batches.
5. Ms Anella Sara Thankachan was selected as the co-ordinator of the II criterion.
6. Decided to include softwares like KOHA INFLIBNET and Remote Access System as a part of the development of college library.
7. Monitored the regular programmes like 'ONE DAY ONE WORD', ZERO HOUR, MCC STARS, ZERO HOUR.
8. Lots were taken for the Christmas Carol and Christmas Tree Competition.
9. It was decided to arrange criteria wise presentation beginning from 11th week of January.
10. The meeting came to an end at 04:00 P.M.

IQAC MINUTES OF MEETING HELD ON 15th FEBRUARY 2022

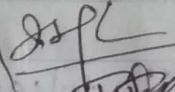
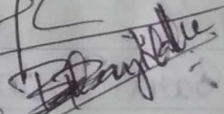

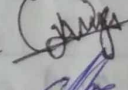

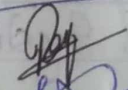
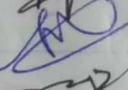
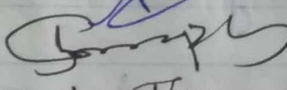
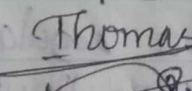
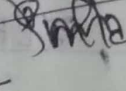
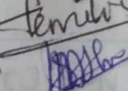

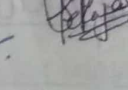
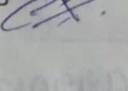
VENUE

CONFERENCE HALL

TIME

02:30 P.M

MEMBERS PRESENT

- [1] Dr. T.M. Joseph 
- [2] Dr. Babu Payikattu 
- [3] Mrs. Alby Joseph 
- [4] Mrs. Divya Varghese 
- [5] Mrs. Shiny George 
- [6] Mrs. Remya Chandran 
- [7] Mrs. Sofi Nazar 
- [8] Fr. Binny Joseph 
- [9] Fr. Thomas Thalachizayil 
- [10] Miss Aneeta Sara Thankachan 
- [11] Miss Femilin Davis 
- [12] Miss Athira K.S 
- [13] Miss Greeranjini Sagar 
- [14] Ms. Anoop Kurien 

AGENDA

- Criterion Presentation
- Exit Survey, Post Admission Test
- NSS Unit
- Annual Report
- Staff Day and Staff Tour

- P.T.A Meeting
- Discipline

DECISIONS TAKEN

1. Decided to conduct criterion wise presentation from 28th February 2022.
2. Decided to conduct an Exit Survey for final year students and Post Admission Test (Entry level Test) for first year students.
3. Decided to conduct a Curriculum based feedback survey for teachers, students, alumni, and employers.
4. Mr. Anoop Kurien was selected as the coordinator of NSS Unit.
5. Allotted the list to collect the annual report from each department.
6. Mrs Alby Joseph and Mrs Divya Varghese were selected as the coordinators of Staff Day and Staff Tour.
7. Instructions were given regarding the P.T.A meeting of first year U.U batches.
8. The meeting analyzed and discussed issues regarding discipline, inside the campus.

ACTIONS TAKEN

1. Criteria were presented as per the schedule

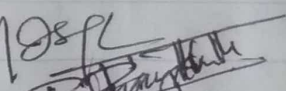
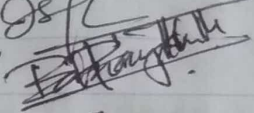
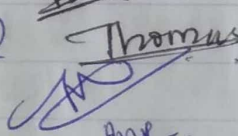

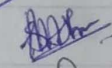
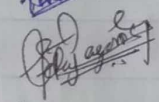

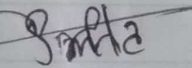


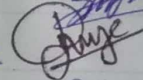

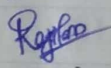
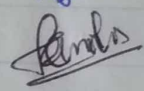
Criteria	I	- 02/03/2022
	II	- 03/03/2022
	III	- 07/03/2022
	IV	- 04/03/2022
	V	- 23/03/2022
	VI	- 09/03/2022
	VII	- 07/04/2022
2. Feedback form was given to students (Curriculum based)
3. Annual report has collected from each department
4. Arranged a one day staff tour to Wagamon on 26 March 2022
5. Conducted P.T.A meeting for first year U.U batches on 18 February 2022.

