

IQAC 2013-2014

COMMITTEE MEMBERS

1. DR. SR. ANNIE KURIAKOSE (PRINCIPAL)
2. DR. MEENA IJUMPAAN (CONVENOR)
3. DR. LISSAMMA JOHN (JOINT CONVENOR)
4. DR. PHILO FRANCIS
5. DR. SR. ISABEL
6. DR. RANI PAUL UKKEN
7. DR. ANEESH E.M.
8. DR. SR. FLOWERET
9. MS. ELIZABETH PAUL.C.
10. SR. ANJALI THEKKEN
11. SR. ANITHA ANTONY
12. MS. SUNITHA N.P.
14. MR. M.C. PAUL
15. MR. K.P. JOHN
16. MR. E.P. JAWARDHANAN
17. ADVOCATE THOMAS VNNIYADAN (M.L.A)
18. PROF. DEVI. E.H.
19. SR. LILLY KACHAPILLY
20. SR. ELSY KOKATT
21. ANJALY POULOSE

IQAC CONTACT PERSONS

1. ENGLISH	DR. SHALI ANTHAPPAN shalianthappan@gmail.com	9495961478
2. MALAYALAM	MS. JENCY PAUL. A jency paul 81@gmail.com	9400247197
3. HINDI	DR. LISSAMMA JOHN lisalsojan@gmail.com	9446393805
4. ECONOMICS	DR. BABY V.O baby.xavier@rocketmail.com	9447694024
5. MATHEMATICS	DR. MANGALAMBAL N.R. thottuvai@gmail.com	9495246832
6. PHYSICS	MS. MARY GISBY PAULOSE marygisby@gmail.com	9745328494
7. CHEMISTRY	DR. PEARLY SEBASTIAN. C pearlydavis@gmail.com	9400662535
8. ZOOLOGY	DR. SR. ASHA srashachf@gmail.com	9895308394
9. BOTANY	DR. EGY T. PAUL	9495013229
10. COMMERCE	DR. JANCY DAVY	9446468424
11. HISTORY	MS. SUMINA M.B haridassmina@gmail.com	9496214669
12. PHYSICAL EDUCATION	MS. RAMYAMOL K.A ramgakakanadan@gmail.com	9946414477

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|-----|----------------|---|------------|
| 13. | BIO-TECHNOLOGY | MR. NAJIL GEORGE
najilgeorge@gmail.com | 9744680831 |
| 14. | M.S.W | Ms. ROAL ROY
roal.roy123@gmail.com | 9496745471 |
| 15. | M.C.J | Ms. STENNY JOSEPH
stennyjoseph87@gmail.com | 9995924940 |
| 16. | B.B.A | Ms. LEEMA JOSE
leemanoble@gmail.com | 9946802930 |

Execution of Resolutions:-



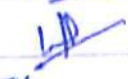






- 3/6/13 Golden Jubilee committees formed
- 4/6/13 Talk for faculty by Fr. Matthew Chandrenkunnel on 'Role of Modern teachers in imparting quality education'
- 7/6/13 Golden Jubilee inauguration
- 12/6/13 First Jubilee programme - 'Samadaranam' - Honouring 50 Outstanding Alumnae
- 18/6/13 IQAC seminar - Motivational talk for faculty by Dr. C.H. Jolly
- 18/6/13 Made enquiries regarding Naac peer team visit.

JUNE

Minutes of the IAC meeting held on 3/6/13 (Reopening day) at 10:00 am in the H.H.T hall

- Agenda:
1. To discuss about the division of work among faculty and staff regarding Golden Jubilee celebration
 2. To discuss about organizing orientation programmes for the faculty.
 3. To discuss about making enquiries regarding the NAAC peer team visit.
 4. To discuss about the Golden Jubilee inauguration and programmes.






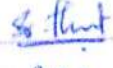


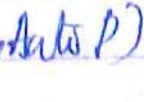

PRESENT:

- Dr. Sr. Anee kuriakose 
- Dr. Meena Irimpan 
- Dr. Kisseramma John 
- Dr. Philo Francis 
- Dr. Sr. Isabel (Liny Antop) 
- Dr. Rani Paul Ukken 
- Dr. Aneesh E.M 
- DR. SR. Floweret 
- Ms. Elizabeth Paul.C. 

RESOLUTIONS:-

1. Organise various Golden Jubilee Committees
2. Make arrangements for 2 orientation programmes
3. Make arrangement for Golden Jubilee inauguration
4. Enquire about NAAC peer team visit.

SIGNED BY:-

- | | |
|---|---|
| DR. SR. Anee kuriakose  | Dr. Rani Paul Ukken  |
| DR. Meena Irimpan  | Dr. Aneesh E.M.  |
| Dr. Kisseramma John  | Dr. Sr. Floweret  |
| Dr. Philo Francis  | Ms. Elizabeth Paul  |
| Dr. Sr. Isabel (Liny Antop)  |  |

EXECUTION

- 13/1/13 Staff family meet held in college auditorium
- 9/2/13 Seminar on 'Ideal Teachers' held at Aloor
for the faculty.
- 12/2/13 A quality enhancement talk on 'The relevance
of teacher student relation in quality Education'
by Rev. Sr. Prassana Thattil - Management Representative
- 15/2/13 & 16/2/13 "My college My department" competition held in
college auditorium
- 30/2/13 Heads of departments presentation held in new seminar hall



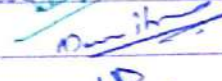






JULY

Minutes of the IGAC meeting held on 10/7/13
at 2.45pm in the IGAC room

AGENDA:-

- 1) To discuss about compilation of AQAR 2012-2013
- 2) To discuss about organising a competition among various departments of the college
- 3) To discuss about arranging orientation programmes for the faculty and staff
- 4) To discuss about the golden jubilee programmes






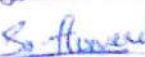



PRESENT:-

Dr. Sr. Anee Kuriakose		Dr. Rani Paul Ukken	
Dr. Meena Trimpan		Dr. Anesh E.M	
Dr. Lissamma John		Dr. Sr. Floweret	
Dr. Philo Francis		Ms. Elizabeth Paul	
Dr. Sr. Isabel (Lissy Anto P)			

RESOLUTION

- 1) Make arrangements for a seminar and talk for the faculty
- 2) Send necessary tables and forms to department for collecting information for AQAR
- 3) Organise a competition for students 'My college My department'. Department-wise competition
- 4) Heads of all departments to present a slideshow on their respective departments
- 5) Arrange 'staff family meet' in the month of July.

SIGNED BY:-

Dr. Sr. Anee Kuriakose		Dr. Rani Paul Ukken	
Dr. Meena Trimpan		Dr. Anesh E.M	
Dr. Lissamma John		Dr. Sr. Floweret	
Dr. Philo Francis		Ms. Elizabeth Paul	
Dr. Sr. Isabel (Lissy Anto P)			

EXECUTION:-

- 16/8/13 Relevant committees set up for NAAC peer team visit.
- 27/8/13 Committees set up for 'Science Congress
- 26/9/13 AQAR 2012-2013 compiled and send online
- 27/9/13 Document verification conducted in all departments by IQAC

August

9

Minutes of the meeting held on 14/8/13 in the IGAC room at 12:45 p.m.

Agenda:-

- 1) To discuss about the preparation for the NAAC peer team visit.
- 2) To discuss about the Golden Jubilee programme 'Science congress'
- 3) To discuss about the final date for sending AQAR 2012-2013

PRESENT:-

Dr. Sr. Anee Kuriakose

Dr. Rani Paul Ukken

Dr. Meena Irimpan

Dr. Aneesh E.M

Dr. Kisseramma John

Dr. Sr. Floweret S. Floweret

Dr. Philo Francis

Ms. Elizabeth Paul C.

Dr. Sr. Isabel (disruptor?)

RESOLUTION

- 1) Set up committees for NAAC peer team visit
- 2) Ensure departments are fully prepared for NAAC peer visit.
- 3) Allot duties for Science Congress
- 4) Send the AQAR on 26th September 2013

Signed by:-

Dr. Sr. Anee Kuriakose

Dr. Meena Irimpan

Dr. Kisseramma John

Dr. Philo Francis

Dr. Sr. Isabel (disruptor?)

Dr. Rani Paul Ukken

Dr. Aneesh E.M

Dr. Sr. Floweret

Ms. Elizabeth Paul C.

S. Floweret

ET

EXECUTION:-

9/9/13 A detailed plan for the NANC peer team visit laid down

21/9/13 Mock visit conducted in all departments by IQAC

SEPTEMBER

Minutes of the meeting held in the IQAC room on 2/9/13

Agenda :-

- 1) To discuss about the NAAC peer team visit
- 2) To discuss about conducting a Mock visit in the college

PRESENT:-

Dr. Sr. Aneel Kuriakose

Dr. Heena Irimpan

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel (Lissy Anto)

Dr. Rani Paul Ukken

Dr. Anesh K.M

Dr. Sr. Floweret

Ms. Elizabeth Paul C.

RESOLUTION:-

- 1) Set up a time schedule and plan of the visit
- 2) Conduct a Mock visit in all departments.

Signed by:-

Dr. Sr. Aneel Kuriakose

Dr. Heena Irimpan

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel (Lissy Anto)

Dr. Rani Paul Ukken

Dr. Anesh K.M

Dr. Sr. Floweret

Ms. Elizabeth Paul C.

Execution:-

31/10/13 Read the peer team recommendations in the Principals room.

1/11/13 Divided the work of collecting data among the IAC members

OCTOBER

Minutes of the meeting held in the IQAC room on 30/10/13 at 3.00 p.m.

Agenda :-

- 1) To discuss the new plans to be implemented by the IQAC during the next five years.
- 2) To discuss about dividing the work among the IQAC members.

PRESENT :-

Dr. Meena Vimpan ~~m-m~~
 Dr. KISSAMMA JOHN ~~KA~~
 Dr. Sr. Isabel ~~IA~~
 Dr. Sr. Floweret ~~Vj.M.O~~
 Ms. Elizabeth Paul. ~~EP~~

RESOLUTION :-

- 1) Arrange for a meeting to read and discuss the peer team recommendations.
- 2) Divide the work of collecting data from the various departments among the IQAC members.

Signed by :-

Dr. Meena Vimpan ~~m-m~~
 Dr. KISSAMMA JOHN ~~KA~~
 Dr. Sr. Isabel ~~IA~~
 Dr. Sr. Floweret ~~Vj.M.O~~
 Ms. Elizabeth Paul ~~EP~~

EXERCISES:-

26-03-14

Prepared and send a proposal
for financial assistance to set up
a community college

NOVEMBER

Minutes of the meeting held in the IQAC room on 13/11/13 at 2.45 p.m.

Agenda:-

1. To discuss about setting up a community college
2. To discuss about work divisions among IQAC members.

PRESENT:-

DR. SR. Anee Kuriakose

DR. Rani Paul Ukken

DR. Meena Kumpan

DR. Lissamma John

DR. Philo Francis

DR. SR. Isabel

DR. Aneesh K.M

DR. SR. Floweret

Ms. Elizabeth Paul

RESOLUTION:-

1. Take steps to set up a Community College.
2. Prepare a proposal for financial assistance to set up a Community College.

Signed by:-

DR. SR. Anee Kuriakose

DR. Rani Paul Ukken

DR. Meena Kumpan

DR. Lissamma John

DR. Philo Francis

DR. SR. Isabel

DR. Aneesh K.M

DR. SR. FLOWERET

Ms. Elizabeth Paul

EXECUTION:-

- 4/6/14 Prepared and send proposal regarding financial Assistance for establishing and Monitoring the Internal Quality Assurance
- 20/3/14 Send proposal for financial assistance for to establish a Women's Shiksha Centre in the college.
- 29/3/14 Prepare and send proposal for financial assistance to organize and conduct workshops, seminars, and conferences.

DECEMBER

Minutes of the meeting held in the IANC room on 11/12/13 at 3:00 p.m

Agenda :-

1. To discuss about implementing the peer lions recommendation
2. To discuss about the steps to be taken to enhance and maintain internal quality.
3. To discuss about conducting programme to enhance quality.

PRESENT :-

Dr. Sr. Anee Kuriakose

Dr. Rani Paul Ukken

Dr. Meena Kumaran

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel

Dr. Aneesh K.M

Dr. Sr. Floweret

Ms. Elizabeth Paul

RESOLUTION :-

1. To take necessary steps to establish a women's study centre in the college
2. Organise and conduct workshops, seminars and conferences to ensure internal quality.

Signed by :-

Dr. Sr. Anee Kuriakose

Dr. Rani Paul Ukken

Dr. Meena Kumaran

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel

Dr. Aneesh K.M

Dr. Sr. Floweret

Ms. Elizabeth Paul

Execution :-

10/04/14 Prepared and send a proposal for financial assistance to establish a B.Voc programme in the college

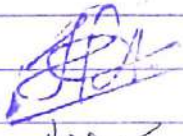








JANUARY

Minutes of the meeting held in the IANC room on 8.01.14 at 10.00 a.m

Agenda:-

1. To discuss about establishing a B.Voc programme in the college

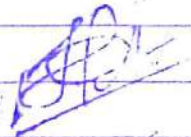



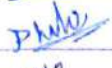




PRESENT:-

Dr. Sr. Aneel Kuriakose 
 Dr. Rani Paul Ukken 
 Dr. Meena Krimpan 
 Dr. Lissamma John  Dr. Aneesh E.M. 
 Dr. Philo Francis  Dr. Sr. Floweret 
 Dr. Sr. Isabel  Ms. Elizabeth Paul 

RESOLUTION:-

1. Make necessary arrangements to start a B.Voc programme in the college.

Signed by:-

Dr. Sr. Aneel Kuriakose 
 Dr. Rani Paul Ukken 
 Dr. Meena Krimpan 
 Dr. Lissamma John 
 Dr. Philo Francis 
 Dr. Sr. Isabel 
 Dr. Aneesh E.M. 
 Dr. Sr. Floweret 
 Ms. Elizabeth Paul 

EXECUTION -

Prepared and send proposal for RUSA

FEBRUARY

Minutes of the meeting held in the IAAC room on 12.02.13 at 2.45 p.m

Agenda :-

1. To discuss about applying for financial aid from RUSA

PRESENT:-

Dr. Sr. Anee kuriakose

Dr. Rani Paul Ukken

Dr. Meena Kumaran

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel

Dr. Anesh EM

Dr. Si Floweret

Ms. Elizabeth Paul. C.

RESOLUTION:-

1. Take necessary steps to apply for RUSA

Signed by:-

Dr. Sr. Anee kuriakose

Dr. Rani Paul Ukken

Dr. Meena Kumaran

Dr. Lissamma John

Dr. Philo Francis

Dr. Sr. Isabel

Dr. Anesh E.M

Dr. Sr. Floweret

Ms. Elizabeth Paul. C.

2014 - 2015

23

COMMITTEE MEMBERS

1. Dr. Meena Thomas Irampam (C)
2. Dr. Lisamma Sojan/John (JC) ~~LA~~
3. Dr. Philo Francis
4. Dr. Sr. Isabel
5. Dr. Rani Paul Akkara ~~SA~~
6. Dr. Aneesh K.M.
7. Dr. Sr. Floweret V.H.O
8. Ms. Elizabeth Paul
9. Ms. Resmi Krishnan
10. Sr. Anjaly Thekkam
11. Sr. Anitha Antony
12. Ms. Jisha M.M.
13. Ms. Sumitha N.P.

CONTACT PERSONS

1. English - Ms. Sujitha V.S.
2. Malayalam - Jency Paul Akkara
3. Hindi - Dr. Lisamma John
4. Economics - Dr. Baby V.O.
5. Mathematics - Ms. Litty J.S.
6. History - Ms. Babitha Antony
7. Physics - Ms. Namitha

- | | | | |
|----|--------------------|---|-----------------------|
| 8 | Chemistry | - | DR. DEEPA ANTONY |
| 9 | Zoology | - | DR. GIGY POULOS |
| 10 | Botany | - | DR. ROSELIN ALI |
| 11 | Commerce | - | MS. SOUMYA STEPHEN |
| 12 | Biotechnology | - | DR. KAVISHA |
| 13 | Physical Education | - | MR. JAYSHANKAR PHILIP |
| 14 | Social Work | - | MS. PRIYA ANTONY |
| 15 | MCI | - | MS. DIVYA JOSE |
| 16 | BBA | - | MS. LEENA LOUIS |
| 17 | Psychology | - | MS. PRIYANKA VIJAYAN |

June 2014

Agenda - Applying for Equal Opportunity Course for SC/ST

Meetings Held On

- Outcome
- 1) Applied for Equal Opportunity Course for SC/ST
 - 2) College Exert. Grant Examined amount allocated
 - 3) AQAR Data Compilation in process
 - 4) Campus Tidings Released
- Scrutiny of UGC Notifications
College Exert. Grant Allocation of Examined Amount
AQAR Preparation Data Compilation
Campus Tidings 2013/14 Discussion

03 June

09 June

13-18 June

24-27 June

30 June

Dr. Meena Thomas Irinpanam ~~M.M.~~

Dr. Lisamma John

Dr. Phila Francis

Dr. Sr. Isabel

Dr. Aneesh E.M.

Dr. Rani Paul Ukkan ~~J.P.~~

Dr. Sr. Floweret

Ms. Elizabeth Paul ~~E.P.~~

Ms. Resmi Krishnan ~~R.K.~~

Sr. Anjali Thekkav

Sr. Anitha Antony

Ms. Jisha M.M.

Ms. Sumitha N.P.

V.M.O

July 2014

Agenda :- Sadguru Award Application

Meetings Held On

Sadguru Award Application

AQAR Preparation Progress Evaluation

Quality Quest - Discussion

04 July

04 July

08-11 July

21 July

Dr. Meena Thomas Irinpanam ~~M.M.~~

Dr. Lisamma John

Dr. Phila Francis

Dr. Sr. Isabel

Dr. Aneesh E.M.

Dr. Rani P. Ukkan ~~J.P.~~

Dr. Sr. Floweret

Ms. Elizabeth Paul ~~E.P.~~

Ms. Resmi Krishnan ~~R.K.~~

Sr. Anjali Thekkav

Sr. Anitha Antony

Ms. Jisha M.M.

Ms. Sumitha N.P.

V.M.O

Outcome

- 1) Sadguru & Sadguna award proposals sent to the university
- 2) AQAR Data Compilation in process
- 3) Quality Quest data being compiled

Meetings Held On

August 2014

Outcome

Agenda: -

AGAR

Compilation

Evalued

04 August

AGAR

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"

05 August

1) AGAR Data Compilation completed -
DTP work in process

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Typing & Correction

05 August

2) AGAR uploaded on 6th August

AGAR

"

"

06 August

3) Quality Quest released

AGAR

Uploaded

06 August

Dr. Meena Thomas Irinjan

m

Dr. Sr. Flansek

Y.M.O

Dr. Philo Francis

Philo

Ms. Elizabeth Paul

ES

Dr. Lisamma John

LJA

Ms. Resmi Krishnan

RK

Dr. Sr. Isabel

ISA

Sr. Anjali Thekkan

Dr. Rani Paul Ukkan

RAU

Sr. Anitha Antony

Dr. Anesh K.M.

AKM

Ms. Jisha M.M.

Ms. Sunitha N.P.

Sept 2014

Agenda: -

Quality Quest Discussion

04 Sept

Quality Quest ^{data collection} Typing & Correction

16-18 Sept

Onam Celebration

05 Sept

Outcome

1) IQAC National Seminar applied for

Obama - Singh Initiative - Download & Read

22 Sept

2) AIACHE Award for Principal proposal forwarded

IQAC National Seminar Application Preparation

23-24 Sept

3) E content discussed with department heads

E-Content Development Discussion

26 Sept

AIACHE Award for Principal

26 Sept

- Format Filling

Dr. Meena Thomas Irinjan

m

Dr. Sr. Flansek

Y.M.O

Dr. Lisamma John

LJA

Ms. Elizabeth Paul

ES

Dr. Philo Francis

Philo

Ms. Resmi Krishnan

RK

Dr. Sr. Isabel

ISA

Sr. Anjali Thekkan

Dr. Rani P. Ukkan

RAU

Sr. Anitha Antony

Dr. Anesh K.M.

AKM

Ms. Jisha M.M.

Ms. Sunitha N.P.

October 2014

Meetings Held On

Agenda: — E-Content Development Discussion 08-10 Oct

CPE Application Preparation 17-27 Oct

Dr. Mans Thomas Trimpaw m-t	Dr. Sr. Floweret <u>V.M.O</u>
Dr. Philo Francis P.F.	Ms. Elizabeth Paul EP
Dr. Lisamma Sejan LS	Ms. Resmi Krishnan RK
Dr. Sr. Isabel SI	Sr. Anjali Thekkon
Dr. Rani P. Ukkon RU	Sr. Anitha Antony
Dr. Anesh E.M. AE	Ms. Jisha M.M.
	Ms. Sunitha N.P.

Outcome

- 1) E-Content discussed with depts.
- 2) CPE proposal data compilation in process

November 2014

Meetings Held On

Agenda: — Autonomy Preliminary Work Discussion 04 November

Academic Report (2014) Upload 07 November

CURIE Award Formet Application 13-14 November

Quality Quest Discussion, 17-20 Nov.
Typing, Correction

Autonomy Proforma Filling 24-28 Nov.

Dr. Mans Thomas Trimpaw m-t	Dr. Sr. Floweret <u>V.M.O</u>
Dr. Philo Francis P.F.	Ms. Elizabeth Paul EP
Dr. Lisamma John LJ	Ms. Resmi Krishnan RK
Dr. Sr. Isabel SI	Sr. Anjali Thekkon
Dr. Rani P. Ukkon RU	Sr. Anitha Antony
Dr. Anesh E.M. AE	Ms. Jisha M.M. JM
	Ms. Sunitha N.P. SN

Outcome

- 1) Academic Report of the College uploaded
- 2) CURIE Award application forwarded
- 3) Quality Quest released
- 4) Autonomy application proforma filling in process

December 2014

Meetings Held On

Agenda		Meetings Held On
Preparation of Christmas Message		15 Dec
Christmas Celebration		18 Dec
Quality Quest Discussion		30 Dec.

