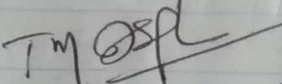
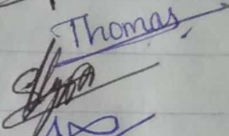

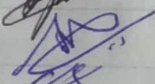

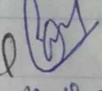

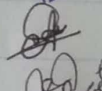
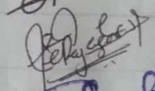
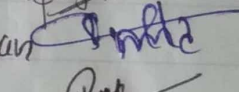

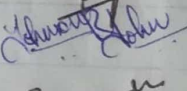
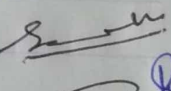
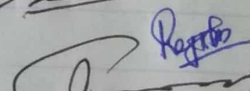
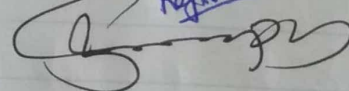


IQAC Minutes of Meeting Held on 16th September 2022

Venue: Discussion Room

Time: 02:20 P.M

Members Present

- (1) Dr. T.M. Joseph 
- (2) Fr. Thomas Thalachisagil 
- (3) Mrs. Shini George 
- (4) Mrs. Sofi Nazar 
- (5) Mr. Anoop Kurien 
- (6) Mr. Naveen G Basil Paul 
- (7) Miss Athira K.S 
- (8) Mrs. Alby Joseph 
- (9) Miss. Sree Ranjini Sagar 
- (10) Miss. Anulta Sara Thankachan 
- (11) Mrs. Remya Chandran 
- (12) Mr. Johns John 
- (13) Ms. Biby V Mathew 
- (14) Mr. Reji K Mathew 
- (15) Fr. Binny Joseph 

Agenda

- Welcome new IQAC members
- Schedule verification
- first year orientation and induction programme
- Academic Performance Enhancement Programme (APEP)

Decisions Taken

- Decided to verify the collected data, from 19/09/2022
- Decided to submit IQA by October 2022
- Decided to conduct an orientation programme for first year U.U students on 19/09/2022
- Cultural programmes of the first year U.U and P.U is scheduled on 22/09/2022
- Mr. Biby V Mathew, dept of Social Work Mr. Shreed Krishnan, dept of Commerce 'were welcomed to IQAC Council
- Decided to implement A.P.E.P (programme) from first week of October onwards and Mrs. Remya Chandran was assigned as the teacher coordinator
- Arts and sports festival of the academic year is scheduled to be held on October and November.
- Monitored Value Education programme
- Discussed about the various plans to improve and strengthen admissions.

Actions Taken

- Verification of the collected data ;

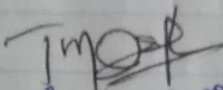
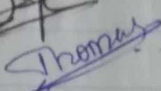

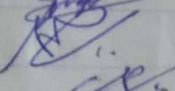
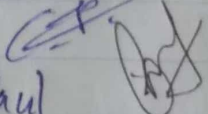






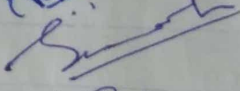
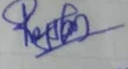
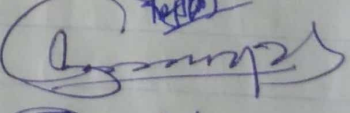

Criterion I	-	20/09/2022
Criterion II	-	20/09/2022
Criterion III	-	11/10/2022
Criterion IV	-	13/10/2022
Criterion V	-	13/10/2022
Criterion VI	-	12/10/2022
Criterion VII	-	12/10/2022

IGAC Minutes of Meeting Held on 13th October 2022

Venue: Discussion Room

Time: 02:20 PM

Members Present

- (1) Dr. T.M Joseph 
- (2) Fr. Thomas Michael 
- (3) Mrs. Shiny George 
- (4) Mrs. Sofi Nazar 
- (5) Mr. Anoop Kurien 
- (6) Mr. Naveen G Basil Paul 
- (7) Miss Athira K.S 
- (8) Mrs. Alby Joseph 
- (9) Miss Sreenanjini Sagar 
- (10) Mrs. Remya Chandran 
- (11) Mr. Johns John 
- (12) Ms. Biby V Mathew 
- (13) Mr. Reji K Mathew 
- (14) Fr. Binny Joseph 
- (15) Mr. Shineed K 