IQAC Minutes of Meeting Held on 20th May 2022

Venue : Conference Hall

Time : 02:30 P.M

Members Present

- (1) Dr. T.M. Joseph 
- (2) Dr. Babu Payikattu 
- (3) Fr. Thomas Michael 
- (4) Mrs. Sofi Nazam 
- (5) Miss Athisa K.S 
- (6) Miss Sreeranjini Sagar 
- (7) Mrs Alby Joseph 
- (8) Miss Anella Sara Thankachan 
- (9) Mrs Remya Chandran 
- (10) Mrs Shini George 
- (11) Mrs Divya Varghese 
- (12) Mr. Anoop Kurien 
- (13) Mr Rejik Mathew 
- (14) Miss Femilin Davis 

Agenda

→ To discuss the new NAAC manual

Decisions Taken

→ It was decided to follow the new manual and submit the SSR by the month of September 2022

Actions Taken

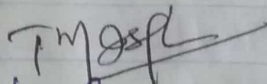
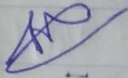



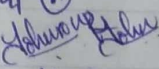
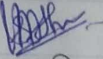

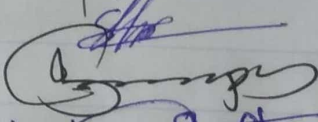
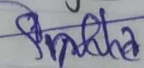
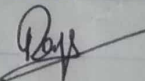
→ Distributed revised manual.

IQAC Minutes of Meeting Held on 10th June 2022

Venue: Discussion Room

Time: 02:20 P.M

Members Present

- [1] Dr. T. M Joseph 
- [2] Fr. Thomas Michael
- [3] Mrs. Sofi Nazar 
- [4] Mrs. Alby Joseph 
- [5] Mr. Anoop Kurien 
- [6] Mr. Naveen U Basil Paul 
- [7] Mr. Johns John 
- [8] Miss. Alhira K.S 
- [9] Miss Sreesanjini Sagar 
- [10] Mrs Shini George 
- [11] Fr. Binny Joseph
- [12] Miss Aneelta Sara Thankachan 
- [13] Mrs. Remya Chandran 

Agenda

- Welcome new IQAC members
- Result Analysis
- Merit Day
- Admissions

Decisions Taken

- Decided to conduct remedial coaching classes for weak students
- Decided to encourage cultural activities of the students
- Coordinators of various clubs were requested to conduct more programmes
- Decided to celebrate Merit Day on 21/06/2022.
Committee formed for the same, and as follows:

Miss: Aneella Sara Thankachan	-	Convener
Mrs. Maria Baby	-	Convener
Mrs. Remya Chandran	-	Member
Mr. Naveen G. Basil Paul	-	"
Mr. Anoop Kurien	-	"
Mr. Johns John	-	"
- Decided to conduct Add on Course for respective programmes
- Criterion III - New coordinator; Mr. Anoop Kurien
- Decided to publish monthly attendance statement of students
- Mrs. Shini George, selected as the IQAC coordinator

Actions Taken

→ Merit Day celebrated on 21 June 2022 and meritorious students were honoured.

→ Criteria were presented and corrections were made

Criterion I	- 26/07/22	- Remya Chandran
Criterion II	- 27/07/22	- Anulta Sara Thankachan
Criterion III	- 29/07/22	- Anoop Kurien
Criterion IV	- 01/08/22	- Sobi Nazar
Criterion V	- 10/08/22	- Johns John
Criterion VI	- 08/08/22	- Naveen U Basil Paul
Criterion VII	- 10/08/22	- Alby Joseph

Physical verification of data is scheduled on last week of August 2022.