- Outcome
- 1) Christmas celebrated
 - 2) Quality Quest discussed

Dr. Meena Thomas Tompson	m-h	Dr. Sr. Floweret	Vello
Dr. Philo Francis	PH/AS	Ms. Elizabeth Paul	ELP
Dr. Lisamma John	LA	Ms. Resmi Krishnan	RK
Dr. Sr. Isabel	SM	Sr. Anjaly Thekkan	
Dr. Loni Paul Wilton	LP	Sr. Anitha Antony	
Dr. Anesh K.M.	AK	Ms. Jisha M.M.	Jishu
		Ms. Sumitha N.P.	Sona

January 2015

Meetings Held On

Agenda		Meetings Held On
IQAC Annual Report for College Day		05 Jan
RUSA guidelines Discussion		07-09 Jan
Kaushal Kendra Application Discussion		12-14 Jan
CPE Application sent		22 Jan
Autonomy Preparation Discussion		27-29 Jan

- Outcome
- 1) IQAC annual report for College Day prepared
 - 2) RUSA guidelines discussed
 - 3) Kaushal Kendra guidelines discussed
 - 4) CPE proposal forwarded

Dr. Meena Thomas Tompson	m-h	Dr. Sr. Floweret	Vello
Dr. Philo Francis	PH/AS	Ms. Elizabeth Paul	ELP
Dr. Lisamma John	LA	Ms. Resmi Krishnan	RK
Dr. Sr. Isabel	SM	Sr. Anjaly Thekkan	
Dr. Loni Paul Wilton	LP	Sr. Anitha Antony	
Dr. Anesh K.M.	AK	Ms. Jisha M.M.	Jishu
		Ms. Sumitha N.P.	Sona

February 2015

Agenda

Meetings Held On

Outcome

- | | | |
|---|--|-----------|
| 1) Campus Tidings discussed | Campus Tidings - Newsletter Discussion | 03 Feb |
| 2) BVoc & RUSA discussed | BVoc Course Application Discussion | 06 Feb |
| 3) Solar City Installation Grant application sent | RUSA Discussion | 09-12 Feb |
| 4) Women Studies Centre - application sent to the UGC | Solar Installation grant Applied | 16 Feb |
| 5) Quality Quest released | Women Studies Centre - Applied | 20-24 Feb |
| | Quality Quest Discussion | 27 Feb |

- | | | | |
|--------------------------|------------------|--------------------|----------------|
| Dr. Meena Thomas Irinpan | m-m | Dr. Sr. Floweret | <u>V.M.O</u> |
| Dr. Philo Francis | Philo | Ms. Elizabeth Paul | Ph |
| Dr. Lisamma John | LP | Ms. Kesmi Krishnan | Ph |
| Dr. Sr. Isabel | SM | Sr. Anjaly Thekkan | |
| Dr. Lani Paul Wilson | LP | Sr. Amisha Antony | |
| Dr. Anesh R.M. | An | Ms. Jisha M.M. | |
| | | Ms. Sumitha N.P. | SNP |

March 2015

Agenda

Meetings Held On

Outcome

- | | | |
|--|--------------------------------------|-------------|
| 1) Application for Community College forwarded | Community College - Application | 09-13 March |
| 2) BVoc application preparation in process | BVoc Course Application Draft Typing | 23-26 March |

- | | |
|--------------------------|------------------|
| Dr. Meena Thomas Irinpan | m-m |
| Dr. Philo Francis | Philo |
| Dr. Lisamma John | LP |
| Dr. Sr. Isabel | SM |
| Dr. Lani Paul Wilson | LP |
| Dr. Anesh R.M. | An |
| Dr. Sr. Floweret | <u>V.M.O</u> |
| Ms. Elizabeth Paul | Ph |
| Ms. Kesmi Krishnan | Ph |
| Sr. Anjaly Thekkan | |
| Sr. Amisha Antony | |
| Ms. Jisha M.M. | Jub |
| Ms. Sumitha N.P. | SNP |

Committee Members :-

1. Dr. Meena Thomas Trimpaw (C) ~~mm~~
2. Dr. Asha Thomas (JC)
3. Dr. Lisamma John ~~LP~~
4. Dr. Sr. Isabel ~~SI~~
5. Dr. Rani Paul Akkann ~~RA~~
6. Ms. Sneha Jayapinath ~~SK~~

CONTACT PERSONS

1. English - Ms. SAJITHA. V. S
2. Malayalam - Ms. JENCY PAUL AKKANN
3. Hindi - Dr. LISAMMA JOHN
4. Economics - Ms. SAIJA. J. K.
5. Mathematics - Ms. SONA DAS
6. Physics - Ms. MADHVI. C. D.
7. Chemistry - Dr. DEENA ANTONY
8. Zoology - Dr. GIGI POULOSE
9. History - Mr. JOSE KURIANOSE

- | | | | |
|-----|-------------------------|---|--------------------|
| 10. | Botany | - | DR. ROBELIN ALEX |
| 11. | Commerce | - | DR. SOUMYA STEPHEN |
| 12. | Physical Education | - | STALIN RAHMAN |
| 13. | Biotechnology | - | DR. KAVITHA O. |
| 14. | Computer Science | - | MS. ANBWARA. DAVIS |
| 15. | Social Work | - | MS. PRIYA. ANTONY |
| 16. | Business Administration | - | MS. LENA LOUIS |
| 17. | M.C.J | - | MS. AMITA PRABHA |
| 18. | Psychology | - | MS. NIMY . P. G. |

June 2015

Outcome	Agenda - Campus Tidings 2014-15 release	Meetings Held on
1) Campus Tidings released	Quality Quest Preparation - Data Compilation	01 June
2) AQAR data compilation in process	AQAR Data compilation	03 June
3) Quality Quest released	Kaushal Kendra Interface Preparation	08 June
4) Kaushal Kendra Interface preparation complete	Sixth Hour Schedule Preparation	12 June
5) Prepared schedule for Sixth hour	Golden Mother Award - Proforma filling	18 June
6) Golden Mother Award proposal forwarded	Epoch Making Leaders Centre - Proforma filling	19 June
	Dr. Meena T Irinjan	24 June
	Dr. Asha Thomas	
	Dr. Lisamma John	
	Dr. Sr. Isabel	
	Dr. Rani P. Ukkaw	

July 2015

Agenda :-	Meetings Held on
Vanitha Ratnam Award - Proforma filling	02 July
Sadguna Award - Proforma	06 July
Autonomy Discussion & Communication	07 July
Digital India Programme Report	06 July
Inputs for UGC New Education Policy	20-24 July
Dept Visits for Autonomy Preparation	13-21 July
Sadguna Award - Format Preparation	24-29 July
Sri A.P.J. Kalam Homage	28 July

Outcome

1) Vanitha Ratnam Award proposal forwarded	Dr. Meena T Irinjan
2) Sadguna Award proposal forwarded	Dr. Asha Thomas
3) Digital India Report sent	Dr. Lisamma John
4) Inputs for UGC's New Education Policy sent	Dr. Sr. Isabel
5) Depts. visited as part of Autonomy preparation	Dr. Rani P. Ukkaw
6) Sadguna Award proposal sent	
7) Homage paid to Sri Sr. A.P.J. A Kalam	

August 2015

Agenda	Meetings Held On
Suggestions sought for Healthy & Best Practices	01 August
Quality Quest Data Compilation	03 August
Onam Celebrations	19 August
Kaushal Kendra Application	17 August
Review of Best Teachers / Researchers Award Norms	10-13 August

Outcome

- 1) Suggestions received from depts. about Healthy & Best Practices
 - 2) Quality Quest released
 - 3) Onam celebrated
 - 4) Kaushal Kendra Application ~~presented~~ DTP in progress
 - 5) Best Teachers/Researchers Award reviewed & rephrased
- Dr. Meena T. Irimpan ms
 Dr. Asha Thomas A
 Dr. Lisamma John LP
 Dr. Sr. Isabel SIA
 Dr. Rani Paul Wilkon RPW

Sept 2015

Agenda	Meetings Held On
Kaushal Kendra proposal sent	1-6 Sept
Teacher's Day celebrated	Despatched to UGC 10 Sept
DST/IST/CURIE interface presentation made ready	Teachers Day Celebration 5 Sept
Quality Quest Compilation	15-24 Sept
DIST/IST/CURIE Presentation Preparation	24-26 Sept
AGAR DTP in progress	AGAR uploaders Typing + Correction 18-25 Sept

Outcome

- Dr. Meena T. Irimpan ms
 Dr. Asha Thomas
 Dr. Lisamma John LP
 Dr. Sr. Isabel SIA
 Dr. Rani P Wilkon RPW

October 2015

Agenda - CPE Slide Preparation		Meetings Held On
E-Postal Registration		5-9 Oct
AQAR uploaded		08 - Oct
Correction of years of Establishment		21 Oct
Gender Champions format		17 - Oct
Autonomy Team Visit Preparation		28 Oct
Update of Data		26 - Oct
Dr. Meena T. Irinjan		27 Oct
Dr. Asha Thomas		m-h
Dr. Lisamma John		h
Dr. Sr. Isabel		h
Dr. Pami P. Ukkaw		h

November 2015

Agenda :-		Meetings Held On
Autonomy Team Visit Preparation		2 - Nov
Mock visit to Departments		3 - Nov
Mock visit to Associations		4 - Nov
Mock visit to Office		5 - Nov
Mock visit to Library		6 - Nov
Mock visit to Annex, & Canteen & Hostel		9 - Nov
Mock visit to inspect infrastructure facilities		11 - Nov
Co-ordination of Committees		12 - Nov
Consolidated		16 - Nov
13 & 14 - Nov. Autonomy		20 - Nov
AAC Peer Team Visit		25 - Nov
Evaluation of the Visit		
Discussion of the Report		

Outcome

- Mock visits to depts, associations, office, library, self-financed depts, Canteen hostel undertaken in view of Autonomy Peer Team Visit
- Committees for the visit constituted
- Co-ordinated the Peer Team Visit preparations
- Peer Team report evaluated
- Quality Quest released

December 2015

Meetings Held On

Agenda:-

Quality Quest Discussion	9 Dec
Christmas Celebration Planning	11 Dec

Outcome

- 1) Quality Quest discussed
- 2) Christmas celebrated

Dr. Meena T. Toimpar	m-h
Dr. Asha Thomas	
Dr. Lissamma John	LP
Dr. Sr. Isabel	SP
Dr. Rani P. Ukkaw	RP

18 Dec

January 2016

Meetings Held On

Agenda:-

Alumnae Newsletter Discussion	6 Jan
NIRF Registration	13 Jan
CPE - Interface Presentation	19 Jan
College Day Invitation Preparation	22 Jan
College Day Invitation Drafting	25 Jan
Quality Quest Preparation	29 Jan

Outcome

- 1) Registration for NIRF
- 2) CPE - Interface Presentation successfully completed
- 3) Alumnae Newsletter Quality Quest Discussed

Dr. Meena T. Toimpar	m-h
Dr. Asha Thomas	
Dr. Lissamma John	LP
Dr. Sr. Isabel	SP
Dr. Rani P. Ukkaw	RP

February 2016

Agenda -

Meetings Held On

E-Literacy Report	2 - Feb
IQAC Report for the College Day	5 - Feb
Quality Quest Preparation	9 - Feb
Teacher Evaluation / Format Prepared	12 - Feb
Building Construction Minutes	17 - Feb
Autonomy - Reallotment of staff Duties and Add-on hours allotment	19 - Feb
Campus Tidings - Report Correction, Page Layout	25 - Feb

Dr. Meena T. Irinpan

Dr. Asha Thomas

Dr. Lisamma John

Dr. Sr. Isabel

Dr. Rani P. Wickram

Outcome

- 1) E-Literacy report sent
- 2) IQAC report for College Day prepared
- 3) Quality Quest released
- 4) Teacher Evaluation format prepared
- 5) Campus Tidings data compilation in progress

March 2016

Agenda -

PFMS Portal Updation

Counselling Centre Formation - Request to UGC 3 - March

ASAP - Registration for the Summer Skill Course 9 - March

Proposal for Dev. of Solar Cities 10 - March

Autonomy granted by UGC - Communication 17 - March

to the University for starting autonomy 22 - March

3 - March

Dr. Meena T. Irinpan

Dr. Asha Thomas

Dr. Lisamma John

Dr. Sr. Isabel

Dr. Rani P. Wickram

Outcome

- 1) Report on Counselling Centre sent to UGC
- 2) ASAP registration for Summer Skill Course done
- 3) Proposal sent to MHRD for Solar City Project
- 4) Communication sent to University about implement of Autonomy, after it was granted in March
- 5) Campus Tidings released

Committee Members :-

1. Dr. Asha Thomas (C) ~~DA~~
2. Dr. Meena T. Irinjam (IC) ~~MA~~
3. Dr. Sr. Isabel ~~MA~~
4. Dr. Lisamma John ~~DA~~
5. Ms. Sinda Joy ~~MA~~
6. Dr. Rani P. Utkan ~~DA~~
7. Ms. Sneha Gopinath N. ~~MA~~

Contact Persons

1. English Reema Raphael T. ^{Sonima K.K.} ~~Dr. Asha Thomas~~
2. Malayalam Dr. Jency Paul
3. Hindi Dr. Lisamma John ~~DA~~
4. Economics Ms. Beena C.A.
5. History Ms. Jose Kuziakose
6. Commerce Ms. Michelle, Ms. Soniya Stephen A
7. Mathematics Ms. Sinda Joy
8. Chemistry Vidya Thomas K.
9. Zoology Dr. Sr. Asha
10. Physics Ms. Madhu CA
11. Botany Dr. Roselin Alex
12. Biotechnology Dr. Viji M.O.

13	Physical Education	Ms. Thusara P
14	Social Work	Ms. Sunitha Shaju
15	M C J	Ms. Dilruba K.
16	BBA	Ms. Keena Louis
17	Psychology	Ms. Femi Francis
18	Comp Science	Ms. Magniya Davis

April 2016

College Calendar Preparation
Awarded CPE to the College

Meetings held on:
2-5 April
16-18 April

Outcome

- 1) College Calendar prepared
- 2) CPE awarded to the College

May 2016

College Prospectus Preparation

Meetings held on
4-9 April

Outcome

- 1) College Prospectus prepared

Dr. Asha Thomas

Dr. Keena T. Isimpan

Dr. Sr. Isabel

Dr. Lisamma John

Dr. Rami P. Ukken

[Signature]

[Signature]

June 2016

Meetings held on

Agenda :-

AQAR - Preliminary Work	6 - June
Scholars' Pledge for Freshers	8 - June
Invitation Letter for Autonomy Declaration	20 - June
Planning Discussion	24 - June
Master Plan Drafting for 2016-18	23 - June
Star College Proposal Drafting	27 - June
NITI Aayog Project for Incubation Centres - Start ups - Discussion	28 June
	30 - June

Outcome

- 1) AQAR preparation commenced
 - 2) Scholars' Pledge for freshers drafted
 - 3) Autonomy Declaration Day planning co-ordinated
 - 4) Master Plan of IQAC for 2016-18 drafted
 - 5) Star College Proposal preparation commenced
- Dr. Asha Thomas *A*
 Dr. Meena T. Trimpaw *m-t*
 Dr. Sr. Isabel *ISA*
 Dr. Lisamma John *LJ*
 Dr. Lani P. Ukkan *LPU*
 Ms. Simda Joy *SJ*

July 2016

Meetings held on :-

Agenda :-

Inspire to Innovate - Story Telling Competition - Discussion	2 nd July
Dev. of Solar Cities Draft for Resubmission	4 - July
Condolences for Bishop Pazhayattil	11 - July
14 th - Declaration of Autonomous Status	12 - July
IQAC Directives for discussion	14 - July
Solar Cities - Solgen Meeting	15 - July
AQAR - correction of Draft	19 - 22 July
27 - Solar City Proposal Resubmitted	26-27 July

Outcome

- 1) Inspire to Innovate Story Writing Competition conducted
 - 2) Solar City Project resubmitted
 - 3) Requiem meeting held on Bishop Pazhayattil's demise
 - 4) Declaration Ceremony of Autonomous status conducted
- Dr. Asha Thomas *A*
 Dr. Meena T. Trimpaw *m-t*
 Dr. Sr. Isabel *ISA*
 Dr. Lisamma John *LJ*
 Ms. Simda Joy *SJ*
 Dr. Lani P. Ukkan *LPU*

August 2016

Agenda :-

Meetings held on :-

Star College Proposal final draft preparation — sent on 11/08 —	05/08 11/08 16/08
AQAR final draft preparation —	22/08
IQAC Vision/Mission, Master plan for 2018-19 preparation —	25/08 26/08
2014 NAAC Peer Team Discussion —	29/08
Request to KSRTC for student concession —	30/08

Dr. Asha Thomas

Dr. Meena T. Irinjan

Dr. Sr. Isabel

Dr. Lisamma John

Ms. Sinda Joy

Dr. Rami P. Ukkan

Outcome

- 1) Star College proposal sent
- 2) AQAR work in progress
- 3) IQAC Vision/Mission, Master plan drafted
- 4) Quality Quest released

September 2016

Agenda :-

Meetings held on :-

IQAC Seminar topic discussion —	1/9
" Drafting application —	2/9
" forwarding application —	10/9
AQAR data correction —	6/9
Quality Quest preparation —	7/9
IQAC Seminar Brochure Prepared —	20/9
6 th Pay Revision - Terms of Reference Questionnaire fill up	23, 24/9

Dr. Asha Thomas

Dr. Meena T. Irinjan

Dr. Sr. Isabel

Dr. Lisamma John

Ms. Sinda Joy

Dr. Rami Paul Ukkan

Outcome

- 1) IQAC Seminar application forwarded to NAAC
- 2) IQAC Seminar Brochure prepared
- 3) 6th Pay Revision - Terms of Reference Questionnaire filled up & sent

October 2016

Meetings held on: -

Agenda - Academic Audit
(checking Progress Cards)

- Outcome
- 1) Progress Cards checked for Academic Audit Submission of AQAR 04/10
 - 2) AQAR submitted SSR Discussions 05/10
 - 3) 4th Cycle Accreditation discussed 13/10
 - 4) Proposals for Vennu International Research Award, FSSD Award for Best Student Activities & Best Institution proposals 14/10
 - Dr. Asha Thomas Best Student Feedback from Freshers consolidated Feedback from Freshers - Consolidated Report International Research Award - Proposal writing 20/10
 - Dr. Meena Irimpanu FSD Award for the Best Student 24/10
 - Dr. Sr. Isabel Social Activist - Proposal 27/10
 - Dr. Lisamma John " for the Best Educational Institution 25/10
 - Ms. Simda Joy in the field of Energy Conservation/ Environmental Protection ...
 - Dr. Rami Paul K. K.

18

Criterion V Meeting on 11/11/16

JANUARY 2016					FEBRUARY 2016						
Sun	31	3	10	17	24	Sun	7	14	21	28	
Mon	4	11	18	25		Mon	1	8	15	22	29
Tue	5	12	19	26		Tue	2	9	16	23	
Wed	6	13	20	27		Wed	3	10	17	24	
						Thu	4	11	18	25	

Nov

- Criterion VII - Committee meeting with ...
- Criterion II " " 03/11
- IQAC File updation 08/11
- UGC Cell, Central Monitoring Committee, Jaganatha Samithi meeting 10/11
- Criterion V Committee meeting 11/11
- Parents' Feedback - Revision 14/11
- Student Social Survey Format Prep. 15/11

Outcome

- Dr. Asha Thomas
 - Dr. Meena T. Irimpanu
 - Dr. Sr. Lissy Anty
 - Dr. Lisamma John
 - Ms. Simda Joy
 - Dr. Rami Paul Ukkan
- 1) 4th Cycle SSR preparation in progress.
 - 2) IQAC held meetings with Committees in charge of Criteria VII, II, V
 - 3) Parents' Feedback forms revised
 - 4) Student Social Survey Format prepared
 - 5) Quality Quest Released

December 2016

- Agenda: - Star College Proposal - invited for Presentation, Prepared of slides for Presentation
- Berechman's Award 2016 - Proposal for Dr. Sr. Rose Anto prepared
- NAAC - Grant for IQAC Seminars
- Preparations for National Seminar
- IQAC annual Report preparation

Meetings held on:

- 10/12
- 13/12
- 14/12
- 15/12
- 16/12
- 19/12
- 20/12
- 21/12
- 23/12

- Dr. Asha Thomas
- Dr. Meena T. Irinjappan
- Dr. Sr. Lissy Anto P.
- Dr. Lisamma John
- Ms. Sindu Jay
- Dr. Rani Paul Ukkan

Outcome

- 1) Prepared for Star College Interface
- 2) Berechman's Award proposal sent
- 3) Applied for NAAC grant for IQAC seminars
- 4) IQAC annual report for College prepared

January 2017

Agenda: -

- IQAC Seminars Proceedings Draft
- National Seminars Certificate, Booklet, Duty Leave preparations
- IQAC/NAAC National Seminars conducted
- eyesman Team visit preparation

Meetings held on: -

- 10/01
- 11/01
- 12/01
- 13/01
- 16/01
- 17/01
- 18/01
- 19/01
- 20/01
- 27/01

- Dr. Asha Thomas
- Dr. Meena T. Irinjappan
- Dr. Sr. Lissy Anto P.
- Dr. Lisamma John
- Ms. Sindu Jay
- Dr. Rani Paul Ukkan

Outcome

- 1) IQAC/NAAC National Seminars conducted
- 2) IQAC Seminars proceedings prepared & released

February 2017

Agenda : — Discussion for SSR
Draft Preparation

Meetings held on: —

— Co-ordinated the meeting of GRACE

for paper presentation of research scholars

Editing of Seminars Proceedings

Despatch of Seminars Documents to NAAC

Felicitatory meeting in honour of

Dr. Asha Thomas - winner of I Prize

in the Vision/Mission competition

held by Vigyan Sagar - a catalyst
for Enhancing Education

— Campus Tidings Draft preparation

— Discussion on Academic & Admin. Audit
guidelines

03/02

06/02

07/02

08/02

09/02

13/02

- Dr. Asha Thomas *Dr*
- Dr. Meena Irinjan *m*
- Dr. Sr. Lissy Anto *L*
- Dr. Lisamma John *L*
- Ms. Simda Joy *S*
- Dr. Rani Paul *R*

Outcome
1) Seminar document
despatched to NAAC
2) Dr. Asha Thomas
Vigyan Sagar
Vision/Mission
winner
felicitated

3)

March 2017

Meetings held on: —

Agenda : — Autonomy Action Plan Evaluation

— CPR - I year Action Plan Evaluation

— SSR Draft Preparation

— Schedule of Dept. visit by IQAC for
Academic Audit - preparation

— NIRF updation

— Campus Tidings Proofreading

— IQAC audit of Departments,
College, Office

— Proposal for Dr. Mangalambal for
Sivaprasad Memorial Award - forwarded

01/03

02/03

07/03

08/03

09/03

10/03

14/03

20/03

21/03

24/03

Dr. Asha Thomas *A*

Dr. Meena Irinjan *m*

Dr. Lissy Anto P. *L*

Dr. Lisamma John *L*

Ms. Simda Joy *S*

Dr. Rani Paul *R*

Outcome

1) Autonomy & CPR 1st year action
plans evaluated

2) NIRF updated

3) Campus Tidings released

4) Academic, Adm. audits by IQAC
undertaken

5) Sivaprasad Memorial Award proposal
forwarded

January 2017: IQAC Faculty Contact Person's Meeting.

Agenda: IQAC Seminar Discussion.

Name	Dpt.	Signature
1. Dr. Arjun Arulok	CS	<u>Arjun Arulok</u>
2. Dr. Asha Thomas	Eng	<u>Asha Thomas</u>
3. Dr. Ananna P. M.	URSW	<u>Ananna P. M.</u>
4. Beena C. A.	Education	<u>Beena</u>
5. Sumina. M. S.	History	<u>Sumina</u>
6. Vidhya Thomas K	Chemistry	<u>Vidhya Thomas</u>
7. Soumya Stephen A	Commerce	<u>Soumya</u>
8. Sr. Vijay M. O.	Biotechnology	<u>Vijay M. O.</u>
9. JENNY K. A.	Malayalam	<u>Jenny K. A.</u>
10. Leema Louis	B. B. A	<u>Leema Louis</u>
11. Kojic George	B. Com (Self)	<u>George</u>
12. Reesha. P. U.	Computer Science	<u>Reesha</u>
13. Ms. Madhu. C. A.	Physics	<u>Madhu</u>
14. Ms. Sindu Joy	Mathematics	<u>Sindu</u>
15. Sr. Arun. K. V.	Zoology	<u>Arun</u>
16. Souma K. K.	English	<u>Souma K. K.</u>
17. DILRUBA. K.	MCI	<u>Dilruba K.</u>
18. SUNITHA. K. V.	Social work	<u>Sunitha</u>
19. Bibitha Joseph	Chemistry	<u>Bibitha</u>
20. Dr. Ananna P. M.	Hindi	<u>Ananna P. M.</u>







30th January 2017: IQAC Faculty Contact Person's Meeting


<u>Name</u>	<u>Dept.</u>	<u>Signature</u>
1. Dr. Lissy Anto P.	CS	Lissy Anto P.
2. Dr. Asha Thomas	Eng.	Asha
3. Sinda Joy	Maths	Sinda Joy
4. Sonima. K.K	Eng	Sonima K.K.
5. BEENA C.A.	EEo	Beena
6. SUNITHA SHAIJU	Social Work	Sunitha Shaiju
7. Dr. ROSELIN ALEX	Bolany	Roselin Alex
8. Sr. Asha	Zoology	Asha
9. JENNY PAUL	Malayalam	Jenny Paul
10. Michelle	Commerce (SF)	Michelle
11. Leena Louis	B. B A	Leena Louis
12. Sr. Viji. M.O.	Biotech	Viji. M.O.
13. Femi Foreemis	Psychology	Femi Foreemis
14. Soumya Stephen A	Commerce	Soumya Stephen A
15. Reema Raphael. T.	English (self)	Reema Raphael. T.
16. DILRUBA. K	MCI	Dilruba K.
17. Magniya Davis	Computer Science	Magniya Davis
18. Dr. Nisamma John	Hindi	Dr. Nisamma John
19. Jose Kuriakose	History	Jose Kuriakose

February 06/2017. Discuss Paper Presentations of ~~Presented~~
Scholars of 05 Research Departments

S.No.	Name	Dept	Signature
1.	Stali Anlagappan	English	Stali
2.	Mangalambarikar	Mathematics	M.R.
3.	Manoj K. L.	Chemistry	Manoj
4.	Baby J Alappat	Zoology	Baby
5.	Dr Lily K.O	Chemistry	Lily
6.	Anesh EM	Zoology	Anesh
7.	Jessy Emmanuel	Chemistry	Jessy
8.	Asha Thomas	English	Asha
9.	JANCI DAVI	Commerce	Jancy
10.	Jincy Anto P	Computer Science	Jincy

Committee Members

1. Dr. Asha Thomas (Co-ordinator) 
 2. Dr. Meena T. Trimpav (JC) 
 3. Dr. Sr. Lissy Anto P. 
 4. Dr. Lisamma John 
 5. Ms. Sinda Joy 
 6. Dr. Rami Paul Akkara 
- Tech. Assistance

Ms. Sneha Gopinath N. 

Contact Persons

1. English - Ms. SONIMA. K.K.
2. Malayalam - JENCY PAUL AKKARA
3. Hindi - DR. LISAMMA
4. Economics - Ms. BRENA. C.D
5. History - MR. JOSE KURIAKOSE
6. Commerce - Ms. SOUMYA STEPHEN
7. Mathematics - Ms. SINDA JOY
8. Chemistry - Dr. BIBITHA JOSEPH
9. Zoology - Dr. Sr. ANIS K.V
10. Physics - Dr. ROBELIN ALEX MADHU. C.A
11. Botany - Dr. ROBELIN ALEX
12. Biotechnology - Dr. Sr. FLOWERET
13. Phy. Education - Ms. INSHARA PHILIP
14. Social Work - Ms. SUNITHA. K.V.
15. MCA J - DEVIDRIYA AJEESH
16. BBA - Ms. LORNA LOUIS
17. Psychology - Ms. FENDI FRANCIS

April-2017-May

College Calendar Preparation

College Prospectus Preparation

Outcome

- 1) College Calendar Prepared
- 2) College Prospectus Prepared

June 2017

Agenda

Meetings Held on

Annual Plan Discussion

02/06

Green Audit ^{Report} Facilitation

12/06

ICT Workshop Discussion

13/06

IQAC-NAAC Seminar Discussion

16/06

IQAC Seminar on 'Academic Performance Parameters'

17/06

AQAR work

19/06, 20/06/21/06
23, 24/06

Outcome

Dr. Asha Thomas

1) IQAC annual action plan drafted

Dr. Meena T Irimpan

2) Green Audit report drafted

Dr. Ss. Lissy Anto P.