Agenda

- Final presentation of the criteria
- APEP
- Admission
- Placement details

Decisions Taken

- Decided to hold the final verification from 25th Oct
- faculties are requested to organize and submit the reports of the various programmes conducted internally, to the IQAC Mail ID. [mcciqac@gmail.com]
- IQAC coordinator explained the verification process
- Decided to prepare the criterion wise check list.
- Requested to collect the list of class teachers.
- Planned to monitor entry level test, Remedial class and mentoring programme.
- Academic Performance Enhancement Programme, as the best practice [of the college].
- Discussed various plans to improve admissions.

Actions Taken

- APEP of the current academic year [2022-23] began on 1 Nov 2022.
- P.T.A Meeting II U.U on 17 Oct 2022 and III UU classes on 18 Oct 2022
- List of class tutors were submitted to staff secretary on 25 Oct 2022

→ final verification of dalā

Criterion I	-	30/10/22	Dates
Criterion II	-	01/11/22	
Criterion III	-	03/10/22	
Criterion IV	-	03/10/22	
Criterion V	-	08/10/22	
Criterion VI	-	08/10/22	
Criterion VII	-	09/10/22	

→ New duty chart published on 03 Nov 2022, new positions are;

Ms Shini George - Co-ordinator

Ms Alby Joseph

Miss Anzetta Sara

Miss Sreesanjini Sagar - Secretary

} Joint Co-ordinators

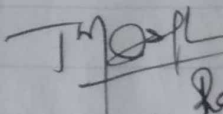
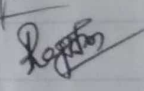

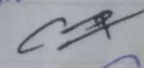
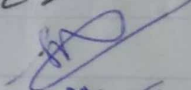
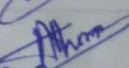
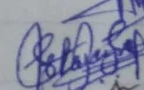
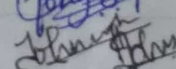

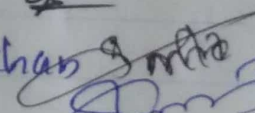
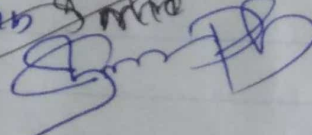
Ms. Remya Chandran	-	Coordinator	Criterion I
Miss. Anzetta Sara	-	Coordinator	Criterion II
Mr. Anoop Kurien	-	Coordinator	Criterion III
Ms. Safi Nazar	-	Coordinator	Criterion IV
Mr. Johns John	-	Coordinator	Criterion IV
Mr. Naveen U Basil Paul	-	Coordinator	Criterion VI
Ms. Alby Joseph	}	Coordinators	Criterion VII
Mr. Biby V Mathew			

IQAC Minutes of Meeting Held on 11th January 2023

Venue: Discussion Room

Time: 02:30 P.M

Members Present

- | | |
|-------------------------------------|--|
| [1] Dr. T. M. Joseph |  |
| [2] Mr. Reji K Mathew |  |
| [3] Mrs. Shiny George |  |
| [4] Mr. Anoop Kurian |  |
| [5] Mrs. Soji Nazar |  |
| [6] Miss Athira K.S |  |
| [7] Miss Sreesanjini Sagar |  |
| [8] Mr. Johns P John |  |
| [9] Mrs. Remya Chandran |  |
| [10] Miss. Ansellia Sasa Thankachan |  |
| [11] Fr. Binny Joseph |  |