3) IQAC Seminar on 'Academic Performance Parameters' conducted

Dr. Lisamma John

Ms. Sinda Joy

4) AQAR data compilation in process

Dr. Lami Paul Ukkan

July 2017

Agenda

Meetings Held on

- Brochure Preparation for 'Scholar Summit' 04/07, 05/07
- Discussion of DSSeries 'Voices@SJC' 12, 13/07
- NIRF ranking celebration 25/07
- Scholar Summit - National Seminars by IQAC 27 & 28/07

- Revised Manual for SSR submission 31/07
- Downloaded & read
- IIQA format downloaded "

Outcome

- Dr. Asha Thomas ✓
- Dr. Meena T. Irinpan ✓
- Dr. Sr. Lissy Anto P. ✓
- Dr. Lisamma John ✓
- Ms. Sinda Joy ✓
- Dr. Lani Paul Wilkin ✓

- 1) Distinguished Speaker Series 'Voices@SJC' by IQAC conducted
- 2) IQAC National Scholarship 'Scholar Summit' conducted
- 3) NAAC revised manual for SSR submission downloaded

August 2017

Agenda

Meetings Held on

- New SSR format reading 1-3, 7/08
- Autonomy Progress Report 08/08
- AQAR correction 9-22/08
- Academic Calendar - revised format prepared 23/08
- Teaching Plan - " " 24/08
- SSR - Support Team & Support Work division 25/08
- SSR Executive Summary 1st Draft ready for reading 31/08

Outcome

- Dr. Asha Thomas ✓
- Dr. Meena T. Irinpan ✓
- Dr. Sr. Lissy Anto P. ✓
- Dr. Lisamma John ✓
- Ms. Sinda Joy ✓
- Dr. Lani Paul Wilkin ✓

- 1) New SSR manual / format reading & discussion in progress
- 2) Autonomy Progress Report sent
- 3) Academic Calendar & Teaching Plan revised formats prepared
- 4) SSR support team & support work division done
- 5) Quality Quest released

September 2017

Agenda

Meetings Held on

SSR Qualitative Metrics Writing started

1-15/09

AQAR uploaded

15/09

Ghani Awards Call letter Received & nominees list forwarded to Principal

22/09

Outcome

1) AQAR uploaded

2) SSR Qualitative Metrics work in progress

3) Ghani Award - Nominee list finalized

Dr. Asha Thomas ✓

Dr. Meena T. Irimpan ✓

Dr. Shilpy Anto P ✓

Dr. Lisamma John ✓

Ms. Sima Joy ✓

Dr. Rani Paul Ukkan ✓

October 2017

Agenda

Meetings Held On

SSR Quality Metrics writing conts

7/10

Ghani Awards & nominees' proposals preparation

10-31/10

Syllabus - Curriculum Restructuring → Stakehold

13/10

Feedback form drafting
(Students, Parents, Teachers, Alumni,
Employers, Industry)

NIRF called for - Discussion

27/10

Ghani Proposals for Dr. Sr. Christy, Dr. N.R. Mangalambal, Dr. Shali Anshappan, Dr. Asha Thomas, Dr. Sr. Rose Anto, Dr. Lisamma John, Dr. Philo Andrews, Dr. Jancy Davis sent

29/10

Dr. Meena T. Irimpan ✓

Dr. Sr. Shilpy Anto P. ✓

Dr. Lisamma John ✓

Ms. Sima Joy ✓

Dr. Rani Paul Ukkan ✓

Outcome

① Ghani Award Proposal sent to UG

② Syllabus - Curriculum Restructuring - Stakeholder Feedback Redrafted

③ Discussion held for NIRF data complete

November 2017

Meetings Held on

Agenda

NIRF data compiling 1-3/11
 IQAC Workshop by Dr. Rajan Varghese on "Quality Indicators for Revised NAAC Assessment & Accreditation Process" → 7/11
 Student Satisfaction Survey Drafting 17/11
 NIRF Data uploaded 24/11

Outcome

Dr. Asha Thomas ✓
 Dr. Meena T. Irinpan ✓
 Dr. Sr. Lissy Anto P. ✓
 Dr. Lisamma John ✓
 Ms. Sinda Joy ✓
 Dr. Rani Paul ✓

① Quality Quest released
 ② IQAC Workshop by Dr. Rajan Varghese on "Quality Indicators for Revised NAAC Assessment & Accreditation Process" held
 ③ Student Satisfaction Survey format redrafted
 ④ NIRF data uploaded

December 2017

Meetings Held on

Agenda

SSR Quality Metrics Redrafting, Reading 1-8/12
 (Print Outs of all Criteria to AT, Sr. Isabel + Sr. Christy)
 Berehman's Award for Sr. Christy + Dr. Mangalambal 7/12
 Discussed IQAC visit to depts. for Acad. Audit 13/12
 Visited Depts. for Academic Audit 18, 19, 20/12
 Christmas celebration 24/12
 SSR Qualitative metrics draft prepared & submitted to Principal for Reading 22/12

Outcome

Dr. Asha Thomas ✓
 Dr. Meena T. Irinpan ✓
 Dr. Sr. Lissy Anto P. ✓
 Dr. Lisamma John ✓
 Ms. Sinda Joy ✓
 Dr. Rani Paul ✓

① SSR Qualitative metrics first draft prepared
 ② Christmas celebrated
 ③ IQAC team visited depts. for academic audit
 ④ Berehman's Award proposals forwarded for Dr. Sr. Christy + Dr. Mangalambal

January 2018

Meetings Held on

Agenda

- Student PPT Presentations Discussion _____ 06/01
 on 'Yona Dept. Yona College'
- Faculty/Dept PPT Presentation Discussion _____ 07/01
- SSR Support Team meeting to discuss collection of data from Depts + Associations — 11/01
- Autonomy Academic Council Meeting Report Preparation — 16th/01
- 'Teacher Mirror' discussion re: changes in format + disband — 24/01
- External Audit — Inviting Dr. Rajani Varshae discussed _____ 29/01

OutcomeDr. Asha Thomas *Dr*Dr. Meena T. Irimpan *m.t.*Dr. Sr. Lissy Anto P. *LIP*Dr. Lisamma John *LJ*Ms. Sinda Joy *SJ*Dr. Rani Paul Wilson *RPW*

- 1) Student PPT Presentations decided to be held in the 1st week of Feb
- 2) Dept PPT Presentations to be held on 24th January
- 3) Decided to complete data collection by the middle third week of January
- 4) Academic Council Meeting Report prepared and sent
- 5) Discussed changes in the T. Mirror form

February 2018

Meetings Held On

Agenda

- Teachers' Mirror Submissions 02/02/
- Student PPT Presentations Preparation 05/02
- Moodle Training Discussions 10/02
- Eduphone / EduTech Discussions 07 & 08/02
- Student PPT Presentations 15/02

Outcome

- 1) Teachers Mirror Submitted & Awards for Best Teacher and Best Researchers distributed on College Day

Dr. Asha Thomas *Dr*Dr. Meena T. Irimpan *m.t.*Dr. Sr. Lissy Anto P. *LIP*Dr. Lisamma John *LJ*Ms. Sinda Joy *SJ*

- 2) Student PPT Presentation held on 15th

- 3) Moodle Training Program held in March, with outside experts

- 4) Eduphone / EduTech yet to be implemented; discussion underway

March 2018

Agenda

Moodle Training Course Preparation
External Audit

Meetings Held on

01, 02/03
14 & 15/03

SSR Support Team Work
Discussion

19, 21, 23, 27/03

Faculty / Dept. PPT Presentation

15, 16/03

Moodle Training Course Conducted

03/03

Outcome

- ① Moodle Training Program conducted
- ② External Audit conducted
- ③ Faculty PPT Presentation conducted

Dr. Asha Thomas *AT*

Dr. Meena T. Irinpan *MT*

Dr. Sr. Lissy Anto P. *LAP*

Dr. Wisamma John *WJ*

Ms. Sima Joy *SJ*

April, May 2018

AGAR work

SSR Qualitative &

Quantitative Metrics

Writing for submission

in June

Preparing Data Templates

Outcome

- ① SSR Metrics work in progress
- ② AGAR report in progress

Dr. Asha Thomas *AT*

Dr. Meena T. Irinpan *MT*

Dr. Sr. Lissy Anto P. *LAP*

Dr. Wisamma John *WJ*

Ms. Sima Joy *SJ*

Minutes and Action Taken Report IQAC Committee 2018-19

The 1st bimonthly meeting, 04th June

The first bimonthly meeting of the IQAC, 2018-19, was convened on the 04th of June. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. A short self-introduction was given by the new members of IQAC. The meeting started at 2.30 p.m at the IQAC room in the College Main Block, and ended at 4.15 p.m.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. IIQA and SSR Drafting'
4. SSR Support Team Meeting
5. RUSA DPR Preparation
6. Planning for a National Seminar
7. AQAR (2017-18) Submission
8. SSR uploading- Planning
9. Academic Calendar- Approval
10. Faculty Development program - Planning

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous meeting of the IQAC committee was held on the 23rd of March 2018. The minutes of the meeting were read out followed by a discussion. These minutes were then approved by the present committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- The report of Moodle Training Course conducted on the 3rd of March was published in the college website.
- The report of External Academic & Administrative Audit conducted on 14th and 15th of March 2018 was submitted to the Management board
- The annual departmental presentations were evaluated and suggestions were given for improvement.
- SSR support team met and discussed the metrics and data templates in April.
- SSR Qualitative and Quantitative Metrics draft work started

Minutes of Agenda 3: IQA and SSR Drafting

The drafting of the IQA and the Criteria- wise input collection for the drafting of the SSR were discussed. The committee urged to start the data compilation and drafting immediately. It was also suggested to conduct multiple levels of proof reading for ensuring authenticity and completeness of the data.

Minutes of Agenda 4: SSR Support Team Meeting

SSR support team functions and responsibilities were discussed and clarified by the committee. It was decided that the data for the SSR can be collected and compiled criteria-wise. Criteria-wise data were collected. The Chairperson suggested that the SSR support team should meet weekly to speed up the SSR drafting and proof reading. SSR support team meetings were scheduled for 5th, 12th, 20th and 27th of June.

Minutes of Agenda 5: RUSA DPR Preparation

The chairperson described the latest intimations from state RUSA office for the implementation and fund release. The Committee examined the current DPR submitted to RUSA, and suggested that the DPR can be modified in accordance with the new guidelines. The IQAC committee recommended to the principal to constitute a separate committee for RUSA DPR preparation. The composition of the RUSA committee was discussed and, Dr. Najil George was nominated as a representative from IQAC.

Minutes of Agenda 6: Planning for a National Seminar

The chairperson addressed the importance of inculcating research among students. The Committee discussed the possibility for conducting a national seminar in research related topics which is relevant for all subjects. It was decided that a national seminar on 'Reference Management' will be conducted by the end of 2018. The Committee directed the IQAC coordinator to do make a plan and find possible collaboratives for the national seminar.

Minutes of Agenda 7: AQAR (2017-18) Submission

The draft of AQAR was submitted and presented in the meeting. The details are discussed and suggestions were given by the committee members. The Chairperson directed to conduct one more proof reading before uploading the AQAR. The AQAR submission was scheduled to be completed by the middle of July.

Minutes of Agenda 8: SSR uploading - Planning

The current draft of SSR is presented in the meeting along with the recent changes suggested by the UGC. The Committee discussed each point in detail and recommendations were given for modification. It was decided to present the SSR to the representatives from all disciplines of the College after the modifications done by the SSR support team. It is decided to upload the SSR in September.

Minutes of Agenda 9: Academic Calendar - Approval

The academic Calendar prepared by the committee concerned was submitted to the IQAC for reading and approval, a few minor corrections suggested were incorporated and the A. Calendar was approved by the IQAC.

Minutes of Agenda 10: Faculty Development Program - Planning

To improve the performance and efficiency of faculty and staff IQAC decided to conduct a Faculty Development Program (FDP). Possible topics for FDP is discussed, and it is decided to

conduct a hands on workshop on ICT related subject. The committee entrusted Ms.Sinda Joy to short list possible topics for FDP.

Member Attendees

~~disorganized~~

Najid George

Saj Jose

Rani Paul Ukkan

Kanya Rajk

~~Kanya Rajk~~

Fairy FAINY.P.J

Jyothi A.J Jyothi A.J

Rosmy Varghese

Shabna

~~Shabna~~

Namitha.K.A

BIBITHA JOSEPH

Sneha Lupinath N

Sinda Joy

Pran Kumar K.M.

Geetha Jacob

Sr. Rosa K.D.

Minutes and Action Taken Report IQAC Committee 2018-19

The 2nd bimonthly meeting, 1st August

The second bimonthly meeting of the IQAC, 2018-19, was convened on the 1st of August 2019. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting which started at 2.30 p.m at the IQAC room in the College Main Block, ended at 3.45 p.m.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Review of IIQA
4. Progress in NAAC SSR preparation
5. Conducting National Seminar on "Reference Management"
6. Scheduling of Faculty Development Program
7. Evaluation of AQAR (2018-19) data
8. Preparations for NIRF 2019
9. Alumni Feedback collection and analysis methodology

Minutes of Agenda 1: Review of the minutes of the previous meeting.

The minutes of the previous meeting held on the 04th of June 2018 were presented by the IQAC coordinator. The minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting.

- IIQA was uploaded on the 28th of June 2019. Compilation of data for SSR is progressing as expected.
- Four meetings of SSR support team were conducted and they verified the completeness of data.

- Based on the suggestion from IQAC, RUSA committee was constituted. RUSA DPR prepared and forwarded on the 18th of June.
- Anticipated date and program schedule is fixed for National Seminar
- AQAR 2018-19 was prepared and verified by IQAC. And it is uploaded-on the 16th of July 2019.
- SSR preparation is progressing well and expected to be uploaded by September 2019.
- Suggestions of IQAC on Academic Calendar is approved by the academic council and it is made available in the college website.
- Quotations for Faculty Development Program is invited from professional corporate training institutions to conduct a workshop on Spreadsheet

Minutes of Agenda 3: Review of IIQA

Institutional Information for Quality Assessment (IIQA) was prepared under the guidance of Dr Asha Thomas and uploaded to the NAAC portal. The Committee chairperson appreciated Dr Asha Thomas and team for their efforts.

Minutes of Agenda 4: Progress in NAAC SSR preparation

The IQAC Chairperson, Dr. Sr. Lissy Anto P described the progress in the SSR preparation. The Committee decided to finalize the SSR draft with the help of IQAC core committee members and SSR support team. A schedule has been made to finalize and submit SSR, so that the uploading of the data can finished by the middle of September.

Minutes of Agenda 5: Conducting National Seminar on "Reference Management"

The IQAC coordinator updated the progress in conducting National Seminar on "Reference Management". Date for the seminar was fixed on 15th November 2019. A subcommittee was constituted by combining IQAC and College Library, for the smooth conduct of the Seminar. IQAC committee proposed to conduct the seminar with two invited lectures and research paper presentation.

Minutes of Agenda 6: Scheduling of Faculty Development Program

Ms. Sinda Joy presented shortlisted topics for the Faculty Development Program to be conducted in the college. The Committee acknowledged the need of a hands-on workshop in 'Spreadsheet' program, which will empower the faculty members and make the documentation a lot easier. Further, it was suggested that it will be better if we conduct the program in collaboration with a professional training institution. The Committee entrusted Ms. Sinda Joy to get proposal and budget from such institutions.

Minutes of Agenda 7: Evaluation of AQAR (2018-19) data

The Annual Quality Assurance Report (AQAR) for 2018-19 was submitted in the NAAC portal on 16th July 2018. The Committee evaluated the submitted AQAR and changes to be included in the next AQAR were proposed. It is decided to initiate actions for the same.

Minutes of Agenda 8: Preregistration for NIRF 2019

The Committee asked the IQAC coordinator to keep a close look at NIRF website for updates and pre-registration. Dr. Sajo Jose was entrusted to study and present the NIRF- 2019 during next IQAC meeting.

Minutes of Agenda 9: Alumni Feedback collection and analysis methodology

The Chairperson explained the importance of systematic collection of feedback from alumni for the improvement of the institution and curriculum. The Committee members suggested that the convocation day can be utilized to collect feedback from alumni, besides the feedback form on the website. Dr. Bibitha Joseph presented the draft alumni feedback format and committee made a few suggestions.

Member Attendees

Sirajudeen

Najil George

Sajo Jose

Kani Paul Ukkan

FAINY P.J.

SHABNA

Kabitha

Sr. Rosa K.D.

Arankumar K.M.

JYOTHI A J

BIBITHA JOSEPH

Geetha Jacob

Romy Varghese

Kanya Raj k

Namitha K.A

Sneha Gopmathan

Sinda Joy

Minutes and Action Taken Report IQAC Committee 2018-19

The 3rd bimonthly meeting, 3rd October

The third bimonthly meeting of the IQAC, 2018-19, was convened on the 3rd of October. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting started at 2.30 p.m at the IQAC room in the College Main Block, and ended at 4.00 p.m.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. SSR DVV Clarifications
4. Students Satisfaction Survey Progress
5. NAAC Visit Planning
6. RUSA DPR and MIS portal data uploading
7. National Seminar on "Reference Management" – Planning
8. Conducting Faculty Development Program
9. NIRF 2019 data submission
10. KSHEC data submission

Minutes of Agenda 1 : Review of the minutes of the previous meeting

The previous meeting of the IQAC committee was held on the 1st of August. The minutes of the meeting were read out followed by a discussion. These minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- Institutional Information for Quality Assessment (IIQA) submitted to the NAAC portal was accepted on the 3rd August 2019.

- SSR was finalized and the uploading was started from the 20th of August. The SSR was finalized and submitted on 17th of September.
- National Seminar Committees finalized the program schedule and resource persons
- A number of proposals for the Faculty development program was collected for consideration
- The AQAR (2017-18) submitted was evaluated, and changes are proposed for the next AQAR.
- Pre-registration for NIRF 2019 was done on 18th September
- Alumni Feedback forms were printed and survey process was initiated

Minutes of Agenda 3: SSR DVV Clarifications

The committee expressed satiation and appreciation for the timely submission of SSR. DVV clarification from the NAAC portal was presented before the committee for discussion. The committee made suggestions for giving appropriate clarification on each point.

Minutes of Agenda 4: Students Satisfaction Survey Progress

Students Satisfaction Survey for NAAC accreditation were started on the 17th of September and will be closed by the 17th of October. The committee observed that more participation of students in SSS will be beneficial for the accreditation. The committee made recommendations to the college council for implementing strategies to get more responses from students.

Minutes of Agenda 5: NAAC Visit Planning

Possible dates for the peer team visit was discussed and it is found that dates between third week of January to first week of February will be most appropriate for the visit. The committee discussed the need for having subcommittees for the coordination and smooth conduct of NAAC peer team visit. IQAC made suggestions to the college council for constituting committees for the same.

Minutes of Agenda 6: RUSA DPR and MIS portal data uploading

As per the request of RUSA coordinator, IQAC discussed possible changes that were needed to be incorporated in DPR and a few changes were suggested. Further, data to be uploaded for RUSA MIS portal was presented before the committee by Dr. Naijil George and the committee approved it for submission.

Minutes of Agenda 7: National Seminar on "Reference Management" – Planning

Activities necessary for the successful conduct of the proposed National Seminar were discussed. The preliminary report of the preparations done by the committees were discussed and resource persons were confirmed and invited. Program schedule for the seminar was discussed to ensure the successful conduct of the program.

Minutes of Agenda 8: Conducting Faculty Development Program

Ms. Sinda Joy presented the proposal for conducting Faculty development program in Spreadsheet. Committee discussed each proposal and, LIVE WIRE, Thrissur was selected as the collaborator. The program was named as "How to Excel". Program schedule and venue was discussed and fixed. Committee asked Ms. Sinda Joy to coordinate with LIVE WIRE, Thrissur to conduct the program at the earliest.

Minutes of Agenda 9" NIRF 2019 data submission


Dr. Sajo Jose presented the data requirements and possible strategies for NIRF 2019. The committee asked the IQAC coordinator to compile all the data required for NIRF 2019, and collect more data if needed. Faculty members of the IQAC committee was entrusted to assist coordinator for the same.


Minutes of Agenda 10: KSHEC data submission


Dr. Babitha Joseph made presentation on data need to be submitted for KSHEC database. A few modifications were suggested by the committee for improvement. The committee entrusted the IQAC coordinator Dr. Naijil George for ensure the accuracy and completeness of the data presented.

Member Attendees

Lissy Math

Najil George 

Saj Jose 

Rani Paul Ukkan 

Kanya Rajk Kanya Rajk

FAINY PJ Fainy

Jyothi A J Jyothi A J

Shebna Shebna

Namitha K M Namitha

BIBITHA JOSEPH Bibitha

Rosmy Varghese Rosmy

Sneha Copinath N Sneha

Sneha Joy

Arun Kumar K.M. Arun

Geetha Jacob Geetha

Dr. Sr. Pasa K.D. Pasa

Minutes and Action Taken Report

IQAC Committee 2018-19

The 4th bimonthly meeting, 3rd December

The fourth bimonthly meeting of the IQAC, 2018-19, was convened on the 3rd of December. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting started at 2.30 p.m and ended at 3.30. p.m. The venue was the IQAC room in the College Main Block.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Arrangements for NAAC Peer team visit.
4. Post SSR activities presentation
5. Evaluation of National Seminar on "Reference Management"
6. Evaluation of NIRF 2019 submitted data
7. Criteria wise data collection for AQAR 2018-19
8. Academic Council meeting representation
9. Evaluation of 'How to Excel'
10. Students feedback collection and evaluation

Minutes of Agenda 1: Review of the minutes of the previous meeting.

The previous meeting of the IQAC committee was held on the 3rd of October 2018. The minutes of the meeting were read out followed by a discussion. These minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting.

- Clarification of the SSR – DVV uploaded on the 11th of October.
- Expected high percentage of students who participated in Students Satisfaction Survey

- Committees constituted and preparations are progressing well for the NAAC Peer Team visit
- RUSA DPR updated on 5th October and MIS data was uploaded on the 14th of October
- National Seminar on “Reference Management” conducted on the 15th November.
- The FDP “How to Excel” conducted on the 8th of October
- NIRF 2019 uploaded on 27th November.
- KSHEC data was submitted in the portal on October 25th

Minutes of Agenda 3: Arrangements for NAAC Peer Team Visit

The Chairperson explained the arrangements for the impending visit. And dates of the visit were given as 28th and 29th January 2019. IQAC asked the Steering Committee to closely monitor the preparations to make sure its completion on time. Schedule for the peer team visit was discussed and a draft was prepared for the approval of steering committee. Presentations to be done before NAAC peer team was finalized.

Minutes of Agenda 4: Post SSR activities presentation

The IQAC coordinator gave a presentation on Post SSR initiatives and activities in the college, which comprised activities of departments, associations and IQAC. The draft presented before the committee was accepted after discussion.

Minutes of Agenda 5: Evaluation of National Seminar on “Reference Management”

The Committee evaluation of the National Seminar on “Reference Management” was conducted on 15th November. The Committee observed that the seminar was well organized and was useful for inculcating research culture in the college. The Committee approved the seminar report to be published in the college website.

Minutes of Agenda 6: Evaluation of NIRF 2019 submitted Data

NIRF 2019 data was submitted on 27th November. Dr. Sajo Jose made a presentation on institutional strengths to be gained and weaknesses to be overcome in getting better ranking in

NIRF. Areas that need improvement were noted down. The Committee asked Dr. Sajo Jose to make a guideline for NIRF data submission for future reference.

Minutes of Agenda 7: Criteria-wise Data Collection for AQAR 2018-19

Strategies to be used for the collection of departmental and association data for the next AQAR was discussed. The Committee decided to use more ICT tools for collection and analysis of data. Committee recommended to create a check list and common format for criteria – wise data collection.

Minutes of Agenda 8: Academic Council Meeting Representation

Dr. Naijil George presented the analysis report of feedback collected on curricula. The Committee observed overall satisfaction of all stakeholders in curriculum and teaching-learning strategies adopted by the college. The committee discussed the areas for improvement to be represented in the Academic Council Meeting.

Minutes of Agenda 9: Evaluation of 'How to Excel'


The Chairperson observed that the 'How to Excel' FDP was successful and useful for the faculty. The Committee members expressed interest in conducting more of such programs, which will benefit faculty and staff members of the college. After discussion, it was decided that a program on computer skills should be conducted. Ms. Sinda Joy was selected as the coordinator for the program.

Minutes of Agenda 10: Students feedback collection and evaluation


Last year student feedback was discussed for modifications and improvement. A new format was suggested to make the feedback process more quantitative. The Committee recommended to conduct a socio-economic survey along with the students' feedback. Another recommendation was to make a web portal for the collection of feedback. The committee suggested to incorporate the links to the feedback portal in the home screen of the college website.

Member Attendees

~~Sirajudeen~~

Naijil George 

Saj Jose ~~Spise~~

Rani Paul Ukkan 

Kanya Rajk ~~Kanjayal~~

FAINY PJ Fainy

Jyothi A J Jyothi A J

Shabna ~~Kabira~~

Namitha K.A Namitha

BIBITHA JOSEPH Bibitha

Romy Varghese Romy

Sneha Lopinath N Sneha

Sinda Joy ~~Sinda~~

Arankumar K.M. Arankumar

Geetha Jacob Geetha

Dr. Sr. Rosa R.D. Rosa

Minutes and Action Taken Report IQAC Committee 2018-19

The 5th bimonthly meeting, 4th February 2019

The fifth bimonthly meeting of the IQAC, 2018-19, was convened on the 4th of February. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting started at 2.30 p.m and ended at 3.45 p.m. The venue was the IQAC room in the College Main Block.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Extension of NAAC accreditation
4. Teacher performance evaluation
5. Call for Best Teacher and Best Researchers awards
6. Progress in students feedback collection
7. Teachers' feedback
8. Academic and Administrative Audits
9. Evaluation of FDP on 'Computer Skills'

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous bimonthly meeting was held on the 3rd of December. The minutes of the meeting were read out followed by a discussion. These minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- All arrangements were done for the NAAC peer team visit.
- Post SSR activities report was prepared
- National Seminar on "Reference Management" report was published in the college website.
- A guide line for NIRF data submission was created for future reference.