Agenda

→ Assessment of criteria presentation

→ APEP assessment

→ Performance record distribution

→ Alumni Meet

Decisions Taken

- Scheduled department visit starting from 23rd January 2023
- Collect maximum documents;
 - Add on Courses
 - Seminars
 - MOUs
 - Progression / Higher Studies
 - Extension activities
 - Scholarships, [documents which includes
 Certificates, Reports, Registers.
- Decided to submit IIAA before 31st May 2023
- Organize more academic programs
- Decided to allot extra 30 minutes every evening after class hours to complete the data mining process
- Decided to distribute teacher's performance record for the academic year.
- Decided to collect and compile the department - wise APEP details

Actions Taken

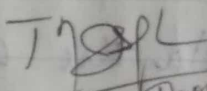
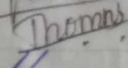



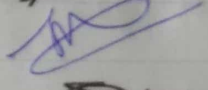

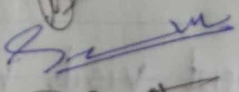
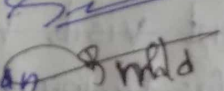
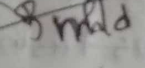
- Performance record for teachers distributed.
- Extra minutes (30 minutes) allotted from 19th January 2023 for accreditation activities.
- Mega Alumni Meet conducted on 14 January 2023 around 160 Alumni attended the same.

IQAC Minutes of Meeting Held on 27 January 2023

Venue : Discussion Room

Time : 02:30 P.M

Members Present

- (1) Dr. T. M. Joseph 
- (2) Fr. Thomas Michael 
- (3) Mrs. Shiny George 
- (4) Miss. Sreeranjini Sagar 
- (5) Mrs. Remya Chandran 
- (6) Mrs. Sofi Nazan 
- (7) Mr. Shineed Krishnan 
- (8) Mr. Naveen G Basil Paul 
- (9) Mr. Biby V Mathew 
- (10) Miss. Anella Sara Thankachan 

Agenda

→ Department wise visit

→ Sem III Model Exam

→ Sports

→ Staff Tour

→ Approval of previous minutes

Decisions Taken

- Department visit scheduled
- Decided to conduct Sem III Model Exam from 06/02/23 to 10/02/23
- Decided to hold the annual sports on 01/02/23
- Decided to choose a convenient date and destination for the staff tour

Actions Taken

- Department visits were held on

Maths, Fashion Design, MSW	-	30/01/23
English	-	31/01/23
Computer Science	-	06/02/23
Commerce	-	08/02/23
Psychology	-	09/02/23
- Sem III & Sem I model exams were conducted from 06/02/23 to 10/02/23
- Annual sports was held on 01/02/23 and Mr. Abin Wilson, HoD, Physical Education, Newman College Thodupuzha was invited as the chief guest.

IQAC Minutes of Meeting Hold on 17 February 2023

Venue : Discussion Room

Time : 02:30 P.M

Members Present

- (1) Dr. T.M Joseph
- (2) Fr. Thomas Michael
- (3) Mrs. Shiny George
- (4) Miss Saeeranjini Sagar
- (5) Mrs. Remya Chandran
- (6) Mrs. Sofi Nazar
- (7) Mr. Shineed Krishnan
- (8) Mr. Anoop Kurian
- (9) Mr. Naveen G Basil Paul
- (10) Mr. Biby V Mathew
- (11) Mr. Johns P. John
- (12) Rev. Fr. Binny Joseph

T.M Joseph

Thomas

Shiny George

Saeeranjini Sagar

Remya Chandran

Sofi Nazar

Shineed Krishnan

Anoop Kurian

Naveen G Basil Paul

Biby V Mathew

Johns P. John

Agenda

- Analysis of Department Visit
- Analysis of new benchmark
- Approval of previous minutes

Decisions Taken

- Decided to submit the collected documents to the IQAC Coordinator
- Principal explained the new benchmark and requested to rework and recheck the data collected
- Approved minutes of previous meeting