- Checklist and common format for AQAR data collection was created.
- IQAC Coordinator made representation in Academic Council Meeting.
- Arrangements are done for FDP on "Computer Skills"
- Student feedback portal is open and getting good responses from students

Minutes of Agenda 3: Extension of NAAC accreditation

The Chairperson, Dr. Sr. Lissy Anto P explained the situation in which the NAAC accreditation was extended to 31st December 2021. Hence by the time of the next accreditation, the institution will be completing five years as an autonomous college. The Chairperson appreciated all the IQAC members for the hard work and cooperation for SSR submission and arrangements for peer team visit. The Committee members acknowledged the tireless efforts of Dr. Sr. Lissy Anto P. The Committee entrusted the IQAC coordinator to document all the preparations and schedules for NAAC visit for future reference.

Minutes of Agenda 4: Teacher performance evaluation

Annual Teacher Performance Evaluation for the academic year 2018-19 was discussed. Procedure and Performa for the evaluation was finalized. The data analysis system was tested for consistency and correctness. Suggestions were made to keep confidentiality and security of evaluation process.

Minutes of Agenda 5: Call for Best Teacher and Best Researchers awards

Application form and guidelines for the Best Teacher and Best Researchers awards of previous year were placed before the committee for discussion. The committee decided to continue the weightage system for the selection of awardees. Modifications were made accordingly and time frame for the submission was finalized.

Minutes of Agenda 6: Progress in students feedback collection

Student feedback and social survey collection is progressing well in the online portal. The IQAC coordinator presented the percentage of completion of each department. Suggestions were forwarded to the college council for ensuring complete participation of students. Further it was

decided to share the link for survey through students' groups to ensure more participation. The Committee entrusted the coordinator to make arrangements with computer lab and other computational facilities to make it available for feedback survey for students.

Minutes of Agenda 7: Teachers' feedback

Draft format for Teacher Feedback was submitted before the committee for discussion. According to the suggestions of the committee, the format was redrafted and it was decided to collect the feedback through online portal. Further, the options to write feedback anonymously was incorporated. Feedback about the IQAC was also incorporated along with the teachers feedback.

Minutes of Agenda 8: Academic and Administrative Audits

Checklist and common format for departments and associations to submit AQAR was submitted to the committee for modification. It is modified accordingly for the academic audit. The time schedule for the audit for each departments and associations was finalized. Administrative staff, Ms. Sneha Gopinath explained the progress of the administrative audit. Further the Chairperson informed the committee that green audit for the academic year is under way and will be completed by the end of February.

Minutes of Agenda 9: Evaluation of FDP on Computer Skills

Report of faculty development program on "Computer Skills" conducted on the 8th March was submitted before the committee for approval. The feedback from the participants was examined and it was found that the program was relevant and useful. The Committee congratulated Ms. Sinda Joy for conducting the program in such an effective manner. The Committee approved the report to be published on the website.

Member Attendees

~~Lisiny~~
Najil George
Saj Jose
Kani Paul Ukkan
FAINY P J
Shabna

Dr. Sr. Rosa K.D.
Geetha Jacob
Rosmy Vargha
Jyothi A-J Jyoti A-J
BIBITHA JOSEPH
Sinda Joy
Arunkumar M.M.
Kanyasulkam
Namitha K.A
Sneha Gopinath N

Minutes and Action Taken Report IQAC Committee 2018-19

The 6th bimonthly meeting, 4th April 2019

The sixth bimonthly meeting of the IQAC, 2018-19, was convened on the 4th of April 2019. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting commenced at 2.30 p.m and closed at 3.40 p.m. in the IQAC room in the College Main Block.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Teacher Performance Evaluation report
4. Evaluation of students and teachers' feedback
5. Implementation Outcome Based Education
6. Digitalization of examinations section
7. Academic Audit evaluation
8. Administration Audit evaluation
9. Green Audit report analysis
10. KSHEC web portal data submission

Minutes of Agenda 1 : Review of the minutes of the previous meeting

The previous bimonthly meeting was held on the 4th of February. The minutes of the meeting were read out followed by a discussion. The minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- Preparations for the NAAC peer team visit was documented for future reference
- Teacher Performance Evaluation was conducted, and the analysis was done
- Best Teacher and Best Researcher awardees were selected from the applicants

- Student Social Survey was conducted on the 8th of March. Student feedback survey was successfully completed
- Teachers' feedback was collected and analyzed
- Academic and Administrative Audit were conducted
- FDP on "Computer Skills" was conducted on 8th of March

Minutes of Agenda 3: Teacher Performance Evaluation report

Teacher performance evaluation and analysis report was placed before the committee. After detailed discussion, the committee entrusted the chairman for further action. The Committee members suggested that the evaluation for the next year can be more qualitative. Further, a few changes have been suggested for the evaluation format.

Minutes of Agenda 4: Evaluation of Students and Teachers' feedback

Students and Teachers' feedback report was submitted before the committee for discussion and approval. The Committee recommended to forward the respective student feedback to the department for improvement. Teachers feedback report was discussed and forwarded to the management council and college council for further action.

Minutes of Agenda 5: Implementation Outcome Based Education

The IQAC coordinator presented the importance of implementing Outcome Based Education (OBE) for improving the objectivity and quality of education. For that committee suggested to conduct an OBE Workshop for the faculty members in the beginning of the next academic year. Tentative list of resource persons was discussed, theme and dates also discussed. The Committee asked the coordinator to search for collaborative agencies for the OBE workshop.

Minutes of Agenda 6: Digitalization of Examinations section

Complete digitalization of examination section is discussed. The Committee observed that the proper implementation of OBE requires the Question Bank system. IQAC recommended the autonomous examination section to implement question bank system from the next academic

year. IQAC decided to conduct a seminar for the faculty members to familiarize them with the question bank.

IQAC Committee 2018-19

Minutes of Agenda 7: Academic Audits Evaluation

The Academic Audit conducted in March is evaluated by the committee. Remarks made by the auditors are discussed and remedial actions for the shortcomings pointed out, are initiated. The strength, weakness, opportunity, threat analysis of the college was done. The overall report of the audit was approved by the committee and forwarded to the college management board.

Minutes of Agenda 8: Administrative Audit Evaluation

The Administration Audit report is evaluated by the committee. Remarks made by the auditors are discussed. The report was compared with the previous year's data, and the committee found the financial parameters of the college has improved. The Committee observed that more research fund mobilization is needed in the upcoming year.

Minutes of Agenda 9: Green Audit report analysis

The report of the Green audit conducted with the assistance of the Nature Club was submitted before the committee for consideration. Suggestions from the audit were discussed and forwarded to the administration and management for further action.

Minutes of Agenda 10: KSHEC web portal data submission

The IQAC coordinator presented the details needed to be filled in the newly launched web portal for higher education information submission. The committee proposed to submit the data after cross checking the details with academic audit report and data collected for AQAR.

Member Attendees

(Handwritten signatures)
Najil George
Sap Jose
Kani Paul Ukkan
FAINY, P J
Sheabna
Sinda Joy

(Handwritten signatures)
Dr. Sr. Rosa K.D.
Rosmy Varghese
Jyothi A-J
BIBITHA JOSEPH
Arunkumar K.M.
Geetha Jacob
Kavya Rajle
Narmitha K.A
Sneha Copinath

Minutes and Action Taken Report

IQAC Committee 2019-20

The 1st bimonthly meeting, 06th June 2019

The first bimonthly meeting of the IQAC, 2019-20, was convened on the 06th of June 2019. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members with a keynote address. A short introduction was given by the chairperson concerning about the roles and responsibilities of IQAC for the maintenance of quality of institution. The meeting began at 9.30 AM, at the IQAC room in the College Main Block. The discussion concluded around 11:30 pm.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Implementation of Outcome Based education
4. Execution of Digital Question Paper Management Tool
5. Constitution of new committees
6. Application for UGC Skill Programs
7. DBT Star college application
8. Discussion on SAAC draft
9. Student orientation program
10. AQAR (2018-19) Submission
11. The Approval of Academic Calendar
12. Academic audit- internal
13. Evaluation of the performance of the institution in NIRF 2019
14. Quality improvement recommendations for departments

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous meeting of the IQAC committee was held on the 4th of April 2019. The minutes of the meeting were read out and a discussion ensued. These minutes were then approved by the present committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- Teacher Performance Evaluation process was modified accordingly and renamed as 'Annual Faculty Performance Evaluation'.
- Student feedback 2018-19 report and analysis was forwarded to respective departments. Teachers' feedback report was submitted before the management council and college council.
- The Kerala State Higher Education Council, Thiruvananthapuram, has agreed to conduct a workshop on Outcome Based Education (OBE) for faculty.
- Autonomous examination section purchased a Quality-centered Question Bank System which enables the implementation of Outcome Based Education
- Internal and external academic audit reports were presented before the college management board.
- Research center committee was formulated with Director, Joint Director and members to increase fund mobilization for research and consultancy.
- According to the Green Audit report, feasibility study was conducted for the installation of additional solar panels.
- KSHEC portal data was submitted on 20th May, 2019 after verifying the details with academic audit report and AQAR.

Minutes of Agenda 3: Implementation of Outcome Based education

Coordinator informed the IQAC that, the Kerala State Higher Education Council (KSHEC) has agreed to conduct two-day hands on workshop on outcome-based education in the college. The tentative dates for the program were discussed. The dates 4th & 5th July or 11th & 12th July 2019 were suggested by the committee. The committee also suggested inviting Prof. Rajan Gurukkal, director, Kerala State Higher Education Council for the inauguration. A handbook for the proposed program was presented and the committee approved to distribute soft and hard copies to all the participants and faculty members.

Minutes of Agenda 4: Execution of Digital Question Paper Management Tool

IQAC coordinator, Dr. Najil George, explained the features and usability of Question Paper Management Tool accrued by the examination section. The implementation of question bank system for generating the question bank was discussed. The Principal suggested conducting a workshop for faculty members to familiarize with the software and question bank. Further, the committee discussed various methods to assure the quality of question papers generated from the question bank. The committee recommended the autonomous examination section to draft criteria to select the contributors to the question bank. For maintenance of quality, the committee suggested an expert feedback system to review the question bank based on the Blooms taxonomy. The committee entrusted Ms Sinda Joy, for the conduct of question bank workshop.

Minutes of Agenda 5: Constitution of new committees

For the effective functioning, quality assurance and decentralization of power, IQAC coordinator suggested to constitution of few more committees in the college. They are

- Cultural center
- E-Learning Cell
- Entrepreneurship Development Cell

- Extension activities coordinator
- Health and fitness cells
- Innovation and Incubation Centre
- Institute's Engineering wing
- Institutional Disaster Management group
- Library advisory committee
- PET and Bridge course coordinator
- Planning and Monitoring Board
- Research advisory board
- Service-learning center
- Value-added course coordinator
- Yoga and meditation center

The committee observed that most of these functions are intervened with the functions of existing committees or departments and it's recognition as separate agencies could make it more efficient. Members discussed the roles, responsibilities and composition of these new bodies. The Committee entrusted to present their representation in academic and administrative bodies for the sanction.

Minutes of Agenda 6: Application for UGC Skill Programs

Dr Najjil George made a short presentation about the application procedure for UGC skill programmes. The committee assessed the feasibility for starting new courses. Committee suggested that, starting programs with high employability and/or entrepreneur opportunities need to be given highest priority. Following this, the committee decided to make an application to start full time Certificate Course and Diploma programs. Management representative, Sr Dhanya, said that a three year degree B.Voc program would be more beneficial for the students. Dr. Sr Rose Bastin, commented that it would be useful if M.Voc. program could be initiated for existing B.Voc courses. Committee entrusted Ms. Sherlin for identifying relevant

skill programs listed in the NSQF and to inform the corresponding departments for making proposals.

Minutes of Agenda 7: DBT Star college application

DBT star college application Performa and guidelines were presented before the committee. Committee examined the previous applications made by the college and comments received. Strategies for making an effective application were discussed. Chairperson suggested to entrust the application with Dr. Sr. Floweret, Director of Research and asked IQAC coordinator for further assistance. Committee also asked to get help from institutions those who made successful applications last time. Ms. Sneha was entrusted with the data collection and compilation for the application.

Minutes of Agenda 8: Discussion on SAAC draft

Dr Naijil George made a presentation regarding the recently released SAAC accreditation manual by Kerala State Higher Education Council. Committee discussed its merits and demerits. Based on the discussion, committee entrusted the coordinator to draft a letter to the Kerala State Higher Education Council containing the suggestions and feedback.

Minutes of Agenda 9: Student orientation program

The proposal given by the academic excellence committee for the Conduct of the induction and orientation program for the new students was discussed. Modifications were made to improve the effectiveness of the program. Virtual campus tour was included in the program. Suggestions were given to the principal for further action.

Minutes of Agenda 10: AQAR (2018-19) Submission

The So far collected data for the AQAR 2018-19 was presented in the meeting. Changes in the template were discussed and modifications were suggested. Committee suggested in circulating the department-wise draft of the AQAR data for confirming the accuracy and completeness. Further, the committee suggested in conducting internal academic audit for data validation.

Minutes of Agenda 11: The Approval of Academic Calendar

Draft academic Calendar for the 2019-20 was presented before the committee by the chairperson. Slight corrections suggested were incorporated and the academic calendar was approved by the IQAC.

Minutes of Agenda 12: Academic audit- internal

Schedule for the annual academic audit was presented by the IQAC coordinator. For more efficient and productive result, a checklist for the audit was presented. The presentation progressed to a discussion, raising certain suggestions to be included to the same. After further contemplations and incorporation, a final draft was decided to be submitted at the earliest schedule. Along with the checklist, the departmental documentation procedures were mentioned. The criteria for the assessment of departmental performance and methodical recording was discussed and approved. A meeting of all Head of the departments was decided to be conducted for the final verification and approval.

Minutes of Agenda 13: Evaluation of the performance of the institution in NIRF 2019

The NIRF 2019 result was presented before the committee. The performance of the college in different NIRF criteria was evaluated in comparison with other institutions. Following a detailed

discussion, committee identified the institutional strengths and weaknesses in NIRF 2019. Further, IQAC discussed strategies for improving NIRF ranking 2020.

Minutes of Agenda 14: Quality improvement recommendations for departments

IQAC evaluates the progress of the perspective/strategic plan of the institution. The performance of each department/committee in the last academic audit is compared. The committee entrusted the IQAC coordinator to draft the quality improvement recommendations for each department and committee for the current academic year based on the discussion.



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Minutes and Action Taken Report

IQAC Committee 2019-20

The 2nd bimonthly meeting, 6th August 2019

The second bimonthly meeting of the IQAC, 2019-20, was assembled on the 6th of August 2019. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members with an introductory speech. The meeting commenced at 2.30 PM at the IQAC room in the College Main Block. The session concluded by 4.15 PM.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Discussion on infrastructure improvements
4. Digital Question bank training
5. STRIDE application
6. Evaluation of AQAR (2018-19) data
7. Preparations for NIRF 2020
8. Alumni Feedback collection and analysis methodology

Minutes of Agenda 1: Review of the minutes of the previous meeting.

The minutes of the previous meeting was held on the 6th of June 2019 were presented by the IQAC coordinator, Dr. Najjil George. A discussion followed after the presentation. The minutes were then approved by the committee members for further action.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting.

- A Two-day workshop on 'Outcome based education' was conducted in association with Kerala State Higher Education Council on 15th and 16th July 2019.
- A Workshop on 'Digital Question Bank' is scheduled to be held in between 19th August to 22nd August 2019 in collaboration with IPSR. A carefully designed feedback

mechanism was devised. As per the expert feedback system, it was decided to review the question bank based on the blooms taxonomy.

- According to the IQAC committee new committees were formulated for the efficiency in functioning of the college.
- Proposals for UGC skilled programmes were submitted on 26th June 2019.
 1. B.Voc. Business English with intake of 50
 2. B.Voc. Culinary Arts with intake of 50,
 3. B.Voc. Data Science with intake of 30
 4. B.Voc. Fashion Design with intake of 50
 5. B.Voc. Food Processing and Quality Management with intake of 30
 6. B.Voc. Foreign Language – French with intake of 50
 7. B.Voc. Industrial Mathematics with intake of 30
 8. B.Voc. Learning Disabilities with intake of 30
 9. B.Voc. Pharmacy and Medicinal Chemistry with intake of 30
 10. B.Voc. Plant Tissue Culture and Nursery Management with intake of 30
 11. B.Voc. Software Development with intake of 30
 12. M.Voc. Applied Microbiology with intake of 15
 13. M.Voc. Cyber Security, with intake of 15
 14. M.Voc. Forensic Science, with intake of 15
 15. Certificate Course in Dress Design and Tailoring with intake of 30
 16. Certificate Course in Paper Recycling and Paper Made Products with intake of 30
 17. Diploma in Multimedia and Animation with intake of 30.
- Star College application was submitted to Department of Biotechnology, Government of India on 25th June 2019. Proposals from various departments were included – Department of Biotechnology , Department of Botany , Department of chemistry , Department of Zoology and Department of Physics
- The IQAC Coordinator communicated with Kerala Higher education Council and shared the concerns and suggestions regarding SAAC accreditation

- Student induction and orientation programs were conducted accompanied by a virtual campus tour. The students were detailed about the college polices, rule and regulations, committees, clubs and other activities.
- The verification of AQAR resulted in the detection of slight inconsistencies in the data. It was discussed in Internal Academic Audit to consult the respective departments for further clarity.
- The Academic calendar was approved and published
- The documentation procedures for Internal Academic Audit were conducted from 04 July 2019 to 10 July 2019 according to the formulated checklist.
- Based on the evaluation of the performance of the institution in NIRF 2019, strategies for improving the raking were developed
- Quality improvement recommendations were drafted and forwarded to the departments and committees

Minutes of Agenda 3: Discussion on infrastructure improvements

The discussion focused on the Infrastructure of the college thereby improving learning facilities. The suggestions pointed out to the upgradation of E-learning provisions of the institute. The team analysed the existing technological appliances of the college and demanded an increase in the number of projectors, computers and improve the Internet facilities. The IQAC coordinator, Dr. Naijil George, discussed about the various funding opportunities for consideration.

Minutes of Agenda 4: Digital Question bank training

Ms Sinda Joy, who was designated with the duties of digital question bank training, explained about prior preparations of the workshop. The members were presented with terms and conditions regarding the collaboration with IPSR. The major area of focus was to aid the teachers by training them in preparing questions for outcome measurement, according to bloom's taxonomy. Ms. Joy asked for the principal's assistance in assuring all the faculties' and exam supporting staff's participation in the workshop. Also, Dr. Naijil George, the IQAC coordinator, analysed and discussed the affirmation of Question bank security addressing various areas of concern like hacking. The further particulars were reflected and obligations were entrusted upon the Controller of Examination, Dr. Asha Thomas.

Minutes of Agenda 5 : STRIDE application.

Dr. Najil George elaborated about the scheme and the application procedures for UGC STRIDE (Scheme for Trans-disciplinary Research for India's Developing Economy). It was decided to apply for 'Component-1' which concentrated on 'Research Capacity Building and Human Resource Development focused on colleges and universities'. Participating departments and teachers in-charge with their assigned positions are as follows:

Name	In-charge of	Department
Dr. Najil George, Assistant Professor	Coordinator	Department of Biotechnology
Dr. Stalin Raphel, Assistant Professor	Faculty Short term Project	Department of Physical Education
Dr Sr Viji M.O., Assistant Professor	Research Methodology	Department of Biotechnology
Dr Alfred Joe, Assistant Professor	Scientific Communication	Department of Botany
Dr. Sr. Deeni C. J , Assistant Professor	Forums	Department of Mathematics
Ms. Daisy P K, Assistant Professor	Entrepreneurship Development	Department of Economics
Dr. Manoj A L, Assistant Professor	Faculty Development	Department of Economics
Dr. Lisamma John, Associate Professor	Post-Doctoral Fellowship	Department of Hindi
Dr. Jency K A, Assistant Professor	Faculty Exchange	Department of Malayalam
Mr. Siby Linson, Assistant Professor	Emeritus Professorship	Department of Commerce

Minutes of Agenda 6: Evaluation of AQAR (2018-19) data

The IQAC of the college has been drafting the AQAR (Annual Quality Assurance Report) as per the tools and parameters set by the NAAC. The draft version required thorough verification and discussions were made for obtaining finalized data. The major focus was to emphasize the college and departments. It was recommended to proofread the respective department's data along with Departmental Audit. It was instructed to carefully scrutinize the data and analyse particular areas for improvement.

Minutes of Agenda 7: Preparation for NIRF 2020

The board discussed on the various possibilities to improve the functioning and preparation for the NIRF ranking procedures. The mission was entrusted upon Ms. Sinda Joy and a discussion ensued for the formulation of data template, examining further requirements and evaluating college strengths and weaknesses. There was a proposal to initiate the new data collection at the earliest, for the validity in the data to be submitted.

Minutes of Agenda 8: Alumni Feedback collection and analysis methodology

The Chairperson explained the importance of systematic collection of feedback from alumni for the improvement of the institution and curriculum. The Committee members suggested that the convocation day can be utilized to collect feedback from alumni, besides the feedback form on the website. Mr. Arun Kumar presented a draft for the alumni feedback format and committee made a few suggestions for incorporation. The Committee entrusted the chairman to get approval from HoDs and staff.



A handwritten signature in green ink, appearing to read "Lissyanto P." with a flourish at the end.

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Minutes and Action Taken Report IQAC Committee 2019-20

The 3rd bimonthly meeting, 1st October 2019

The third bimonthly meeting of the IQAC, 2019-20, was convened on the 1st of October 2019. The meeting was presided by IQAC Chairperson, Dr. Sr. Lissy Anto P. The meeting was set in the IQAC room situated in the College Main Block. The meeting commenced from 2.00 PM and concluded by 4.00 PM.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. NIRF 2020 data submission
4. Review of IQAC associated committees
5. Organizing Faculty/ Staff development program
6. Introduction of new academic program for the upcoming academic year
7. Conducting External Academic audit
8. AQAR (2018-19) preparation and submission

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous meeting of the IQAC committee was held on the 6th of August. The minutes of the meeting were read out followed by a discussion. After deliberating on the important points, the minutes were approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- The Infrastructure details of the college were checked to understand the further refurbishments needed and the purchase committee was entrusted to commit to the understanding and evaluation for the same.

- A workshop in preparation of Digital Question Bank was conducted from August 19 to August 22. The entire faculty participated in the training to gain a proper insight. The staff members of the examination section also attended the sessions as part of the training.
- The STRIDE application was prepared by the selected faculty from each department who was assigned with the duty. Component 1 with all its detailing was submitted after final draft on 30 Sept 2019
- After analyzing various factors related to the college, a checklist for NIRF ranking data was formulated under the supervision of Ms. Sinda Joy. The data is collected from all the departments accordingly.
- Data for AQAR is collected after revisions in the draft. The IQAC Coordinator was entrusted in the complete presentation of qualitative data.
- Quantitative Feedbacks were collected from alumnae during the convocation through a feedback form.

Minutes of Agenda 3: NIRF 2020 data submission

The meeting initiated with the discussion on various aspects related to National Institutional Ranking Framework (NIRF) 2020 and the documentation procedures for its submission. There was a need for collecting a complete set of data considered for the ranking metrics. The parameters included- Teaching, Learning and Resources, Research and Professional Practice, Graduation Outcomes, Outreach and Inclusivity, and Perception. An initial draft was developed from the data collected from The Admission Cell, Exam Section, Departments and the Office. The prepared draft was presented by Ms Sinda Joy which was followed by a discussion. Further improvements and revisions were suggested by the committee members to ensure the accuracy of data.

Minutes of Agenda 4: Review of IQAC associated committees

The members assessed all the associated IQAC committees to obtain a broader image of its working. The associated committees serve as the branches of IQAC for ensuring quality related activities, addressing each section distinctly. The functioning of sub-committees like faculty wing, IQAC Student body and the Core committee was evaluated to study the trajectory of their operations and their contribution to the organization of various college programs. The constitution of more IQAC associated quality improvement committees were suggested.

Minutes of Agenda 5: Organizing Faculty/ Staff development program

The committee instigated in organizing a new faculty development program related to faculty career development to enhance the chances in advancement of their careers by providing special emphasis and focus regarding pay fixation and promotion. It was decided to conduct the event during the first week of November and invite Dr. T Mohammed Saleem from Farook Training College, Kozhikode as the resource person for the session.

Minutes of Agenda 6: Introduction of new academic program for the upcoming academic year

For the maintenance of institute's academic vitality and responding to the recent trends, a discussion ensued for the adoption of new academic programs. After considering the various factors like quality, consistency, demand, skills and employability, the following programs were suggested:

- B Sc Chemistry
- B Sc Fashion Technology
- M Sc Data Analytics
- M Sc Psychology
- M Sc Physics

The committee members decided to apply for the proposed programs and discussed the further procedures to obtain the confirmation from the University.

Minutes of Agenda 7: Conducting External Academic audit

The details regarding External Academic Audit were elaborated by the IQAC Coordinator. The methods like SWOT analysis were adopted in identifying the strengths and weakness of each department. Methodologies like forming checklists and grading the departments based on grading system were incorporated. Both common and specific suggestions were taken into consideration while formulating the draft. The IQAC Coordinator was entrusted to proceed with the further procedures, collection of data and drafting.

Minutes of Agenda 8: AQAR (2018-19) preparation and submission

The revised draft for Criteria 1 to 3 of AQAR was presented by the IQAC Coordinator. The presentation was approved by the all members. It was decided to forward the existing qualitative data to the Principal for the final word of approval. It was also decided to prepare and present the next set of Criteria in the upcoming meeting.



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Minutes and Action Taken Report IQAC Committee 2019-20

The 4th bimonthly meeting, 4th December 2019

The fourth bimonthly meeting of the IQAC, 2019-20, was held on the 4th of December 2019. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members. The meeting started at 1.00 PM and ended at 3.00 PM. The IQAC room in the College Main Block was the venue for the meeting.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Evaluation of NIRF 2020 submitted data
4. AQAR 2019-20
5. Academic Council meeting representation
6. Students feedback collection and evaluation
7. External academic audit
8. Faculty development workshop
9. Criteria wise college performance evaluation
10. Common format for syllabus

Minutes of Agenda 1: Review of the minutes of the previous meeting.

The previous meeting of the IQAC committee was held on the 1st of October 2019. The minutes of the meeting were read out followed by a discussion. These minutes were then approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting.

- After the completion of all the procedures, NIRF data was uploaded to the online data portal on November 29th. Prior to the submission, an HOD meeting and the IQAC

contact-persons meeting was held for the cross verification of all the data entered in the provided format.

- After the assessment of distinctive associated IQAC communities, the board members suggested the necessary alterations for improvements. Each suggestion was forwarded to the respective committee in charge for consideration.
- The Faculty/ Staff Development program was successfully conducted on November 8th 2019 in collaboration with the staff association. The event was guided by Dr. T Mohammed Saleem.
- As a result of the discussion on the introduction of new programs for the following academic year, applications for five new programs were forwarded to the University. The procedures were done by the IQAC team to avail the courses at the earliest.
- External Academic Audit was completed by all the departments. The Audit Reports from all the departments were forwarded to the IQAC.
- Submitted draft of Criteria 1 - 3 of AQAR was made as the finalized version after approval from the Principal.

Minutes of Agenda 3: Evaluation of NIRF 2020 submitted data

The application for National Institutional Ranking Framework (NIRF) 2020 was submitted after revisions on the first week of November. The submitted data was re-evaluated to understand its effectiveness and in determining the areas that requires strengthening. The previous year's data was paralleled to the present data in recognizing the growth patterns and analyzing the various points for improvement. Other college profiles were compared to gain an augmented point of view for analysis. The further discussions aimed at developing more advanced and effective data for future submissions.

Minutes of Agenda 4: AQAR 2018-19

The qualitative data for Criteria 1-3 of AQAR has been approved as the final version. The IQAC Coordinator discussed on the subsequent proceedings by elaborating the particulars on Criteria 4 to 7. After the presentation and an ensuing discussion, it was decided to forward the data to the Principal for a final word of approval.

Minutes of Agenda 5: Academic Council meeting representation

IQAC Coordinator briefed on the specifics that has to be presented in front of the Academic Council, academic administrative arm for the institute. It was decided to present a summary of the valuable feedback collected from the stakeholders so as to ensure the development of the institution. For the expansion of the institute's academic endeavors, a list of new courses were suggested and affirmed to present it before the Council. It was also decided to present the summary of the NIRF and AQAR data for further verifications.

Minutes of Agenda 6: Students feedback collection and evaluation

In order to strengthen the quality of teaching-learning environment and to provide best possible facilities and modern infrastructure, the institute conducts the annual feedback collection from the students to enquire on the basic functionality of the college. The committee studied the previous year's feedback form and suggested specific modifications for the present academic year. A new format was suggested to make the feedback process more quantitative. The team members discussed on the possible feedback collection methodologies like surveys, enquiries through e-mail and collection of data from platforms. Data analysis and submission details were also discussed.

Minutes of Agenda 7: External academic audit

After the successful completion of external academic audit, the report was presented by the IQAC coordinator. Department wise performance was evaluated discussing the highs and lows respectively. The method of Institutionalized SWOT analysis was selected for an internalized and externalized review of the institution which helped in tracking the progress and limitations. Tracking the limitations of the institute, the team discussed on alternative ways to rectify existing boundaries in the college research activities. A detailed report will be forwarded to the Principal for further verification.

Minutes of Agenda 8: Faculty development workshop

IQAC coordinator explained the need to conduct a faculty development program to sensitize the faculty members regarding the need for quality improvement and NAAC accreditation. Following discussion, the committee recommended that the FDP be a series of talks on NAAC criteria. Further, IQAC entrusted the coordinator to make a schedule and identify resource persons. The Principal suggested that it would be better to complete it by the end of February 2020.

Minutes of Agenda 9: Criteria wise college performance evaluation

Based on the internal and external audit, the NAAC criteria-wise performance of the college is evaluated by IQAC committee. The strength and weakness were identified, and the areas need special attention was prioritized. Metrics wise evolution was done and documented. Committee entrusted the coordinator to forward the recommendation to the Principal and manager for immediate action.

Minutes of Agenda 10: Common format for syllabus

The chairmen of IQAC suggested that it will be better to have a standard syllabus format for all the programs offered by the college. Committee welcomed the suggestion and discussed the components for the standard syllabus format. As the syllabus is drafted by the different boards of studies associated with the University, each program has other designs. It was decided to have different formats for UG and PG programs. IQAC formulated a rough draft for the syllabus, and the committee entrusted Ms. Sinda Joy to refine the template further.



A handwritten signature in green ink, appearing to read "Lissy Antop".

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Minutes and Action Taken Report

IQAC Committee 2019-20

The 5th bimonthly meeting, 7th February 2020

The fifth bimonthly meeting of the IQAC, 2019-20, was held on the 7th of February 2020 at the IQAC room in the College Main Block. The Chairperson, Dr. Sr. Lissy Anto P welcomed the members with an introductory note. The meeting started at 2.30 PM and concluded around 4.45 PM.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Teacher performance evaluation methodology
4. Call for Best Teacher and Best Researchers awards
5. Students feedback collection
6. Teachers' feedback
7. Administrative Audits
8. Green audit and energy audit
9. Revised Self study report manual by NAAC

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous bimonthly meeting was held on the 4th of December 2019. The IQAC coordinator summarized the previous areas of discussion. The minutes of the meeting were read out which proceeded with discussion. These minutes were then approved by all the committee members.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- The analysis of NIRF 2020 data helped in understanding the major points for concentration, thereby improving the quality of institution. The various suggestions were recorded and forwarded to the head of the institution for consideration.

- After successfully completing all the criteria, AQAR application was submitted on 28th December 2019
- The Academic Council was held, briefing about the specifics and providing special emphasis to new courses and feedbacks collected.
- After the student feedback format fixation, feedbacks were collected via online. The teachers of the respective classes were entrusted with the duty.
- Final draft for external academic audit was discussed and further quality improvements were identified.
- The Faculty Development Program discussed as an agenda was successfully organized providing the faculty with a quality session.
- The NAAC criteria wise institution performance evaluation document was forwarded to the principal for further action
- Template for common syllabus format was drafted and distributed to departments. A session was arranged to familiarize teaches with the new syllabus format.

Minutes of Agenda 3: Teacher performance evaluation methodology

The committee stressed on conducting the teacher performance evaluation to determine the competence, assess strengths, systematize goal setting, provide support and mentoring, assure continued growth through differential experience, encourage faculty to discuss ways in which the institute can better provide appropriate resources to support faculty development for creating a better learning environment. The suggestions arrived at the decision to adopt Annual Faculty Performance Evaluation- AFPE. The methodology was discussed for its holistic nature that constitutes of both self-evaluation as well as peer-assessment. Different feedback mechanism like the student feedback and management feedback serves as the components of this system. The board members discussed on the questionnaire design and entrusted the duties to associated committees for the same.

Minutes of Agenda 4: Call for Best Teacher and Best Researchers awards

The college annually conducts the Best Teacher and Best Researcher award to recognize the efforts and extraordinary contributions in the fields of teaching and research. Applications were released for the eligible faculty to apply for the award. The committee proposed in the revision of the existing methodology that is followed for evaluating the awardees. The team suggested in required changes in assessment and weightage system. The modifications recommended were forwarded to the management for consideration and the time frame for the submission was finalized.

Minutes of Agenda 5: Students feedback collection

The Student feedback collection has been initiated with a renewed format. The duty was entrusted with the respective class teachers through online platform. The preliminary analysis was done by the committee members to check the current status of the collection. The format is intricately designed, such that it includes the collection of socio-economic details of each student. This could ensure quality education with equal student opportunities and representation. The team expressed their satisfaction with the ongoing data collection and discussed on ways to ensure the partaking of all the students.

Minutes of Agenda 6: Teachers' feedback

The format for teacher's feedback was submitted before the committee for discussion. The members emphasized on the core concepts that must be incorporated in the survey. Curriculum, Infrastructure, Basic Facilities, Management, Teaching Environment, Faculty Development and Career growth were some of the parameters proposed by the members which required consideration. It was decided to be conducted via online mode after the revisions in the draft portal. The option to record the feedback anonymously was also discussed.

Minutes of Agenda 7: Administrative Audits

The checklist and format for internal audit were discussed in the meeting. The IQAC Coordinator detailed on the procedures to conduct the audit. Suggestions from external academic auditors were considered for obtaining the best outcome. The members also discussed about the tentative dates for the same.

Minutes of Agenda 8: Green audit and energy audit

As part of quality check, the institute conducts Green audit and Energy audit alternatively to check and improve the campus sustainability practices. The IQAC Coordinator explained on the objectives and scope of the audit and a discussion ensued on the feasibilities with the audit. The committee members suggested on conducting a pre-audit by gathering the documents for the audit team to study about the site.

Minutes of Agenda 9: Revised Self-study report manual by NAAC

Revised Self Study report manual by NAAC was presented by the IQAC Coordinator. It was observed that the updated manual is more quantitative. The changes in the template needed to be identified and discussed. It was suggested to conduct criteria –wise analysis for understanding the modification with the existing template.



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Minutes and Action Taken Report

IQAC Committee 2019-20

The 6th bimonthly meeting, 11th April 2020

The sixth bimonthly meeting of the IQAC, 2019-20, was convened on the 11th of April 2020. The IQAC Coordinator, Dr. Najil George welcomed the new chairperson, Dr. Sr. Anis K V to the meeting. The committee meeting was hosted via Google meet which commenced from 9.30 AM and concluded by 12.30 AM.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Discuss COVID 19 impact on academic activities
4. Action plan for next academic year
5. COVID 19 Awareness program
6. Online education possibilities evaluation
7. Online recording feasibility
8. Faculty empowerment program

Minutes of Agenda 1 : Review of the minutes of the previous meeting

The details regarding the previous meeting were held on the 7th of February 2020 discussed. The minutes of the meeting were read out followed by a discussion. The minutes were then approved by the committee members.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

- Teacher Performance Evaluation was conducted and the received individual assessment report was prepared. For further analysis and examination, the report was forwarded to concerned higher authorities of the institution

- Best Teacher and Best Researcher awardees were selected from the applicants. Dr. Manoj A.L., Assistant Professor, Department of Chemistry was recognized as The Best Teacher of 2019-2020 academic year. Also, Dr. Aneesh E.M. and Ms. Daisy P.K. was chosen as the Best Researcher in Science and arts respectively.
- Student Feedback survey was successfully completed, ensuring mass participation from all the students.
- Teachers' feedback was collected and analyzed. The procured data with valid suggestions were forwarded to the principal and academic council for further improvements and implementation of action.
- Administrative Audit was successfully conducted. The completed data was submitted before the management.
- The procedures and data analysis for Green Audit and Energy Audit were accomplished under the supervision of the committee designated for the same.
- As suggested, a criteria wise study was prepared on the revised self-study manual by NAAC, under the initiative of IQAC members. A detailed report on the study was prepared to check for modifications in template.

Minutes of Agenda 3: Discuss COVID 19 impact on academic activities

In the wake of pandemic era, the learning process required flexibilities in existing system to cope up with the current scenario. Discussion ranged from the admission procedures to conducting examinations. The focus area concentrated on hosting online classes amidst the pandemic period. Checking the accessibility, various online platforms like Google Meet and Zoom were suggested to conduct classes. Alternative softwares were also discussed to record attendance and for assignment / project submission. To tackle the issue of practical sessions, members recommended on availing exclusive online facilities to ensure the students with an effective learning environment. The members suggested in resorting to LINWAYS, the college online portal as a managing tool to conduct examinations after resolving its limitations and expanding the possibilities.

Minutes of Agenda 4: Action plan for next academic year

Committee members extensively discussed the prospects for the upcoming activities for the academic year. In the backdrop of COVID 19, there were numerous challenges to be addressed and tackled. The committee members addressed the question on initiating the new academic year. There were vivid answers regarding the arrangement of practical sessions, exams and other academic activities. The members insisted on reaching out to the students and confirming their safety in the midst of pandemic scenario. It was also recommended to gather the students' internet accessibility details through their respective class teachers.

Minutes of Agenda 5: COVID 19 Awareness program

As part of adequate awareness regarding COVID pandemic and its consequences, the IQAC members discussed on organizing a programme. It was decided to conduct an online quiz in collaboration with Zoology and Biotechnology departments. Details regarding participation certificates were also discussed. The duties related to the program were entrusted to the IQAC Coordinator.

Minutes of Agenda 6 :Online education possibilities evaluation

The education system is dynamic and subject to tremendous changes. Such changes require responsive methods to maintain quality and ensure student-learning. The pandemic situation has weaved a novel path for the learning community to expand the possibilities while in the absence of a physical space. The team analyzed the situation and suggested the possible channels for educating and communicating with the students. It was decided to use the popular and widely used internet portals such as YouTube, Google Meet and Moodle in conducting classes. The official college portal LINWAYS was decided to be set as the major tool for evaluating the student performance.

Minutes of Agenda 7:Online recording feasibility

In order to enhance the E-learning experience, the committee members discussed on improving the online class sessions. Advancements were suggested in the presentation of recorded video lectures to maximize a better experience of asynchronous learning. It was decided to set up a

digital studio at the earliest, for the ease of content creation and enhancement in the quality of videos. It was also suggested to employ a full-time faculty for providing the required technical assistance.

Minutes of Agenda 8: Faculty empowerment program

The idea of quick transition from conventional teaching secluded in the classrooms to e-learning in virtual platforms has generated numerous queries and doubts among the teaching faculty. For resolving such questions and acquiring proficient technical skills to host online sessions, the members insisted on conducting an online training program exclusively for the faculty. The further details and tentative dates were discussed and forwarded to the principal for suggestions.



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Minutes and Action Taken Report IQAC Committee 2020-21

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Devising and organizing Online classes
4. Student based IT Infrastructure availability
5. Student/Teacher/Parents online class Assessment
6. Organizing webinar on research funding prospects
7. SJCx e-content development training progress
8. Application for NSQF: Skill Based Programs for the Academic Year 2020-2021
9. Student Enrollment Strategies
10. Coursera and EDx alliance
11. Internal academic audit
12. AQAR preparation

The 1st bimonthly meeting, 05th June 2020 – HIGHLIGHTS

The first bimonthly meeting of the IQAC, convened on 5th of June ,2020 in the IQAC room (Main Block). The chairperson, Dr.Sr.Anis KV welcomed the gathering and the new members with a keynote address. The prominence of maintaining the quality of the college and the roles and responsibilities of IQAC in achieving the same was also mentioned by the chairperson in the welcome address. The meeting commenced at 1.00 pm and marked its conclusion by 4.00 pm.

Minutes of Agenda 1: Review of the minutes of the previous meeting

The highlights and the summarized minutes of the previous IQAC committee meeting held on 4th of April, 2019 was read out and reflected upon followed with confirmation and approval of the particulars by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

The previous meeting included discussion on the prospective methodologies for initiating online learning practices. Based on the decisions arrived in the meeting the following actions were implemented:

- Restructuring academic activities during Covid-19:
 - It was decided to resort to Linways- the college online portal and as part of expanding the portal for its effectiveness, an additional courseware was installed.
 - Examinations: Considering the need for evaluating the student progress, an online exam portal was initiated in Linways. The faculty conducts online internal examinations and assignments through this option.
 - Admissions: The admission procedures for this academic year have been completely online and digitalized. A help desk is instituted with trained personnel capable in handling queries related to admissions exclusively.
 - Practical: Considering the limitations of the students in employing practical skills for practical oriented papers, the college relied on virtual labs and online resources for communicating the essence of pragmatic learning methods.
- Academic year adaptations :
 - Academic Calendar: Alterations in the time frame of the academic year due to government implemented lockdown caused the restructuring of the academic calendar based on the specific requirements of the year.
- Covid-19 Awareness Activity: An online quiz with genuine certification was created with the intention of spreading awareness among the mob. Huge bulk of responses was recorded and it was concluded that it realized the aim of familiarizing the mob with the pandemic and the preventive measures to be adopted during this phase.

- Online class progression: The faculty were trained and informed on the methods of recording attendance and increasing the student participation in online classes by creating more student engaging activities.
- Digital studio: A fully-facilitated digital studio was launched comprising of high clarity studio camera and green room encouraging the faculty to develop more creative e-content for online classes and providing ample possibilities for editing and dubbing. The availability and assistance for creating and editing content is offered by a technical expert during any working hours.
- Faculty empowerment program: A faculty development program was conducted from May 25th- 29th with the help of external and internal resource person. The topics ranged from managing the Linways portal to live streaming and video editing, content development and offline recorded classes. The program was conducted in multiple sessions and it marked complete participation from the faculty.

Minutes of agenda 3: Devising and organizing online classes

Ms. Sherin T I suggested that the existing timetable that was structured according to the previous year and it should be modified according to the present scenario of online classes. The members discussed on the possible framework for a feasible timetable. The members also analyzed the measures to be taken for conducting common classes that demanded the clubbing of three to four batches. The issues discussed included the capacity of various online video call applications that accept large bulk of students in online meetings and re arrangement of the timetable for the inclusion of common classes. Dr. Alfred Joe enquired on the availability of facilities for the teachers to record classes and conduct live meetings in the college. He also suggested that assignments and in-text one mark questions should be given to the students to ensure attendance and understandability of concepts. The IQAC coordinator, Dr. Naijil George, insisted that the recorded class should be proficient in quality both in subject content and in digital quotient and if needed, the teachers can utilize the digital studio for the purpose. Dr. Sr. Elaiza enquired on the overall opinion of the members in conducting online mode of teaching and the members responded positively by stating their satisfaction in covering the assigned

topics with good use of teaching methodologies that were usually restricted due to time constraints and other factors in offline classes.

Agenda 4- Student based IT Infrastructure availability

Dr. Figy Jose, enquired on the availability of necessary infrastructure at the student's end to meet the needs of online modes of learning. The members demanded that a survey should be conducted to study their limitations and requirements. The group advanced on the opinion and discussed the questions that would help the faculty to plan their strategies for teaching. Ms. Michelle insisted that one question should mandatorily enquire on the convenience of the students in reaching out to the nearest akshaya centers, public libraries and ASAP units in case of registering for competitive exams and other academic purposes. Students facing difficulties in acquiring these facilities should be facilitated by providing the same from the college. Sr. Mini also added an opinion to include questions that enquire of their family backgrounds and financial status to ensure the affordability of networks and devices. The task of formulating the survey was handed over to the IQAC Coordinator.

Agenda 5: Student/Teacher/Parents online class Assessment

Dr. Naijil George, the convener, recommended designing another survey to study the satisfaction levels of the students and parents. The other members also found it beneficial to understand the opinions of the communities for further efforts in advancing the online class quality. Dr. Manoj A.L. backed the discussion by supporting the cause stating that it was also important to understand the teacher's hurdles in conducting online/recorded classes and their satisfaction in the teaching process. Following the opinion, the members brainstormed on the questions to be included in the form. The following questions were advocated by the group and summarized by Ms. Michelle :

- Questions related to affordability of networks and devices
- The student-parent opinion on their satisfaction in the quality of online classes.
- Regular attendance of students
- Mode of classes preferred- online/offline

- Accessibility of different online platforms for sharing of resources and course implementation.
- Overall satisfaction levels with ratings

Agenda 6: Organizing webinar on research funding prospects

The group involved in a discussion for organizing a webinar on research funding. The members advocated for topics that include simplifying the process for application in research funding, the information of the agencies that can support the procedure of funding and the factors that catalyst the course of action. Dr. Naijil George suggested Prof. Sabu Thomas as the resource person for the webinar, the vice-chancellor of Mahatma Gandhi University, Kottayam who can guide the faculty on the necessary developments to be made in the aspect. Considering the distance and the situation of pandemic, Sr. Mini enquired on the mode of conduct of the webinar, the participation of the faculty and the convenient dates for organizing the event. Dr. Naijil George agreed to communicate the need to the resource person and find a convenient date for the upcoming month.

Agenda 7: SJCx e-content development training progress

Though the first batches of teachers were thoroughly trained for the preparation of e-content development procedures, the members of the meeting insisted that the new teachers should also be given the same platform for improvement and creation of e-content. Dr. Sr. Jessin added that some of the previously trained teachers had conveyed slight confusions in harnessing the right tools for content creation based on their subject that required complex demonstrations and therefore it required advanced tools. The changes and additions were noted and decided to be forwarded to the assigned authority.

Agenda 8: Application for NSQF: Skill Based Programs for the Academic Year 2020-2021

Dr. Rani Joy initiated the discussion on NSQF application for this academic year. The members studied the significance and demands of various courses in the educational and employment sector. The courses that were voted at the top were;

- B.Voc Software Development
- B.Voc Multimedia
- B.Voc Mathematics and artificial Intelligence
- Diploma in Plant tissue Culture and Nursery Management

The participants enquired on the possible budget allotted to these courses and the main heads of the courses were finalized, followed by forwarding the concise draft to the respective departments for affirmation and later for the approval of the Principal.

Agenda 9: Student Enrollment Strategies

Ms. Michelle enquired on the issue of increasing the student enrollment for this academic year. After a brief discussion the group decided on developing flyers for every department. These could be shared on social media platforms and digital news sites for maximum reach to the public. Dr. Rani Joy offered the suggestion that the content for the flyers can be developed with the help of other faculty members and the English Department of the college. She also added that the digital studio can be utilized for the purpose. The task of distributing the flyers was decided to be given to the respective departmental heads.

Agenda 10: Coursera and EDx alliance

The IQAC coordinator, Dr. Najil George proposed that the students should register for courses through MOOC programs like Edx and Coursera. He elaborated on the terms and conditions of Edx and coursera advocated that the student will get a huge online platform to develop on their technical skills through courses offered from reputed institutions around the world. This comes with the additional benefit of being awarded with recognized certification from these internationally prestigious universities. The members of the committee agreed to the proposal

put forward by Dr. Naijil and it was decided to proceed further for the cause by conveying the information to the class teachers

Agenda 11: Internal academic audit

The members addressed the issue of conducting this year's internal academic audit and due to the prevalent conditions, they collectively agreed on hosting this academic year's internal audit online. Dr. Alfred Joe enquired on the procedure of sending the consigned documents. After considering the opinion of other members, the committee finalized the decision to send the scanned copies of the documents for auditing. The need for modifying the checklist for auditing was pointed by Dr. Fijy Jose and was agreed upon by everyone present. She also insisted on helping the teachers to get familiarized with the process but considering the impracticality of gathering the large group of teachers together, Dr. Sr. Ligy suggested creating a faculty awareness video for serving the purpose. The conclusions arrived were summarized and approved by the committee members.

Agenda 12: AQAR preparation

The AQAR submission progress was analyzed and it was decided to hasten the procedures. One of the efforts demanding area of data collection was decided to be initiated as soon as possible for timely submission of AQAR. The members studied on the performance of the various departments involved in the mechanism. The committee also prepared a working methodology and corresponding targets to be achieved within a stipulated time span for the timely submission of AQAR.

Adjournment

Dr. Naijil George summarized the agendas and the corresponding conclusions arrived. The members approved of the proceedings. Sr. Mini Thomas delivered the vote of thanks and the meeting was adjourned by 4.00 pm.



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Minutes and Action Taken Report

IQAC Committee 2020-21

The 2nd bimonthly meeting, 6th August 2020

The second bimonthly meeting of the IQAC, 2020-21, was assembled on the 6th of August 2020. The meeting commenced at 2.30 PM at the IQAC room in the College Main Block with half of the members present through Google Meet. The Chairperson, Dr. Sr. Ligy V K welcomed the members with an introductory speech. The session concluded by 4.15 PM.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. NIRF 2020 result analysis
4. Application for new aided courses
5. Application for DBT Skill Vigyan Programme
6. Program associated with Independence Day
7. Participation in KSHEC - Survey of IT Infrastructural Facilities in Higher Educational Institutions Kerala
8. Certificate course on 'Stress Detox for Online Education'

Minutes of Agenda 1: Review of the minutes of the previous meeting- HIGHLIGHTS

After light conversations, the minutes of the previous meeting held on the 5th of June 2020 was presented by the IQAC coordinator, Dr. Naijil George. A discussion followed after the presentation. The minutes were then approved by the committee members for further action.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting.

The previous meeting discussed and analysed the paths for improvement and formulated different strategies. Based on the decisions, the following actions were implemented and read out by Dr. Najil George:

- **ONLINE CLASSES**

Considering the situation of the pandemic, the classes were declared to be conducted online. Online chat rooms, Whatsapp groups and Google classrooms were formed for conveying information's and links for attending classes and passing important notifications. The timetable was designed to meet the convenience of the students and teachers. The common classes were conducted online. The teachers fluctuated between live online classes through GMeet or Zoom and recorded classes with prominence given to live classes for building rapport with the students. To ensure the participation of student in recorded classes, the teachers assigned attendance questions and small questionnaires through Google forms and Linways as a mode of recording attendance additionally for ensuring the comprehension of concepts.

- **IT INFRASTRUCTURE AVAILABILITY FOR STUDENTS**

As per the previous meeting a questionnaire was developed and distributed among students with the support of the class-teachers and departmental heads. The survey recorded a massive response of 1760 students and with a high majority of students possessing necessary electronic devices and networks that can assist them during online classes. Additional facilities in the college were instituted for the students that had trouble accessing computer hubs and other regional service centres. The lists of financially backward students were identified and mobile phones were distributed among them with the help of alumni association.