Actions Taken

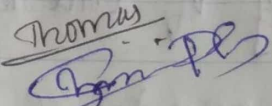
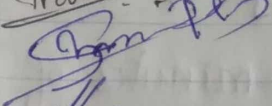
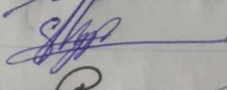
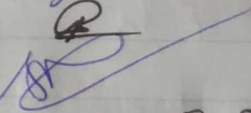
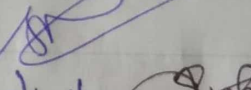
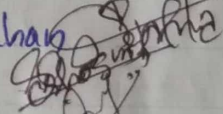
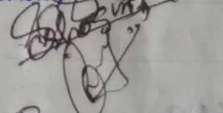
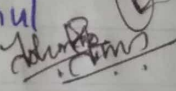
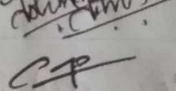
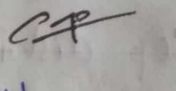
- Documents were collected from departments in the order of their completion

IQAC Minutes of Meeting Held on 27 February 2023

Venue: IQAC Room

Time: 11:30 P.M.

Members Present

- (1) Rev Fr. Thomas Michael 
- (2) Rev Fr. Binny Joseph 
- (3) Mrs Shiny George 
- (4) Mrs Remya Chandran 
- (5) Mrs Sofi Nazar 
- (6) Miss Anetta Sara Thankachan 
- (7) Miss Szeeranjini Sagar 
- (8) Mr. Naveen G Basil Paul 
- (9) Mr. Johns P John 
- (10) Mr. Anoop Kurian 
- (11) Mrs. Rashuena Mathew

Agenda

- (1) Discussion of Criteria 1-3
- (2) Welcome new librarian
- (3) Approval of previous minutes

Decisions Taken

- Decided to request every staff to involve in data mining irrespective of their allotted key indicators
- Decided to complete the quantitative aspects of data mining of criteria I to III
- Approved minutes of previous meeting

Actions Taken

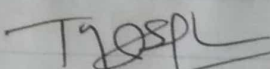
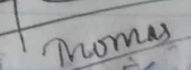

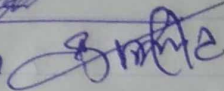

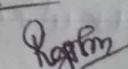

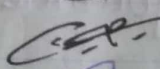
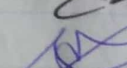
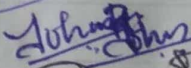
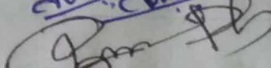
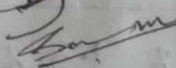
- Updated sop distributed among criterion coordinators

IQAC Minutes of Meeting Held on 06 March 2023

Venue : Discussion Room

Time : 02:30 P.M

Members Present

- | | |
|---------------------------------|--|
| [1] Dr. T. M Joseph |  |
| [2] Fr. Thomas Michael |  |
| [3] Mrs Shiny George |  |
| [4] Miss Anella Sara Thankachan |  |
| [5] Mrs Remya Chandran |  |
| [6] Mr. Reji K Mathew |  |
| [7] Mr. Shineed Krishnan |  |
| [8] Mr. Anoop Kurian |  |
| [9] Mrs. Sofi Nazar |  |
| [10] Mr. Johns P John |  |
| [11] Fr. Binny Joseph |  |
| [12] Mr. Biby V Mathew |  |

Agenda

- [1] Discussion of Criteria I-V
- [2] Analysis on data collection
- [3] Approval of previous minutes

Decisions Taken

→ Decided to collect and update data of Criteria I-V

→ Decided to arrange weekly meetings on data collection

→ Decided to emphasis more focus on progression of students

→ Approved minutes of previous meeting

→ Meeting adjourned at 04:00 PM

Actions Taken

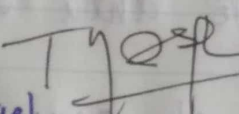
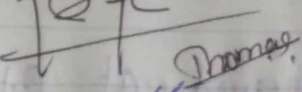

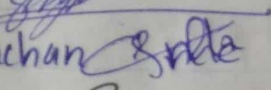
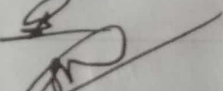