- **ONLINE CLASS ASSESSMENT FROM STUDENT/TEACHERS/PARENTS**

The IQAC conducted a survey among the students, parents and teachers. The questionnaire had 17 questions which accessed the performance and satisfaction of online classes conducted from 1st June 2020. The survey was conducted from 5th to 7th July 2020, and 1210 students participated. The analysis of the survey was done on 8th July 2020. The results of the survey were very encouraging as the students expressed high levels of satisfaction with the quality of online classes. They also stated the convenience

of attending all the classes at their suitable intervals encouraging them to effectively use their spare time for other productive purposes.

- **WEBINAR ON RESEARCH FUNDING**

The webinar on research funding was live streamed through YouTube live on July 20th, 2020. Nearly 3000 participants were present from all over the nation. It was conducted by IQAC in collaboration with Morning Star Home Science College, Angamaly. Prof. Sabu Thomas, Vice-Chancellor, Mahatma Gandhi University, Kottayam; Kerala, served as the resource person for the webinar and it included the demanded topics like factors that grant funds for projects, pre-submission checklists, the anatomy of the grant process and other technical features to be implemented in the written works. The members congratulated the IQAC team and other supporters for the success of the event. The observations and the directions regarding funding of projects were forwarded to the research committee for future references.

- **SJCx E-CONTENT DEVELOPMENT TRAINING PROGRAMS**

The next batch of teachers were trained on developing high quality e-content beneficial for their teaching process. The primary focus was directed to the teachers who required extra effort in acquainting with the technological advancements of the field. These teachers were intensively trained for the purpose. The previously trained faculty were provided advanced training sessions in other e-content development software's like OBS platforms, Open Shot Video Editor and Hand Break Compressing software to professionalize and polish their content creation procedures. They were also equipped with the necessary directions and instructions for utilising the studio facilities for creating high quality e-content.

- **NSQF APPLICATION: SKILL BASED PROGRAMS FOR THE YEAR 2020-2021**

Based on the discussion of previous meeting, four skill based programs were finalized and a rough draft stating the estimated budget and the subordinating subject heads were forwarded to the respective departments and thereafter to the institutional head for approval. After confirmation from the respective departments, the finalized proposal for the initiation of the courses was framed stating the details of expected expenditure, student capacity, course duration, the estimated faculty faction, feasibility and the

potential for employment generation. The developed blueprint of the proposal was sent to the UGC for approval.

- STUDENT ENROLLMENT STRATEGIES

The committee had decided to entrust the departments with the task of emerging with a creative advertising brochure for the course programs offered. The entire departments ensued in the procedure by devising informative flyers and brochures for their departments with the aid from the English- MCJ departments and the digital studio of the college. The flyers from all the departments were collected and reviewed for its effectiveness and accuracy and reverted back to the departmental heads with the charge of circulating the same through social media and other advertising platforms.

- COURSERA AND EDx ALLAINCE

The IQAC, on behalf of the college, sent an application of interest to Coursera and Edx. Receiving approval from these online learning platforms, the students and the faculty benefitted with an exposure to nearly 3000 contemporary and authentic online courses with high potential for employment generation. The registered students and faculty were awarded with genuine certification from valid and approved universities around the world.

- INTERNAL ACADEMIC AUDIT

The need of modifying the checklist for the academic audit was modified according to the need and the faculty was provided with an informative awareness video was circulated among the teaching faculty to enlighten them with the process of academic audit and for aiding the process. The internal academic audit will held online during the month of August.

- AQR PREPARATION

The data collection initiated immediately after the previous meeting and necessary information's were gathered from the academic audit conducted this year. The faculty cooperated with the process by appointing departmental representatives to coordinate the data collection procedure between the department and the IQAC team. Deadlines, targets and time schedules for every department was formulated for orderly management and avoiding overcrowding people in the room for data collection and entry.

Agenda 3: NIRF 2020 result analysis

The members congratulated the principal and the IQAC team for the efforts taken for the NIRF ranking. The IQAC Coordinator, Dr. Najil announced that college secured a score band of 101-150 rank and expressed his gratitude to all the faculty members and supporters during the endeavour. The committee members analysed the parameters of NIRF and discussed on factors that required additional attention for the next phase of evaluation. As per the observation, the committee members insisted that more focus should be directed at research and professional practices in the college. It was also recommended that the observations should be shared with other faculty during the monthly faculty meeting for encouraging more research and professional practices in the college.

Agenda 4: Application for new aided courses

Ms. Sherline enquired on the preparations for launching new course programs for the upcoming academic year and the members studied the prospects of initiating new innovative and interdisciplinary course programs in the aided section of the college. They analysed different course programs. The major criterion collectively agreed for finalizing the courses were based on its potential for employability, skill development and market demands. After brainstorming through the different options, Ms. Sherline listed out the following course programs that stood highlighted:

- Integrated M.sc Program in Basic Sciences-Biology
- M.Sc Forensic Science
- B.Sc Chemistry, Physics and Nanoscience
- B.Sc Food Science and Quality Control.

The committee negotiated on the estimated expenditure, minimum faculty requirements, student capacities and sub-topics to be included. A rough draft was formulated to be circulated among the respective departments for modifications and additions thereafter to be submitted to the principal for further proceedings.

Agenda 5: Application for DBT Skill vigyan Program

The IQAC coordinator, Dr. Naijil George stated that though the science departments are well equipped with subject experts and fully facilitated laboratories, the students would additionally benefit through a joint venture with the DBT skill vigyan program under state partnership in Life sciences and Biotechnology with the ministry of Science and Technology, Government of India. He elaborated on the different options available for enhancement both for the teachers and the students. Dr. Alfred Joe enquired on the proof of validation and its benefits for the student and the teachers after completion of the course. Dr. Naijil explained that it comprises awarding the beneficiaries with genuine, authentic certificates of completion with world-wide validity that could be valuable during interviews and higher studies. The members supported the idea and it was decided to frame a functional blueprint for the required course programs attached with the complementary data requirements after discussion with the respective subject experts and later to the principal for confirmation and approval.

Agenda 6: Program associated with Independence Day

Dr. Sr. Jessin reminded that the Independence Day is approaching and as per the norms, the day had to be commemorated. Dr. Fijy insisted that offline celebration should not be encouraged since the pandemic regulations have not yet been uplifted by the government. Dr. Manoj enquired on the types of programs to be scheduled if conducted online and the platform for online celebrations. After discussions, it was decided that the main intention of commemorating days of importance were to share the essence of the festivities and to engage and understand the values passed on through the culture and traditions. The best mode of sharing these values was through direct means, but as per safety norms and to meet the objectives for this year, the IQAC decided to conduct a virtual Quiz in association with the Hindi department to appreciate the national language of the nation and to bring awareness among the mob regarding the language.

Agenda 7: Participation in KSHEC - Survey of IT Infrastructural Facilities in Higher Educational Institutions Kerala.

Dr. Naijil George, the IQAC coordinator insisted that the college should participate in KSHEC survey of IT infrastructural facilities in educational Institutions in Kerala. This would enhance the institution's opportunity for self-improvement. The members were also confident in partaking in this initiative and suggested it as a good opinion. Sr. Mini Thomas demanded more clarifications on the schemes and parameters for the survey to which Dr. Naijil George displayed a PowerPoint presentation describing the objectives, benefits and the criterions for participations in the survey. The discussions narrowed down on basing the efforts on improving the faculty assessment criterions for better outcome of results. The required data from the departments were listed down and decided to be circulated among the departments for data collection and recording. After the presentation, the members were convinced about the procedure and encouraged to proceed further in the cause by giving the accurate instructions to each department during faculty meetings for the smooth participation in the survey.

Agenda 8: Certificate course on 'Stress Detox for Online Education'


Though the feedback assessment on online classes by the students displayed high satisfactory levels, Ms. Michelle insisted that the stress factor of the students during this online phase should also be considered. She added that students spend nearly 6-8 hours a day at a stretch in front of any kind of digital screen for the purpose of attending classes and completing assignments. If left unnoticed, screen time may adversely affect the mental and psychological health of the students. The members appreciated the concern and discussed on effective methods on resolving the issue. Dr. Alfred suggested in resorting to calming exercises like yoga as a part of their daily learning activity. Considering the time constraints, Dr. Naijil advocated that instead of including exercises in the time-table, an online Stress Detox program can be organized with the support from the physical education department. Sr. Ligy and other members added that it should be free and flexible in timing in order to encourage maximum enrolment from the students. Dr. Sr. Jessin conveyed that it should be accessible to the faculty and parents and should provide a course completion certificate to motivate the participants

for reaping the maximum benefits out of the program. The committee members upheld the idea and Dr. Naijil agreed to communicate the need to the physical education department.

Adjournment:

There being no further agenda to ponder upon, Dr. Sr. Ligy V K summarised the points discussed and the proposed actions to be followed. The members came to terms with the conclusions and Sr. Jessin proposed the vote the thanks to the members present both online and offline. The meeting adjourned by 4.15 pm with light refreshments provided for the members present in room.




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Minutes and Action Taken Report IQAC Committee 2020-21

The 3rd bimonthly meeting, 1st October 2020

The third bimonthly meeting of the IQAC, 2020-21, was convened on the 1st of October 2020. The meeting was presided by IQAC Chairperson, Dr. Sr. Anis KV. The meeting was set in the IQAC room situated in the College Main Block. The meeting commenced from 2.00 PM and concluded by 4.00 PM.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Internal academic audit report
4. NAAC SSR preparation
5. Criteria 1 data template
6. Faculty database
7. Faculty development program
8. Digital library

Minutes of Agenda 1: Review of the minutes of the previous meeting

The previous meeting of the IQAC committee was held on the 6th of August. The minutes of the meeting were read out followed by a discussion. After deliberating on the important points, the minutes were approved by the committee.

Minutes of Agenda 2: Action taken report on the decision of the previous meeting

The previous bimonthly meeting discussed the various aspects that required urgent attention for the quality enhancement endeavor of the institution. There were seven major concerns that

were considered for immediate resolutions. As per the minutes, the following actions were implemented:

- **NIRF 2020:** The College had secured a band score of 101-150. The detailed result was conveyed by the principal to the faculty during the online faculty meeting conducted in September. The scrutinized outcome of our strengths and weaknesses were also communicated to the faculty through the meeting. The teachers were encouraged to take up more research projects and were assured to provide them with any academic support from the institution for the cause. Based on the heavy demand from the teachers, an awareness class on the merits and procedures for research was organized with the help of a knowledgeable internal resource person.
- **APPLICATION FOR AIDED COURSES:** The proposal for launching new aided courses was formulated with the subordinating subject heads, expected expenditures, faculty requirements and student intake capacity. It was circulated among the respective departments for modifications and additions if any and forwarded to the institutional head. After confirmation from the principal, the blueprint was sent to the University of Calicut for approval.
- **DBT SKILL VIGYAN PROGRAM:** An applicable blueprint was designed based on the market needs and employability trends. This was submitted to KSCSTE(Kerala State Council for Science, Technology and Environment) after confirmation from the institutional head. In response, a confirmation mail stating the approval of the proposal from the agency was received.
- **INDEPENDENCE DAY PROGRAMS:** As part of the Independence Day celebrations, a Hindi Language Quiz was developed in association with the Hindi Department to inculcate patriotic values and appreciation for the national language of the nation in the students. The quiz was developed through Google Forms and circulated across colleges in the district with a digital brochure providing the link to the quiz. Cash prizes were remunerated and sent to the winners after scrutiny. The quiz was conducted successfully marking a large input of approximately 15000 responses.

- **PARTICIPATION IN KSHEC:** The principal and the IQAC coordinator, Dr. Najjil George informed the college faculty of the proposal to participate in the IT infrastructure survey by KSHEC during the online monthly faculty meeting in September. Instructions were provided for timely data collection from the departments and respective representatives from each department were assigned for the purpose. The collected data was gathered, combined and later submitted to KSHEC.
- **STRESS DETOX FOR ONLINE PROGRAM:** Combined with the physical education department and NSS, a certificate course on stress detox for online education was launched. External resource persons was engaged to offer valuable insights on managing stress and screen time through video classes accessible to the students from anywhere and at any time. The course recorded good student enrollment and was able to provide relaxation practices to follow a healthy lifestyle.

Minutes of Agenda 3: Internal academic audit report

The report on the academic audit was presented before the committee members by the IQAC Coordinator Dr. Najjil George and they engaged in a SWOC analysis of each criterion. They formulated a checklist for grading and evaluation and started to study each criterion. As per the investigation, the members came to a conclusion that Criteria 1,2,4,6 and 7 were the strong points of the institution and were content with the performance. The prime concern therefore had to be shifted to criteria 3 and criteria 5. In criteria 3, Dr. Alfred Joe commented that though the institution showcases good results in consultancy and extensions, there is scope for improvement in the research factors. Similarly, in criteria 5, the student progression shows appreciable levels yet the student placement measures can be further broadened. The committee members agreed to suggestion and the points were noted down. They unanimously put forward the notion that the corresponding instructions should be forwarded to individual departments by the principal in the next faculty meeting.

Minutes of Agenda 4: NAAC SSR Preparation

The IQAC Director, Dr. Sr. Ligy V K enquired about the SSR preparation and the proposed to discuss on the practical time schedules for IIQA submission. Some members pointed to the obstacles faced in meeting the deadlines for data submission for IIQA due to the pandemic. The members then deliberated on the next feasible dates for gathering all the required data for the submission. Sr. Ligy also reminded to collect the student-faculty data for the purposes. Dr. Najjil, the IQAC coordinator suggested that the work can be efficiently completed in the stipulated timeline with division of tasks. Every criterion can be assigned to responsible faculty

members who can support the endeavor. The committee members backed the suggestion and a discussion ensued on assigning the faculty with the criterions. After discussion, the following faculty members were assigned with the following criterions:

- Criteria 1— Ms. Sherline T I
- Criteria 2 — Dr. Fijy Jose P
- Criteria 3 — Dr. Alfred Joe
- Criteria 4 — Dr. Manoj A. L
- Criteria 5 — Dr. Sr. Mini Thomas
- Criteria 6 — Dr. Sr. Jessin
- Criteria 7 — Ms. Michelle Vivera

The assigned faculty members insisted on framing a team to coordinate and support them in the works allotted. The task of assigning the teammates for each criterion was transferred to the IQAC coordinator and other responsible authorities. The discussion drew to a close after finalizing the immediate measures to be taken in each criterion.

Agenda 5: Criteria 1 data template

The IQAC coordinator, Dr. Naijil George displayed the data template for criteria 1 and the members appreciated the format. The group discussed on the various other data's that should be included in the template for fulfillment of requirements. Dr. Fijy Jose suggested that the feedback could be made more comprehensive by developing it into a tabular format. Adding to this suggestion, Ms. Michelle advocated differentiating the course programs based on the criterion requirements of employability, entrepreneurship and skill development. Dr. Naijil instantly came up with a practical format of the feedback table with its content heads to clarify the idea. Dr. Naijil also recommended collecting the student project details from the Heads of the Departments as soon as possible for hassle free gathering of information.

Minutes of Agenda 6: Faculty database

Ms. Sherline enquired on the procedure to approach this year's faculty data collection. Usually, this task is conducted every year for upgrading and marking the faculty quality and growth. Dr. Sr. Ligy clarified that this year database collection will be unlike the previous years due to constrictions in combining the faculty and direct information collections and invited recommendations in fulfilling this task. Dr. Manoj commented that the excel sheets could be circulated in the faculty chat groups in order to collect completely filled in data by the faculty itself. This can assure that the data is error-free and up-to-date and the other members backed the notion. Dr. Naijil added that along with the previous data, the teaching experience of the faculty within the institution should also be included. Dr. Sr. Jessin commented that they should

also assure the apprising of the faculty profile in the official college website. The members agreed to the points stated and stated to resolve the issues at the earliest.

Minutes of Agenda 7: Faculty development program

The committee instigated in organizing a new faculty development program related to faculty career development to enhance the chances in advancement of their careers by providing special emphasis and focus regarding pay fixation and promotion Dr. Naijil approved of the need for a faculty development program and suggested Dr. T Mohammed Saleem, the Principal and Research Guide in Education consultant service expert, Farook Training College, Calicut as the appropriate resource person for the purpose. The members put forward the following topics that needed exposition:

- Category wise guidelines on CAS
- The common issues faced during the procedure
- Attaining professorship
- Evaluation criteria's of APAR
- An idea about the selection committee and the factors they look for in an application for promotion.

The demanded topics were listed and Dr. Naijil volunteered to convey the matter to Dr. T Mohammed Saleem and schedule a suitable time and date during the first week of November for the same.

Minutes of Agenda 8: Digital Library


Though the college library remains open to the students, the pandemic has restricted their accessibility due to travel restrictions. Dr. Naijil underlined the advantages of the world-wide learning reservoirs being accessible and affordable at these situations especially when the academic community has to go through reference materials that are inevitable tasks during paper presentation, seminars and assignments. The modus operandi at present included the tedious task of sharing photos or scanned copies of the pages of the books by the teachers that demanded extra time and effort. The members commented that it was necessary to adopt smarter ways for sharing of knowledge and digital library can serve as the solution. Dr. Sr. Jessin contributed that the college library is already facilitated with INFLIBNET services that can open the domains to a large collection of resource materials and if necessary the students can be aided with a virtual awareness session on the ways to access resources through INFLIBNET. Dr. Fijy also recommended expansion of accessibility to centralized library systems or other reputed library domains like Pearson that can offer greater scope for research and excavations in a topic. Dr. Sr. Ligy asserted that the IQAC Coordinator take the initiative to study and

understand the prospects for buying this facility for the college and the convenience of the students.

Adjournment:

Dr. Sherline summarized the agenda's and the resolutions arrived at. The necessary actions to be taken were recapped and the meeting concluded at 4.00 PM with light refreshments and conversations.




Dr. Sr. ANIS K.V.
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Minutes and Action Taken Report

IQAC Committee 2020-21

Date: 4th December, 2020

Time: 1.00 PM – 3.00 PM

Venue: IQAC room

The 4th bimonthly meeting

Dr. Sr. Ligy V K, the IQAC Director, the chairperson welcomed the members gathered in the room and put forth the following agendas for discussion:

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. External academic audit
4. MoU with other institutions
5. E-waste management
6. NIRF ranking 2021 preparation
7. Criteria 2 data template
8. Strategic plan progress evaluation
9. Feedback from students and teachers
10. Annual faculty performance evaluation 2020-21
11. AQAR data verification

Agenda item	Discussion	Resolution/conclusion arrived
1. Review of the minutes of the previous meeting held on 1 st Oct	The minutes of the previous meeting were read out and the proposed plan of action was summarized by the IQAC coordinator Dr. Naijil George.	The members contemplated on the points and approved the minutes.

<p>2. Action taken report on the decision of the previous meeting</p>	<ul style="list-style-type: none"> • INTERNAL ACADEMIC AUDIT: The report was presented before the committee and they engaged in a SWOT analysis. Based on the discussions, criteria 3 and criteria 5 were decided to be focused more to improve research activities and student placement factors. • NAAC SSR PREPARATION: The members had discussed on the practical timeline for IIQA submission, student –faculty data collection and formation of criterion based teams and sub-teams for efficient data collection 	<p>The concise summary of the institutional performance was forwarded to the principal and the matter was conveyed during the monthly faculty meeting held in October. The departmental heads took the initiative to promote research activities within the departments and provide further placement opportunities for the students.</p> <p>After discussion with the faculty and the departmental heads the deadline for IIQA submission was fixed to December 2021 due to the constrictions faced during the pandemic. The student- faculty data collection was finalized to the month of January. The criteria heads were decided and the subordinating teammates were allotted.</p>
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	<ul style="list-style-type: none"> • CRITERIA 1 DATA TEMPLATE: The data template was presented and modifications were brought based on the suggestions from the members. • FACULTY DATABASE: The members proposed to circulate excel sheets directly to the faculty for updating and apprising of the faculty profile in the website • FDP: Promotion under CAS-UGC: The demanded topics and enquiries were noted and the availability of the resource person was sought. 	<p>The finalized form of the template was circulated among the departments for data collection. The course programs were differentiated based on entrepreneurship/employability and skills. The received data is proposed to be converted into a tabular format for better comprehension.</p> <p>The excel sheets additionally incorporating space for including faculty experience within the institution was circulated through faculty chat groups of the college and the faculty profile was updated in the website.</p> <p>Dr.T Mohammed Saleem, the Principal and Research Guide in Education consultant service expert, Farook Training College, Calicut served as the host for the FDP (live streamed in</p>
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	<ul style="list-style-type: none"> • DIGITAL LIBRARY: The issues discussed focused on the troubles faced by the students in accessing the facilities of the college library and the prospects in procurement of reputed internationally valid library like Pearsons for the academic purposes. 	<p>YouTube- https://youtu.be/yHTKRx0k3N A) held on November 7th, 2020 and listed huge participation in the program.</p> <p>The students were provided with an awareness video on accessing INFLIBNET for reference resource materials and the management approved the proposal for purchasing access to digital reservoir of Pearsons.</p>
3. External academic audit	<p>The IQAC coordinator proposed to conduct the external academic audit based on the department specific Internal academic audit reports. The opinion to schedule the timeline for the audit, preparation of the modified checklist and the fixation of the team for the same was also put forward for discussion.</p>	<p>The members agreed to bank on the departmental audit reports for the external audit. They deliberated on the time schedule, checklist and the prospective team for the audit. The external audit was intended to be conducted during the second week of December. The modified checklist for the audit preparations was circulated among the departments to be prepared for the same.</p>

<p>4. MoU with other institutions</p>	<p>Dr. Sr. Ligy communicated the principal's message for the need to expand the collaborations with other institutions for increasing the output in academic, research and extension activities from the college. The essentiality of MoU's for the institution were elaborated to the committee members and they ensued in the brainstorming session that analyzed the potential institutions and conditions for signing an MoU with other institutions for student and faculty exchange programs.</p>	<p>The committee members analyzed different agencies and institutions with potential and the IQAC coordinator, Dr. Najjil George was appointed with the charge of initiating the procedures for extension activities.</p>
<p>5. E-waste management</p>	<p>Dr. Najjil informed that at present, the e-waste management of the institution is being handled by PC link and advocated that it would be convenient if the e-waste could be handled more efficiently through repair/recycle of the waste products. The members involved in probing through agencies that could meet the requirements and the studied the effective ways to handle the e-waste generated in the institution.</p>	<p>Dr. Manoj AL suggested Progressive Recycling and trading, Thrissur for the purpose. He elaborated the benefits of consigning this agency as it guarantees e-waste management as well as recycling/reuse and even offers remuneration for non-returnable products. Dr. Najjil informed that they have been approached and have shown interest in the endeavor. Abiding by the opinion of the members, it was decided to</p>

		delegate Progressiv-E recycling and trading for the mission and the gathering of e-waste was assigned department wise and representatives from each department was assigned for cause.
6. NIRF ranking 2021 preparation	The preparations for NIRF ranking 2021 were briefed by the IQAC coordinator Dr. Naijil George. The parameters of NIRF ranking and the yester year's performance of the institution were exposted during the meeting.	Amidst the studied parameters, outreach and research were concluded as the focal point for improvement. Preparatory strategies were developed to approach data collection and gathering from the departments. Dr. Alfred advocated borrowing data from internal academic audit to support the data collection process which was agreed unanimously
7. Criteria 2 data template	The data template for criteria 2 was presented by Dr. Naijil and the members ensued on a discussion on the modes of modifications and proof specifications to be received from certain sections. Ms. Sherline commented that the departments should be briefed on the necessary details to be included with data	The members commented that since the data is collected mainly from three nodes of information namely the examination section, admission cell and from the departments, the data collection procedure should also take place in three levels. The template

	uploaded in the departmental template for criteria 2.	specifications based on these criteria's were discussed and settled. For proper data collection, a video was shared detailing the data required and the modes of entering the data in the template.
8. Strategic plan progress evaluation	Ms. Michelle presented and Dr. Naijil explained the strategic plan adopted from the academic year of 2013- 2023 through a PPT presentation. They explained that in order to achieve the goals, there ought to be wisely devised strategies. There were mainly five focal points with subordinating goals to achieve within.	The members initially evaluated the goals and focal points with areas that needed better implementation. They agreed that the implementation process for online education and research block accelerated due to the time spared from the pandemic. A tabular format presentation of the goals demonstrated the progress of the institution within the span of 5 years. The members appreciated and were content on the growth of the institution over the years.
9. Feedback from students and teachers	Sr. Jessin reminded that the annual feedback from students and teachers is approaching and invited suggestion from the members for modifications in the form if required. Dr. Sr. Ligy also	Dr. Alfred mentioned that since the mode of learning and teaching has shifted completely online, the responders should be provided with ample space

	<p>requested practical and better opinions of the members on the procedure of distribution and collection of the forms from the responders.</p>	<p>for commenting on the quality of online education and any kind of difficulties or changes that should be brought to the approach. Ms. Sherline sought the opinion from the co-members on conducting an overall feedback collection this year as it could give a picture on the areas requiring improvement. Everyone agreed to the point and the modifications in the questionnaires were included apart from the curriculum like administration functioning, satisfaction and use of facilities, teaching learning process and others. The rectified forms were decided to be circulated online amongst the departments and the students with the support of the heads.</p>
<p>10. Annual faculty performance evaluation 2020-21</p>	<p>Dr. Sr. Ligy requested to re-evaluate the criteria and the time schedule for this academic year's annual faculty performance evaluation. She enquired if there should be any change in the</p>	<p>The members engrossed in a heated discussion and concluded that the annual faculty performance can be conducted by the end of this month (December). They also</p>

	teaching hour's weightage since everything has shifted online.	settled on the issue of finalizing the weightage of teaching hours and decided that the weightage of online classes should be uplifted and transferred to any extra completed/ongoing MOODLE or certificate course.
11. AQAR data verification	Dr. Sr. Ligy enquired on the status of AQAR preparation. The major task to be completed were giving instructions to the departments on the kinds of data/proof to be provided, gathering the data for AQAR and finally submission of AQAR.	Dr. Naijil announced that all the information's and data were successfully collected from the departments. The data received were displayed and minor mistakes were rectified. The committee approved and declared it as ready for submission. Dr. Naijil expressed his heartfelt gratitude to all his teammates and the representatives who supported in the tedious task of data collection and gathering.

Adjournment

Dr. Fijy summarized the agenda's and the resolutions arrived at. The committee members approved on the decided strategies and Dr. Sr. Ligy proposed the vote of thanks and announced that the next meeting can be conducted by the beginning of February 2021. The meeting concluded by 3.00 PM after light refreshments.



[Signature]
 Dr. Sr. ANIS K.V.
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Minutes and Action Taken Report

IQAC Committee 2020-21

DATE: 3RD February, 2021

VENUE: IQAC ROOM

TIME: 2.30 PM-3.40 PM

5TH BIMONTHLY MEETING

The chairperson, Dr. Sr. Anis K V initiated the meeting with light conversations and welcomed the gathering. The following agenda were sorted out for the meeting:

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Outcome mapping workshop
4. ARIIA 2020-21
5. India Today-MDRA Best Colleges Ranking – 2021
6. Feedback from employers and parents
7. Faculty and student exchange initiatives
8. Criteria 3 data template
9. Organizing FDP on research publication

Agenda item	Discussion	Resolution/conclusion
1. Review of the minutes of the previous meeting.	The minutes of the previous meeting and the resolutions arrived were summarized by Dr. Sr. Ligy V K. The group deliberated on the points.	After discussions, the committee members approved the minutes.
2. Action taken report on the decision of the previous meeting	<ul style="list-style-type: none">• External Academic Audit: As per the discussion, it was decided to gather the information from department wise internal audit data and by providing a modified checklist for the complete data collection.	Necessary data was gathered with the help of the departmental heads and the external audit was completed by second week of December. The report was submitted to the IQAC and the principal.

	<ul style="list-style-type: none"> • MoU with other institutions: Dr. Najjil George, the IQAC coordinator was appointed with the charge of engaging with other reputed firms and institutions of benefits and initiate the steps for the same. • E-waste management: The committee had enlisted few agencies that could repair, recycle or remunerate the e-waste generated in the institution. • NIRF ranking 2021 preparation: The procedures and parameters were briefed in the previous meeting. Strategies were planned according to the parameters of evaluation in NIRF • Criteria 2 data template: The template was presented in the meeting and based on information nodes the procedure was sub-divided into convenient categories. 	<p>Under the initiative of Dr. Najjil George, the college engaged in MoU's with the following institutions:</p> <ul style="list-style-type: none"> ➤ Carmel College, mala ➤ St. Thomas College, Thrissur ➤ Sacred Hearts College, Chalakudy ➤ Morning Star College, Angamaly ➤ Newmans College, Thodupuzha <p>The committee members appreciated the struggles directed for this cause by the IQAC coordinator.</p> <p>Among the agencies that were shortlisted, Progressiv-E recycling agency, Thrissur had shown interest in the mission. The agency organized an awareness class in the college for the associated members in the endeavor.</p> <p>The strategies were implemented and the completed data was submitted. The principal congratulated the teams for the fruitful efforts put forward in this attempt.</p> <p>Data collection procedure was broken down into three categories. The templates were then circulated among the three levels (examination center, admission cell and departments) for efficient data collection.</p>
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	<ul style="list-style-type: none"> • Strategic plan progress evaluation: The focal points and the goals were analyzed in the meeting and prepared to be sent for the approval of the governing council and academic council. • Feedback from students and teachers: The template required certain modifications as per the suggestion provided by the committee members. The departmental heads were finalized as the means of distribution of the feedback forms to reach the mass of student and teachers. • Annual faculty performance evaluation 2020-21: The annual faculty performance evaluation was suggested to be conducted by the end of December 2020 with weightage transfer to any extra open online courses attempted and accomplished. • AQAR data verification: The data were studiously collected and gathered. The AQAR was announced ready for submission. 	<p>The academic council and the governing council discussed on the changes that were to be implemented regarding online education modes. It was also decided to increase the number of e-books in the digital library reservoir.</p> <p>An overall feedback template was designed with ample spaces allotted for mentioning the remarks related to the online classes. The forms were circulated among the departments and distributed among the teachers and the students through the departmental heads.</p> <p>The evaluation drive was conducted in the stipulated time and the applications were graded according to the criterions discussed in the meeting. Shortlisted applications for teacher of the year and researcher of the year were nominated by the IQAC and were instructed to send detailed application for the same.</p> <p>The data preparation and collection were completed. The final AQAR was ready, unfortunately due to inconvenience communicated from NAAC, the dates were extended. Therefore, the submission was held temporarily. The anomalies in</p>
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		scheduling an academic year was the reason stated for the extending the date for AQAR submission.
3. Outcome mapping workshop	<p>Dr. Sr. Ligy explained to the group the process of outcome mapping is generally achieved after conducting suitable workshops for the faculty. Other creative suggestions and changes were invited to incorporate in the process of outcome mapping. The committee's opinion on changing to digital mapping was also sought. The benefits and requirements for software based mapping were analyzed and the variables, parameters and pointers for mapping were exposted by Dr. Fijy. Dr. Manoj enquired on the distribution of external and internal components. Dr. Alfred commented that the faculty should have an awareness workshop for digital software based outcome mapping.</p>	<p>The group conveyed their support for digital software based mapping which is more convenient and hassle-free. As per Dr. Manoj's enquiry on the distribution of components, it was suggested dividing the external and internal components equally. It was also finalized to incorporate 90% of direct and 10% of indirect assessment. As demanded by Dr. Alfred, Dr. Fijy volunteered to employ the prospective software experts QNSmart for organizing an awareness workshop. The committee members backed the notion put forward in this regard.</p>
4. ARIIA 2020-21	<p>The meeting participants were next introduced to the concept of participating in ARIIA 2020-2021 by Dr. Sr. Jessin. The benefits of engaging in this endeavor were described by her. Further clarification and the required actions to be taken if participating were invited by Dr. Sr. Mini. Dr. Naijil George was invited to elaborate on the strengths and weaknesses of the institution to finalize the prospects of performing in ARIIA 2020-2021. Dr. Naijil displayed a comprehensive study on the matter and explained the parameters of evaluation and the added</p>	<p>The thought of participating in ARIIA 2020-2021 was well received by the members of the committee. After deep investigation on the possibilities, it was deemed right to participate in ARIIA 2020-2021 though the expectations of excelling in the mission were requested to be kept minimal.</p>

	<p>advantage of undergoing the experience it offers.</p>	
<p>5. India Today-MDRA Best Colleges Ranking – 2021</p>	<p>The IQAC coordinator Dr. Naijil advocated the institution engaging in India Today-MDRA Best College ranking for 2021 which is completely different from the other ranking systems. . Some of the members requested further explanation on the benefits, ranking criteria, payment of participation and the last date for applications. The details were offered by Dr. Naijil. The reputation of India Today as a weekly newsmagazine was commented and the preparatory steps and expenses towards this mission was detailed by Dr, Naijil. He also asserted that considering the last date of application, if the institution is willing to engage in this mission, the groundwork should be initiated immediately. Queries were raised by the member on the eligibility of the arts stream departments and the ways to apply as an institution that offers arts and science streams.</p>	<p>Investigating the eligibility criteria for MDRA best college ranking, it was contemplated to approve department wise application for ranking in the first phase. The departments approved were the science departments, Computer Science and Business Administration department. Dr. Sr. Ligy insisted that the department heads should be briefed on the documents required and the modes of participation. The task of instructing the departmental heads was assumed by Dr. Naijil. The application was decided to be submitted by the last week of this month (February).</p>
<p>6. Feedback from employers and parents</p>	<p>Dr. Sr. Ligy announced that the feedback from student and faculty was well organized and it was time for initiating the process of employers and parents feedback. She requested to restate the measures to be taken in this perspective and when to initiate the procedures for the same. The members applauded the efforts contributed in collecting and analyzing the feedbacks from students and teachers. Ms. Sherline advocated that the feedback for employers and the parents should also be done</p>	<p>The procedures for feedback collection and gathering were restated by Dr. Naijil George. The questionnaires were decided to be provided through both Google forms and via official E-mail address of the employers and parents as per the convenience stated by the responders. Dr.Sr. Jessin had enquired on the possibility of conducting feedback collection through Linways- the College Portal. The suggestion was refuted as it was not practical to provide login credentials for the whole mass of responders. The</p>

	<p>online through Google forms as the previous feedbacks collected recorded good response levels. This suggestion was supported by Ms Michelle's opinion to provide means of responding through e-mails too as it would seem more professional and the responders can utilize their official E-mail address for the purpose. Dr. Sr. Mini also reminded the group that though there is ample space for providing feedback responses through the college website, it could be further enhanced for a satisfactory digital experience for the responders.</p>	<p>charge for updating the website portal for enhanced feedback provision was volunteered by the principal Dr. Sr. Anis K V. The feedback procedures were stated.</p>
<p>7. Faculty and student exchange initiatives</p>	<p>The principal, Dr. Sr. Anis K V stated that the faculty-student exchange is turning passive due to the new mode of online learning. Suggestions for improving the factors were sought from the members. Dr. Alfred suggested conducting faculty-student exchange too online. The other members added their views and opinions in conducting online faculty-student exchange programs. Dr. Sr. Ligy insisted that there should be a defined track of orders and conditions collaboratively adhered for ensuring the quality of benefits. The charge of developing the terms and conditions were handed over to the IQAC coordinator, Dr. Najil George.</p>	<p>The members backed the fact that the process of student-faculty exchange has slowed down due to the pandemic and it can be revived through online modes of education. It was decided to chart out the feasibility of conducting the initiatives with the institutions that have signed MOU with St. Josephs College. The IQAC coordinator after discussion with the members drafted a few guidelines for conducting the online exchange classes:</p> <ul style="list-style-type: none"> ➤ There should be a minimum of five video lectures from the consigned institution. ➤ The lectures should be of minimum one hour duration. ➤ Video lectures should include a complete topic/ course other than single and detached video lessons. ➤ The video classes can be live streamed.

		<p>➤ There should be a comprehensive quiz to estimate the understandability of the concepts rendered.</p> <p>The members approved of the terms and conditions developed by the IQAC coordinator and measures towards the initiative were requested to commence immediately.</p>
8. Criteria 3 data template	<p>Dr. Najjil presented and explained the template of criteria 3. Criteria 3 constituted of three major areas of research, consultancy and extension. All the three areas were explored and the data collection procedure was briefed. The evaluation of the three areas and required supporting documentation procedures were put in for discussion.</p>	<p>The template was thoroughly analyzed. As per the investigation through the template, major data was to be collected from the departments. Among research, it was decided to initiate the collection procedures for research and publication data and the listing the required supportive documents for the same. Considering extension, the data collection was finalized to be collected from associations like NSS and NCC. The charge for collection of data was handed over to Criteria 3 in-charge Dr. Alfred Joe.</p>
9. Organizing NASI-Kerala Chapter sponsored National Webinar on "Digital Publishing Trends"	<p>Ms. Sherline suggested that a webinar should be conducted on briefing the faculty on the trends in publishing as it is an area of interest for several research scholars and faculty who intend to publish articles of relevance in their field. The idea was supported by other committee members and additional demands were included for the topic in focus. The members demanded a resource person who could enlighten them on the credibility of journals, the minimal procedures and requirements for publishing a work, the recent developments</p>	<p>Dr. Sr. Ligy entrusted the responsibility of conducting the webinar with the IQAC coordinator Dr. Najjil George. He suggested approaching NASI (National Academy of sciences) for the funding support and the convenience of a knowledgeable resource person who can efficiently guide the queries by the audience. It was decided to conduct the event by the end of the next month (March 2021).</p>

	in the digital learning scenario and the mode of searching appropriate resource materials for reference should also be a key factor in the session.	
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Adjournment:

The agenda and the respective resolutions arrived during the meeting were re-stated by Dr. Sr. Ligy. The members approved of the finalizations. The meeting concluded with an official vote of thanks proposed by Ms. Michelle and thereafter the group dispersed for light refreshments.



Handwritten signature in green ink
Dr. Sr. AMIS K.V.
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Minutes and Action Taken Report

IQAC Committee 2020-21

DATE: 12TH APRIL, 2021

MEETING PLATFORM: G-MEET

TIME: 10.15 AM-12.35 PM

6TH BIMONTHLY MEETING

The sixth bimonthly meeting was hosted via Google meet on April 12th, 2021 from 10. 15 AM to 12.35 PM. The IQAC Coordinator Dr. Najil George welcomed the chairperson, Dr. Sr. Anis K V and other members present in the online meeting.

The following agendas were listed for discussions:

Agenda

1. Minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Alumnae Feedback
4. Outcome mapping
5. Evaluation of teaching modes.
6. Criteria 4 data template presentation.
7. Revised PTV schedule.
8. NEP implementation
9. Promoting entrepreneurship and incubating startups
10. Website updating

Agenda item	Discussion	Resolution/conclusion
1. Minutes of the previous meeting	The group engaged in a productive discussion on the minutes of the previous	No changes were brought to the minutes. The minutes were decisively approved by the group.

	meeting held on 3 rd February, 2021.	
2. Action taken report on the decision of the previous meeting	<ul style="list-style-type: none"> • Outcome mapping workshop: The previous meeting deliberated on the prospects of adopting digital system for outcome mapping. It was concluded that the software experts could be approached for expositing the faculty members on the detailed procedures of digital mapping. Queries included the distribution of external and internal components and the amount of direct and indirect questions to be included. • ARIIA 2020-21: Acknowledging the route to progression the group had decided to embark on the mission to participate in ARIIA 2020-21 as it will launch the institutions 	<p>An outcome mapping workshop was organized by QnSmart on February 11th, 2021. They enlightened the faculty members on the methodology of digitally mapping the outcomes through the software. It was specified that the external and internal components were equally distributed and among the questions, 90% decided to be direct and the remaining 10% would contain indirect assessment.</p> <p>After tedious data collection and gathering, the college participated in ARIIA 2020-21 on 31st March 2021.</p>

	<p>trajectory to a beneficial future.</p> <ul style="list-style-type: none"> • India Today-MDRA Best Colleges Ranking – 2021: The eligibility criteria and the parameters for participation were briefed during the previous meeting. The agenda for discussion was settled after opting for department wise participation. It was also requested to detail the departmental heads of the respective departments on the required documentation procedures for participation. • Feedback from employers and parents: The members of the previous meetings had cohesively decided on making the feedbacks for the parents and employers 	<p>As per the decisions of the previous meeting the institution engaged in studious efforts for submission of data formalities. The Computer Science department and the other Science departments of the college were prepared for participation after detailing the procedures to the departmental heads of the procedures. The application was submitted on February 22, 2021 and the result is expected by the month of June-July.</p> <p>The feedback forms were shared through the affirmed modes of sharing i.e. via official E-mail address and were also accessible through the links to the respective</p>
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	<p>through Google forms and official E-mail ID's. The group also put forward the need of updating the college website for feedback submission.</p> <ul style="list-style-type: none"> Faculty and student exchange initiatives: The <i>previous meeting</i> commenced with the principal pointing to the lag of student-faculty exchange programs due to the pandemic. This was decided to be resolved by engaging in online and blended mode of exchange with the MoU signed Institutions based on formulated terms and conditions to ensure the quality of the exchange program. Criteria 3 data template: The template for Criteria 3 data collection was diligently 	<p>Google Forms. The efforts for updating the website are ongoing and further research is being done to incorporate advanced formats and latest tabs for the purpose.</p> <p>Under the headship of the IQAC coordinator, Dr. Naijil George, Student - faculty exchange programs were successfully resumed with the following four colleges:</p> <ul style="list-style-type: none"> ➤ Morning Star College, Angamaly. ➤ Christ College, Irinjalakuda. ➤ Carmel College, Mala. ➤ Newman College, Thodupuzha. <p>The strategies of gathering the required data for Criteria 3 were successfully</p>
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	<p>discussed in the previous meeting. The information hubs were allocated and the criteria in charge, Dr. Alfred Joe was handed over the task of data collection from the major information hubs.</p> <ul style="list-style-type: none"> • Organizing Webinar on Digital Publishing: The committee members brainstormed on the prospects of conducting a webinar that addressed the issues of the latest digital publishing trends. The task of contacting the resource persons and scheduling a convenient date and time resided with the IQAC Coordinator Dr. Naijil George. 	<p>implemented by Dr. Alfred Joe. The details of research and publications were promptly received from the departments. The details of extension activities were listed down with the help of associations like NCC, NSS and other functional association units of the college.</p> <p>Under the joint collaboration of the IQAC and the Library of St. Josephs College, NASI-Kerala Chapter sponsored National Webinar on "Digital Publishing Trends" was organized on 24th March, 2021 in two sessions. The two eminent resource persons who guided the sessions were:</p> <ul style="list-style-type: none"> ➤ Dr. A T Francis, Librarian, Central Library, Kerala Agricultural University.
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		<p>➤ Mr. Sanjo Jose, Librarian, St. Thomas (Autonomous) College, Thrissur.</p> <p>Nearly 250 participants were recorded for the event and the participants were provided with certificates.</p>
3. Feedback from alumni	<p>Dr. Naijil George has initiated the discussion by announcing that the students of the previous academic year have graduated and it is the appropriate time to send them feedback forms to analyze the institutional performance. The suggestions were invited from the members to re-analyze the current mode of online distribution of forms. Dr. Sr. Mini insisted that the questionnaire requires revisions to incorporate the alumni suggestions and opinion that addresses the recent issues they faced during online learning in the pandemic. Dr. Sr. Jessin additionally suggested including questions that on</p>	<p>The committee members agreed on formulating a cohesive feedback system that gathers information on the prominence of the curriculum in aiding the students to achieve their desired career paths as well as gives a directional output for the institution to narrow down their efforts in achieving the areas that require extra attention. The members brainstormed on various questions that can be included in the questionnaires to collect information on the levels of accomplishment of the targeted outcomes. It was concluded that the forms</p>

	<p>analysis assures the level of achievements of outcomes.</p>	<p>should be circulated among the alumni through the departmental heads and continued to be circulated through online modes for better outreach. The suggestions in the questions were noted and submitted to the IQAC Coordinator, Dr. Najjil George.</p>
4. Outcome mapping	<p>Dr. Sr. Ligy V K reminded since the outcome workshop is over, it is preferable that the outcomes should be mapped at the earliest. The initial mapping was drafted as a part of the outcome workshop. She insisted that the final mapping should commence in order to give a directional preparatory route for the course of procedures that follow. The mapped outcomes were presented by the IQAC Coordinator, Dr. Najjil George and the committee members involved in a heated discussion on every outcome developed.</p>	<p>The suggestions were provided by the committee members on advancing every outcome developed and the possible strategies undertaken to achieve the outcomes. Dr. Alfred Joe recommended that though the basic reviewing has been done, the mapped outcome should be further evaluated through peer review. Dr. Sr. Jessin added that it can be perfected through the opinions of the experts. The other committee members backed the suggestion by Dr. Alfred and Dr. Sr. Jessin.</p>

<p>5. Evaluation of teaching modes.</p>	<p>Ms Michelle initiated the discussions on the online mode of teaching that as opted for the previous academic year. She briefed on the advantages of pursuing online teaching methods as it offered a platform for better preparations, advanced performance, safer and the convenient for handling both work and home. The committee members engaged on the deciphering the pros and cons of continuing the online mode of teaching for the next academic year considering the uncertainty of the future. Dr. Figy Jose P appreciated the fact that online mode of teaching offered some benefits but it came with its own share of expenses. Students that require extra motivation are likely to fall back in their academics unless the teachers directly approach them. Ms. Sherline added the affordability issues and the demand of the students</p>	<p>Dr. Sr. Ligy confirmed that since the government has not raised the restrictions on conducting regular offline classes but considering the demand of the students and for better outcomes, it would be preferable to adhere to flexible blended mode of learning and teaching as per the regulations from the government. Extremely needy students and subjects that demand practical sessions may be called in for special offline sessions. As the results were very encouraging, the remaining classes were decided to be conducted online.</p>
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	as deciphered from the previous feedback forms as a factor for preferring offline mode of teaching.	
6. Criteria 4 data template presentation	The IQAC Coordinator Dr. Naijil George presented the data template for criteria 4 and explained the class of informations required to meet the requirements of the criterion. The members involved in a discussion on the template. The members brainstormed on the available infrastructural availabilities and the nature of obtaining information and four key indicators were categorized namely: physical infrastructure, IT infrastructure, library and campus infrastructure. The members together formulated a checklist that could be circulated among the information centers for data collection.	After thorough analysis of the data template, the suggestion provided by the members for modifications were noted by the IQAC Coordinator, Dr. Naijil George. Two major information hubs were finalized for data collection: the college office and the library which could help in providing data related to the key indicators of infrastructural availability in the campus. Dr. Sr. Ligy added that the information regarding the audit can also be accumulated from the office. As Dr. Manoj was the in-charge of criteria 4, the task of data collection and gathering was handed over to him.
7. Revised PTV schedule	The IQAC coordinator, Dr. Naijil George informed the group that	Dr. Naijil George stated that fortunately, keeping in line

	<p>the NAAC has revised its peer team visit schedule. The guideline for PTV has been re-structured. The new guidelines issued were detailed by the IQAC Coordinator. The PTV has been condensed to two days including report presentation and exit meeting. The activities and modalities to be adhered were screen shared with the members. The group discussed on the alterations to be made in order to formulate matters within the stipulated time.</p>	<p>with the previous schedule the college has been able to prepare well and requires minimum efforts like selection of two to three departments and few paper works to facilitate the PTV. The change of schedule was requested to be communicated with the departmental heads and other administrative bodies.</p>
<p>8. NEP implementation</p>	<p>Dr. Sr. Ligy V K inquired on the methodologies of implementing NEP (New Education Policy) in our institution. Dr. Naijil was requested to brief the details of implementation of NEP in the institution. Dr. Naijil elaborated on the previous mode of implementation of NEP in the institution and screen shared NEP's novel recommended initiatives which are listed as below:</p>	<p>After deep deliberation on the modes of implementation of the recommended initiatives by NEP in the institution, Dr. Sr. Mini Thomas, stated the following practices of the college can be continued unhampered :</p> <ul style="list-style-type: none"> ➤ Blended mode of learning: The institution can continue to follow its blended mode of learning which is in accordance to

	<ul style="list-style-type: none"> ➤ Pilot studies for online education ➤ Digital Infrastructure ➤ Online teaching platform and tools ➤ Content creation, digital repositories and dissemination ➤ Broadcasting of educational content through available means of mass communications ➤ Virtual labs ➤ Training incentives for teachers ➤ Online assessment and examination ➤ Blended modes of learning ➤ Laying down standards <p>The group conversed on the best plausible methods of incorporating the policy initiatives in the institution.</p>	<p>the NEP key recommendations. This ensures that the students receive the best comprehensive mode of their subject.</p> <ul style="list-style-type: none"> ➤ Academic Bank of credits: As part of blended mode of learning the students are provided with an academic bank of credit (ABC) for earning credits from various repository of courses they opt to undertake during their academic years. ➤ Virtual labs and digital content: Though the institution holds a good foundation of digital infrastructure for virtual labs and creation of digital content, the members collectively decided to leverage its utilizations and awareness among the students and faculty.
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		<p>The members concluded that the initiatives recommended by NEP can be further improvised within the institution by revamping occasions for FDP's, promoting digital modes of e-resources sharing, exploring latest and better means of assessment and examinations and keeping a regular check of the standards prescribed by the appropriate bodies.</p>
<p>9. Promoting entrepreneurship and incubating startups.</p>	<p>The Principal Dr.Sr.Anis K V suggested encouraging more entrepreneurial skills among students and motivating more startups. More practical recommendations were invited from the members in this regard. Dr. Naijil George, the IQAC Coordinator advocated boosting the functions of Institution Innovation Council of the college by promoting more productive meetings that guarantee better outcomes and events that aid in student</p>	<p>Considering the recommendations, it was decided to enroll in the suggested YIP and IEDC clubs. It was formally decided to appoint the vice –principal and the director Dr. Sr. Ligy V K as the in-charge of IIC (Institutions Innovation Council) and the IQAC coordinator Dr. Naijil George as the member of IIC to upgrade the performance of the council and to fraternize the activities of all the groups</p>

	<p>initiatives and also explore and enroll in Government initiatives that back incubation startup in HEI's like the YIP (Young Investigator Program) and IEDC (Innovation and Entrepreneurship Development Center) that are Kerala Government supported initiatives under Kerala Start Up Mission which develop entrepreneurial aptitude and technological skills required in students to confidently initiate innovative and practical startups. Better socializing was also an added benefit of the program as nearly students from 283 colleges from all over Kerala were part of this endeavor. Ms. Sherline suggested re-constituting the committee members to encourage fresh and creative thinking and also provide ample opportunities to conduct beneficial programs that instill entrepreneurial abilities in the students.</p>	<p>like YIP, IEDC and ED club that support entrepreneurial startups of the students in the institution.</p>
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<p>10. Website updating</p>	<p>Dr. Manoj A. L pointed that the college website required modifications for incorporating the changes in time. Dr. Alfred supported the suggestion by stating that the website requires areas that accommodate spaces for combining the different e-portals that the college offers in different sections of academic and administrative matters and functions as a single hub of information for the entire facilities offered by the institution. Slots for updating Covid-19 information's was suggested by Dr. Sr. Jessin where the site visitors can also opt for counseling offered by the Darsana Counselling center functioning in the college. Dr. Figy Jose insisted that the academic information should be displayed in a better and accessible design in the website for the visitors to dive in the required information without getting lost. It was also added to</p>	<p>As per the suggestion from the members to refurbish the website, the following changes were approved:</p> <ul style="list-style-type: none"> • Color combination of the website to be changed from pink to royal blue and the relative themes for the icons • Addition of the E-SJC module in the quick links category of the college website. • Addition of Covid -19 updates in the banner of the website. • Option for NAAC SSR data of the college from the IQAC dropdown options. <p>The summarized points of modifications in the website were decided to be handed over to Ms. Sherin Jose, Head of the Department of Mathematics for further action.</p>
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	redesign the color combination of the college website to revamp its outlook. The members univocally suggested standard themes and colors like Royal Blue, Lavender and other light shades. Ms. Michelle suggested the addition of E-SJC module to the website that can conveniently project the online facilities and courses offered by the college. Another suggestion put forward by Dr. Naijil George, the IQAC Coordinator was the building in of slots for uploading the NAAC data in the official website.	
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ADJOURNMENT:

With no further agendas under discussion, Dr. Naijil George re-stated the points discussed and the conclusions arrived. After approval from the committee members, the group dispersed officially after the Vote of thanks delivered by Ms. Michelle Vivera. The meeting dispersed at 12.35 PM.