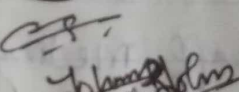



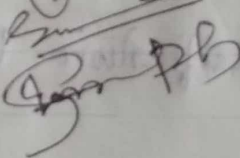
→ 1.2.1, 1.2.2, 1.3.2 completed verification of Quantitative Metrics

IQAC Minutes of Meeting Held on 20 March 2023

Venue: Discussion Room

Time: 02:30 P.M

Members Present

- (1) Dr. T. M. Joseph 
- (2) Fr. Thomas Michael 
- (3) Mrs. Shiny George 
- (4) Miss. Anzeella Sara Thankachan 
- (5) Mrs. Remya Chandran 
- (6) Mrs. Sofi Nazar 
- (7) Mr. Shirud Krishnan 
- (8) Mr. Anoop Kurian 
- (9) Mr. Johns P John 
- (10) Mr. Navun G Basil Paul 
- (11) Mr. Biby V. Mathew 
- (12) Fr. Binny Joseph 

Agenda

- Semester VI Model Exam
- Analysis of Criteria updation
- Progression analysis
- Approval of previous minutes

Decisions Taken

- Submission of QnM
- Decided to submit SSR on May 2023
- Decided to distribute data verification schedule
- Meeting adjourned at 04:00 PM

Actions Taken

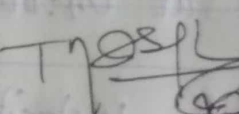
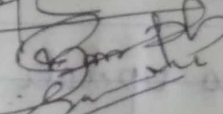
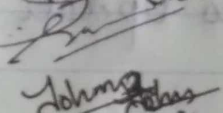
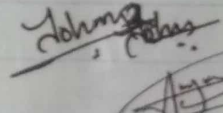
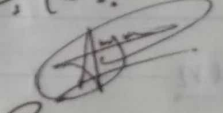
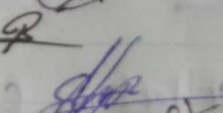
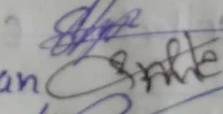
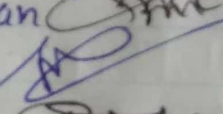


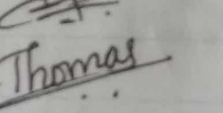
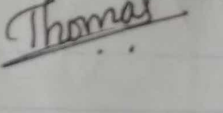
- General staff meeting was conducted on 20 March 2023
- Data verification began on 28 March 2023

IQAC Minutes of Meeting Held on 11 April 2023

Venue: Discussion Room

Time: 02:30 PM

Members Present

- (1) Dr. T. M. Joseph 
- (2) Fr. Binny Joseph 
- (3) Ms. Bibby V Mathew 
- (4) Mr. Johns John 
- (5) Miss Anupama Subash 
- (6) Mrs. Remya Chandran 
- (7) Mrs. Shini George 
- (8) Ms. Anelta Sara Thankachan 
- (9) Mrs. Saji Nazim 
- (10) Mr. Shineed Krishnan 
- (11) Mr. Anoop Kurian 
- (12) Fr. Thomas Michael 

Agenda

- Data Analysis
- Welcome new members
- IQA Submission
- Website Update
- Feedback collection from students

Decisions Taken

- Decided to complete data collection before 21/04/23
- Decided to submit IIA before 31st May 2023
- Meeting adjourned at 04:00 PM
- Decided to update website before 31st May 2023

Actions Taken

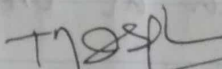
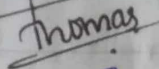

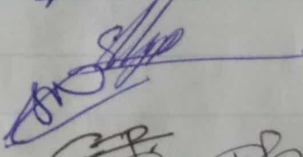
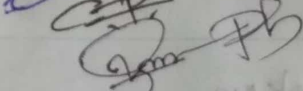
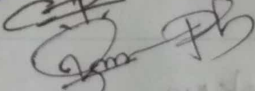
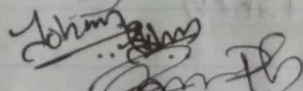




- Data collection criterion I completed on May 31, 2023
- Submitted IIA on 19/05/2023

IQAC Minutes of Meeting Held on 25/04/2023

Venue: Discussion Room

Time: 02:30 PM

Members Present

- (1) Dr. T. M Joseph 
- (2) Fr. Thomas Michael 
- (3) Mrs Remya Chandran 
- (4) Mrs Shini George 
- (5) Mrs Sofi Nazar 
- (6) Mr. Anoop Kurian 
- (7) Fr. Binny Joseph 
- (8) Mr. Johns John 
- (9) Mr. Biby V Mathew 
- (10) Ms Anupama Subash 
- (11) Mr. Shineed Krishnan 

Agenda

- Website updation
- IQA Submission
- Time schedule of May 2023
- Approval of previous minutes

Decisions Taken

- Submit IIBA before 31 May 2023
- Decided to update the website before May 2023
- Meeting adjourned at 04:00 PM
- Decided to complete SSR documentation by May 2023

Actions Taken

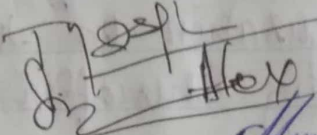
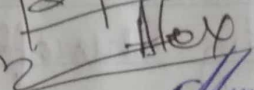

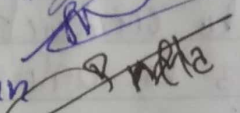
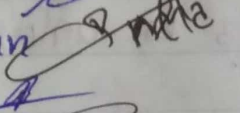
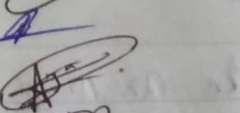
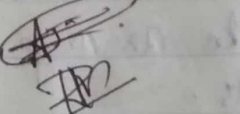




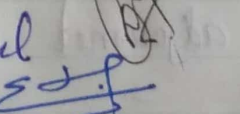
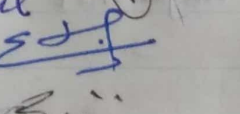
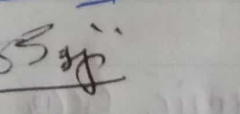
- Submitted IIBA on 26 May 2023
- Website updated on 31 May 2023

IQAC Minutes of Meeting Held on 31/05/2022

Venue: Discussion Room

Time: 10:30 AM

Members Present

- (1) Dr. T. M. Joseph 
- (2) Fr. Jose Alex 
- (3) Mrs Shini George 
- (4) Mrs Saji Nazar 
- (5) Ms Anuella Sara Thankachan 
- (6) Mrs Remya Chandran 
- (7) Ms Anupama Subash 
- (8) Mrs Reshema Mathew 
- (9) Mr. Shimeed Krishnan 
- (10) Mrs Soumya Hanidas 
- (11) Mr Anoop Kurian 
- (12) Mr Naveen G Basil Paul 
- (13) Fr. Ebin Baby 
- (14) Fr. Shaji Mangalath 

Agenda

- Welcome new members
- Academic year inauguration
- Staff Meeting
- Model Exam
- Reconstitution of IQAC
- SSR preparation

Decisions Taken

→ Welcomed new members

- (1) Rev. Fr. Shaji Mangalath
- (2) Rev. Fr. Jose Alex
- (3) Rev. Fr. Ebin Baby
- (4) Ms. Soumya Haridas

→ Decided to conduct an official meeting for academic year inauguration on June 1, 2023 and conduct a staff meeting thereafter

→ Decided to conduct model exam (Semester IV) from 05/06/23 to 09/06/23

→ Decided to arrange special timetable for Second Semester students.

→ Approved minutes of previous meeting

→ Meeting adjourned at 01:20 PM

Actions Taken

→ New academic year was inaugurated on 01/06/2023

→ General staff meeting conducted on 01/06/2023 at 02:30 PM

→ Model exam for semester IV students were conducted from 05/06/2023 to 09/06/2023

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