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Minutes and Action Taken Report

IQAC Committee 2021-22

DATE: June 17th, 2021

MEETING PLATFORM: IQAC office

TIME: 1pm to 4 pm

1st BIMONTHLY MEETING

The first bimonthly IQAC meeting for the year of 2021-2022 was conducted on June 17th, 2021 from 1pm to 4 pm in the IQAC office. The IQAC Coordinator Dr. Najil George welcomed the chairperson, Dr. Sr. Asha Therese and other members present in the meeting.

The following agendas were kept forward for discussions:

Agenda

1. Minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. NAAC SSR
4. Criteria 5 data template presentation.
5. Blended mode of education
6. Induction program for students
7. Faculty and staff development program
8. Library renovation
9. Implementation of revised policy
10. Action plan for the next academic year

Agenda item	Discussion	Resolution/conclusion
1. Minutes of the previous meeting	The group deliberated on the minutes of the previous	No changes were brought to the minutes. The minutes

	meeting held on 12 th April, 2021.	were decisively approved by the group.
2. Action taken report on the decision of the previous meeting	<p>The meeting reviewed the decisions and the modes of implementation on the following topics:</p> <ul style="list-style-type: none"> • Alumni feedback • Outcome mapping • Evaluation of teaching modes • Criteria 4 data template presentation • Revised PTV schedule • NEP implementation • Promoting entrepreneurship and incubating startups. • Website updating 	<p>Alumni feedback: The responses were collected from the alumni via online means. A proper analysis on the responses was carried out. Suggestions for changes in the feedback template was accumulated and decided to be forwarded to the concerned authorities for alterations.</p> <p>Outcome Mapping: As per the conclusions arrived from the previous meeting, the findings and suggestions from the peer review team was forwarded to the CoE by the IQAC coordinator, Dr. Najjil George.</p> <p>Evaluation of teaching modes: Online classes were successfully conducted with the wholehearted support of the teachers. Blended modes of learning were adopted partially initiated. Both the college management and the</p>

		<p>students responded and cooperated positively to the changes.</p> <p>Criteria 4 data template: data collection was successfully completed and the final results were handed over to the IQAC coordinator Dr. Najil George by the criteria 4 in-charge, Dr. Manoj AL.</p> <p>Peer team visit schedule: The changes in the PTV schedule was instructed diligently to the departmental heads, principal and the management</p> <p>NEP implementation: Blended modes of learning, Academic Bank of Credits, decisions on virtual labs and digital content was approved and successfully implemented. Training for the faculty was provided as part of their induction programs.</p>
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		<p>Promoting entrepreneurship and incubating startups: Dr. Sr. Ligy V K was appointed as the in-charge of IIC and Dr. Naijil George was give the membership of IIC club to enhance its performance. They brought together YIP, IEDC and ED club into a common platform for collaborating their activities in the campus.</p> <p>Website updation: The process of website updation is progressing well. Prominent department wise details and IQAC details have been uploaded.</p>
3. NAAC SSR	The IQAC Coordinator, Dr. Naijil George informed and elaborated to the group on the possible time frame for IIOA submission, PTV and SSR submission. He explained that due to the pandemic, a few necessary data could not be gathered and required speeding up of the process.	The possible time for IIOA submission was reckoned to be during the month of December and likewise the possible time line for peer team visit and SSR submission was calculated. The principal agreed to extend all the cooperation in speeding up the process of data collection.

<p>4. Criteria 5 data template presentation</p>	<p>Sr. Anjana (Dr. Sr. Mini Thomas), Criteria 5 in chare presented the data template of criteria 5. The group deliberated on the findings and the changes to be brought in the template. Discussion on the data for scholarships and the status of sports and cultural activities held in the campus. The entry of alumnae contributions in the template were also discussed during the presentation.</p>	<p>As per the situation at hand, the committee was unsure of the possibility of conducting sports activities in the campus hence, it was deciphered to collect and document adequate details of the previously conducted events in the campus. The data regarding scholarships can be collected from the college office and the necessary assistance from office can be requested for the same. Furthermore, the provision of alumnae audit report has been requested to the principal for entering the details.</p>
<p>5. Blended mode of education</p>	<p>Dr. Sr. Ligy V K notified the group that the restrictions have been partially lifted by the government and there are chances of relaxations in the rules for conduct of classes. With this case at hand, she invited suggestions from the members on the modes of</p>	<p>Ms. Sherlin informed that the faculty are supportive in taking offline or blended modes of teaching and are equipped with the necessary devices and practices but considering the possibility of the next wave of the pandemic, she demanded</p>

	<p>conducting blended modes of learning. The group discussed the progress of the online classes and the reviews of the teachers and students in handling online sessions. It was concluded that both the student and teacher communities prefer to have at least blended modes of learning. The possible options were also discussed during the meeting.</p>	<p>that a training program for the faculty can be conducted in order to make them flexible according to the situational needs</p>
<p>6. Induction program for students</p>	<p>Dr. Sr. Jessin enquired on the mode of conduct of induction program for the students and the program objectives were discussed during the meeting. Dr. Sr. Ligy V K invited suggestions from the members in conducting the program in online mode this year. Dr. Naijil George suggested that the students should have an idea on the working of IQAC and its significance in order to receive their full cooperation for the college activities.</p>	<p>The members unanimously agreed that without the complete upliftment of the governmental restrictions, it would be unsafe to conduct the induction program offline. Therefore, it was decided that an online induction program can be held for the students in this academic year. Dr. Naijil George was handed over the task of introducing IQAC to the students during the induction program.</p>

<p>7. Faculty and staff development program</p>	<p>Th review of the faculty and staff induction program was sought during the meeting by the director, Dr. Sr. Ligy V K. The necessary changes required and the conclusions arrived from the program was also validated during the discussion. Dr. Fijy suggested that irrespective of the benefits of the induction program, the faculty should be trained in the modern and innovative online teaching methods. Dr. Naijil George additionally added that the faculty should also be given a clear idea on research and its possibilities which can be an aid in faculty enhancement.</p>	<p>The members affirmed that the staff and faculty programs were well coordinated and successfully conducted. Dr. Sr. Ligy V K extended her appreciation to the college and the volunteer teams who organized the program. Dr. Naijil was given the task of finding the best schedule for conducting the faculty training program and to enquires on availability of the resource persons for the stipulated topics.</p>
<p>8. Library renovation</p>	<p>Dr. Sr. Ligy V K explained that having a good library is an asset to any educational institution and investing in its infrastructural amenities is beneficial for the future purposes with this said, she invited the suggestions from the group for renovating the library. The group analyzed the</p>	<p>As per the analysis, it was identified that the present library can improve its seating capacity and bring innovative structural changes that can allot dedicated spaces of the library for famous personalities of different academic fields helping to create curiosity</p>

	<p>advantages and weaknesses of the present library structure and the feasible structural alterations that can be made.</p>	<p>and inspire the students to explore about them. Apart from these changes, Dr. Alfred suggested introducing more e-governance to the administrative functioning of the library. These suggestions were gathered and decided to be forwarded to the principal for the necessary actions.</p>
<p>9. Implementation of revised policy</p>	<p>Dr. Naijil pointed to the fact that the previous governing council had revised the major policies and acknowledged the fact that it was the responsibility of the IQAC in implementing these changes in the working of the institution. He invited the suggestions of his colleagues for the best possible manner in which these changes can be familiarized with other faculty members and the strategies to effectively implement these changes in the working of the institution.</p>	<p>The suggestions from the members were gathered and forwarded for approval from the principal.</p>
<p>10. Action plan for the next academic year</p>	<p>The last agenda of the meeting was put forward by Dr. Sr Ligy V</p>	<p>The action plans were finalized and decided to be</p>

	<p>K where she stated that the action plan of the departments and associations like 'We for Women' club have been collected with their activities for the women empowerment were dutifully planned. The plans were presented and discussed during the meeting. Among the shortlisted plans, few changes were advocated during the meeting</p>	<p>forwarded to the head of the institution for approval.</p>
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ADJOURNMENT:

Ms. Michelle Vivera volunteered to summarize the agenda and the resolutions arrived at during the meeting. The members agreed to the decisions arrived and the meeting concluded with an informal vote of thanks by Dr. Naijil George at 4 pm. Slight refreshments were provided after the group dispersed.

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Minutes and Action Taken Report

IQAC Committee 2021-22

2nd Bimonthly meeting

The second bimonthly meeting of the IQAC, 2020-21, was assembled on the 11th of August 2021. The meeting commenced at 2.30 PM with a silent prayer at the IQAC room in the College Main Block. The Director, Dr. Sr. Ligy V K welcomed the members with an introductory speech. The session concluded by 4.15 PM.

Agenda

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. Criteria 6 data template presentation
4. Student enrolment
5. Evaluating the green campus initiatives
6. Improving Ph.D.'s
7. Academic audit-internal
8. Evaluation of outcome mapping
9. Internet connectivity in the campus
10. New IQAC office

Agenda item	Discussion	Resolution/conclusion
1. Review of the minutes of the previous meeting.	Ms. Sherline T I volunteered to read out the minutes of the previous meeting held on June 17 th , 2021.	The members discussed on the agenda and approved of the minutes.
2. Action taken report on the decision of the previous meeting	The previous meeting consisted of the following agenda:	NAAC SSR: Dr. Naijil George assisted the team to evaluate the progress of

	<ol style="list-style-type: none"> 1. NAAC SSR 2. Criteria 5 data template presentation. 3. Blended mode of education 4. Induction program for students 5. Faculty and staff development program 6. Library renovation 7. Implementation of revised policy 8. Action plan for the next academic year <p>The participants of the meeting reviewed the resolutions taken and the modes of implementation of the decisions during the meeting.</p>	<p>data collection from the various departments of the college and informed that the data collection procedures are being progressing in the desired pace. He requested the all the criteria heads to extend their cooperation in the upcoming endeavours.</p> <p>Criteria 5 data template: Sr. Anjana, criteria 5 in-charge informed that the sports department and the office are cooperating very well for providing the necessary data for completion of the data template. It was also informed that she had received the alumnae audit report for entering the details of alumnae contributions. The task of completion is progressing fast.</p> <p>Blended mode of education: The new academic year consisted of both the online and blended mode of education. The IQAC had issued a few</p>
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		<p>directions for the conduct of the classes. Necessary facilities were provided for the teachers to record their classes, training was provided for the teachers on optimal usage of interactive boards and more LCS (Lecture Capturing Systems) were purchased and made available to the departments upon request.</p> <p>Student Induction Programs: The student induction programs were charted and decided to be conducted online under the supervision of the Academic Excellence/Special program committee. It was decided to livestream the program to accommodate all the newly joining students of the college. The major program agenda and the focal points of presentation was also finalised.</p> <p>Faculty and staff development program: The dates for conducting FDP was finalised but due to the</p>
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inconvenience of the resource person, the development programs for the faculty had to be extended.

Library renovations: The suggestions and ideas were gathered and handed over to the Library Planning Board for approval and modifications.

Implementation of revised policy: The awareness on the revised policies are duly conveyed to the faculty as part of the FDP's and induction programs. The IQAC has stringently taken steps to implement the policy changes in the college.

Action plan for the next academic year: The finalised action plan for the next academic year has been submitted to the institutional head for approval.

<p>3. Criteria 6 data template presentation</p>	<p>Dr. Sr. Jessin, the in-charge of criteria 6 presented the data template to the group. The members discussed on the type of proof to be submitted for validating the qualitative data of criteria 6. Dr. Sr. Ligy V K pointed that majority of the quantitative data for criteria 6 has to be collected from the management and committees and not from the departments. The data collection procedures, sources of data and the checklist was brainstormed in the meeting.</p>	<p>As per the discussion it was concluded that majority of the data to be received were from the accounts section, committees and management and the departments had very less part to contribute to this criterion. The checklist for data collection was finalised and the in-charge of criteria 6, Dr. Sr. Jessin was requested to proceed further in the data collection endeavours.</p>
<p>4. Student enrolment</p>	<p>Dr. Sr Ligy V K enquired on the admission status of the present academic year. Dr. Fijy Jose stated that comparing to the previous records the enrolment for the courses this year was good along with this, the group discussed and analysed the demand ratio. Dr. Naijil George pointed that a few courses had to be discontinued due to low</p>	<p>Dr. Sr. Ligy V K appreciated the efforts put forward by the admission committee and the principal and insisted on improving the strategies to improve the enrolment ratios for the next academic year. The suggestion for the discontinued courses were collected and decided to be forwarded to the principal.</p>

	enrolment and invited suggestion for overcoming this aspect.	
5. Evaluating the green campus initiatives	<p>The IQAC Coordinator, Dr. Naijil George commented on the recent green campus initiatives in the campus. He elaborated on the following changes:</p> <ul style="list-style-type: none"> • Water recycling system • Activation of the rainwater harvesting system of the RUSA building • Solar panelling • Status of the solar charging station 	<p>Ms. Michelle added that there is good progress in green campus initiatives of the college. The water recycling system has become operative and the rainwater harvesting system of the RUSA building is also fully activated. The building is also complemented with more solar panels utilising all the geographical possibilities for the optimum usage of natural resources. The installation of the solar charging station is also progressing at a good pace. Dr. Sr. Ligy concluded that these initiatives can contribute significantly to the NAAC preparations of the college.</p>
6. Improving Ph.D.'s	<p>Dr. Fijy Jose P, in-charge of the 2nd criteria informed the gathering that the institution faculty base with Ph.D is less compared to other autonomous</p>	<p>Dr. Naijil George suggested that the teachers should be given motivational programs that inspire them to take up research activities in their field. He</p>

	<p>institutions. It was added that with minimum efforts this can be improved to 50% within the next five years. The group analysed the statistical facts that contribute in improving the data and invited suggestions for the same.</p>	<p>insisted that the principal should communicate the need to the faculty in the monthly faculty meeting in order to increase the number of activities in this regard</p>
<p>7. Academic audit internal</p>	<p>Dr. Sr. Ligy V K sought the opinion of the members in conducting the annual internal audit and the changes to be brought in the checklist for the same. The group members discussed on the changes to be brought in the format and the possible means to improve the performance in the academic audit. Dr. Naijil George meanwhile, explained the changes in the revised format of NAAC and how this affects the internal audit of the institution.</p>	<p>After the discussion, it was concluded that the this year the academic audit can be conducted in the same manner as the previous year accommodating the changes specified as per NAAC. Dr. Naijil George added that the data and checklist of AQAR can also be utilised for the same. There were slight changes suggested and noted by the group members. The shortcomings of the previous year and the modes of improvement was considered.</p>
<p>8. Evaluation of outcome mapping</p>	<p>The principal informed the group of the process of outcome mapping and Dr.</p>	<p>Dr. Naijil George explained that the progress of outcome mapping was</p>

	<p>Sr. Ligy V K enquired on the progress of outcome mapping to the group especially the entry of external and internal marks for the PG courses.</p> <p>Clarifications were sought in the norms of setting the components for the practical, project and viva in different subject fields and suggestions were provided for the same.</p>	<p>progressing at a good rate for the PG courses. The external and internal marks are being successfully entered based on the set components. Considering the case of setting components for practical, it was deciphered to follow the university set guidelines. The components for viva and project can be set common for all disciplines.</p>
<p>9. Internet connectivity in the campus</p>	<p>Dr. Manoj AL recommended that since the college has started offline classes for the students, it has been noted that students carry mobile devices for study in the campus. Moreover, there are online classes being organised for some students. In this situation, it will be appropriate to improve the bandwidth of the Wi-Fi to support academic needs of the students and teachers. The other members agreed to this suggestion as it supports teaching needs of</p>	<p>The recommendations were noted by Dr. Sr. Ligy V k and forwarded for approval from the higher authorities.</p>

	<p>the faculty too. Dr. Alfred added that open Wi-Fi should be made available in the campus for wide area coverage and increasing accessibility for the teachers and students. To this, Dr. Naijil recommended installation of firewall in the campus systems for secure and safe use of the computers.</p>	
10. New IQAC office	<p>Dr Sr. Ligy informed the group of the new plan for reconstructing the IQAC office and invited suggestion from the members on the structural designs and basic necessities for the office.</p>	<p>The members put forward their suggestion for setting apart space for holding meetings in the IQAC room. The other ideas included suggestions in regard with wifi connectivity, the hardware devices and storage space for file documentation. A rough plan for the IQAC room was drafted in the meeting.</p>

Adjournment:

Dr. Fijy Jose summarised the resolutions arrived for each agenda and the meeting ended by 4.15 pm with a vote of thanks by the IQAC Coordinator, Dr. Naijil George.




 Dr. Sr. ANIS K.V.
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Minutes and Action Taken Report

IQAC Committee 2021-22

THE 3RD BIMONTHLY MEETING

The third bimonthly meeting of the IQAC, 2021-22, convened on the 8th of October 2021. The meeting was presided by IQAC Chairperson, Dr. Sr. Anis KV. The meeting was set in the new IQAC room situated in the College Main Block. The meeting commenced from 1.30 PM and concluded by 3.40 PM.

Agenda

1. Review of the minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. NIRF 2021 result analysis
4. NIRF ranking 2022 preparation
5. Internal academic audit report
6. Criteria 7 data template presentation
7. Portal design for SSR data
8. Faculty database

Agenda item	Discussion	Resolution/conclusion
Review of the minutes of the previous meeting	After an informal interactive session with the members, Dr. Sr. Jessin read the minutes of the previous meeting conducted on 11 th August, 2021	The members coordinated well in discussing the minutes of the previous meeting and approved it.
Action taken report on the	The previous meeting contained the followed agendas for discussion: <ul style="list-style-type: none">• Criteria 6 data template presentation	As per the resolutions arrived at the previous meeting the following were implemented for each agenda:

<p>decision of the previous meeting</p>	<ul style="list-style-type: none"> • Student enrolment • Evaluating the green campus initiatives • Improving Ph.D.'s • Academic audit internal • Evaluation of outcome mapping • Internet connectivity in the campus • New IQAC office 	<p>Criteria 6 data template presentation: The data template was circulated in the departments through Dr. Sr. Jessin and the received data was collected and analyzed. The weak points were noted and the necessary changes were brought. The final outcome of the template is under progression.</p> <p>Student enrolment: As per the suggestions, more efforts are being directed towards publicity of the courses offered in the institution. The IQAC has recommended initiation of new courses in substitution of the cancelled course programs and the necessary actions are being processed.</p> <p>Green Campus Initiative: The green campus initiatives are in good working conditions and the commissioning of solar charging station is being considered studiously.</p> <p>Improving Ph.Ds.: A faculty orientation class was organized</p>
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		<p>by the IQAC with the help of an internal resource person (Dr. Binu T V) for inspiring the faculty for taking up research in their fields and discussing the requirements and funding possibilities</p> <p>Internal Academic Audit: The internal academic audit has been completed via blended mode. The corrections and the departmental scores have been circulated with all the departments.</p> <p>Evaluation of outcome mapping: A clear idea on the external and internal components of outcome mapping has been set in the software and duly notified to the subject departments. Presently, the mark entry procedures are progressing successfully.</p> <p>Internet Connectivity: Necessary actions have been taken to upgrade the bandwidth of the internet speed to 100 mbps. More number of wi-fi</p>
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		<p>hotspots have been installed in the campus.</p> <p>IQAC office: The works of the new IQAC office as per the suggestions and ideas gathered has successfully begun.</p>
NIRF 2021 result analysis	<p>The IQAC coordinator informed in the meeting the result of NIRF 2021. The college has been able to secure the score band of 100-150. The criteria of evaluation was explained by the IQAC coordinator and the group analyzed the performance of the college based on these criterions.</p>	<p>Dr. Sr. Ligy V k and the other participants of the meeting congratulated the IQAC coordinator. The group was able to brainstorm the excellence of the institution and the weak points. It was concluded that the institution was able to perform weakly in the areas of teaching experience, faculty possessing PhD, complete reimbursement of tuition fee through scholarships etc. Suggestions were formulated and noted in improving the performance in these criterions in the upcoming academic years.</p>
NIRF ranking 2022 preparation	<p>Considering the result of NIRF 2021, Dr. Sr. Ligy brainstormed the possibilities of attending NIRF 2022. The possible changes to be included in the data and the major strong points were re-verified with the participants of the meeting. The strategies of data collection and the sources of information were also investigated during the meeting.</p>	<p>The data collection strategies were finalized and it was concluded that only a minor amount of data was to be received from the departments as the data was available as part of the SSR data collection procedures. A verification of the data at hand was recommended before settling.</p>
Internal academic audit report	<p>The internal academic audit report was submitted to the IQAC. The departmental and club wise performance was evaluated in detail by the group members. Individual</p>	<p>The report was evaluated in detail and it was concluded that despite the obstructions due to the pandemic, the institution was capable of performing well</p>

	<p>suggestions were provided for every individual department and club. Dr. Naijil pointed out the weak areas and the strong points of the institution by the end of the discussion.</p>	<p>in all the aspects like organizing of webinars, skill enhancement programs, exceptional performance in the online teaching experiments, high pass percentage. The weak points of the institutional performance were extension, consultancy and governmental research funding which can be improved as the educational sector shifts to its offline mode after the pandemic crisis.</p>
<p>Criteria 7 data template presentation</p>	<p>Ms. Michelle informed the group that since NAAC has not provided a specific excel template for data entry, with the help of the colleagues, a template should be specifically drafted for the purpose. She invited the suggestions from the co-members to formulate ideas on collecting the data required for the criterion as the data requirements included quantitative proofs like photographs and statistical data.</p>	<p>The group members deliberated on the possible options for approaching the data collection strategies in this criterion and it was decided to engage the iLab studio for capturing the requisite photographs as proofs and the collection of other quantitative data was volunteered by Ms. Michelle, the in-charge of criteria 7. The other members of the meeting extended their support in gathering the necessary details for the template designed.</p>
<p>Portal design for SSR data</p>	<p>Sr. Blessy explained on the concept of developing a portal for the college for presenting the data and the progress of its development was detailed to the group. The basic structure was elaborated explaining the different components and the suggestion of the group members were sought for improving the portal.</p>	<p>Dr. Manoj recommended changes in the color combination scheme of the portal and Dr. Naijil requested inclusion of smoother navigation facilities. The recommendations were collected and the modified portal was decided to be presented after inclusion of the possible recommendations as soon as possible.</p>
<p>Faculty database</p>	<p>Dr. Naijil intimated that IQAC is collecting faculty data for updating the database. The works are progressing yet requires more effort</p>	<p>It was comprehended that the major areas of data requirement were the academic profiles of the faculty and the</p>

	<p>from the faculty in smooth completion of task. He requested the members to suggest possible means of efficient and smooth data collection.</p>	<p>biodata specificities. Dr. Alfred recommended that the faculty should be reminded through the departmental heads and notified through the faculty WhatsApp group. The deadline for individual website data updation was agreed to be extended to a week from the date of notification.</p>
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Adjournment

Dr. Najil George summarized the agendas discussed and the resolutions arrived during the meeting. Vote of thanks was delivered by Ms. Sherlin


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Minutes and Action Taken Report

IQAC Committee 2020-21

Date: 17th December, 2021

Time: 1.30 PM – 4.00 PM

Venue: IQAC room

The 4th bimonthly meeting

Dr. Sr. Anis KV, the chairperson, the chairperson welcomed the members gathered in the room and put forth the following agendas for discussion:

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. IIQA submission
4. NAAC SSR Quantitative response
5. NAAC qualitative response preparation
6. SWORT analysis
7. Faculty feed back
8. Students feedback
9. Annual faculty performance evaluation 2021-22
10. AQAR 2019-20 presentation

Agenda item	Discussion	Resolution/conclusion arrived
Review of the minutes of the previous meeting held on 8 th Oct	The minutes of the previous meeting were read out and the proposed plan of action was summarized by the IQAC coordinator Dr. Naijil George.	The members contemplated on the points and approved the minutes.
Action taken report on the points of the	The following agenda were put in for discussion during the meeting of 8 th October, 2021:	The following were the action taken based on the resolution:

<p>previous meeting</p>	<ol style="list-style-type: none"> 1. NIRF 2021 result analysis & NIRF ranking 2022 preparation 2. Internal academic audit report 3. Criteria 7 data template presentation 4. Portal design for SSR data 5. Faculty database 	<p>NIRF 2021 result analysis & NIRF ranking 2022</p> <p>preparation: The group studied thoroughly the weak points and the strong points of the institution during the previous meeting. It was understood that the major areas of concern were scholarships, teaching faculty with Ph.Ds and extension activities. As per the study, it was comprehended that the college can perform comparatively better for NIRF 2022 with the upliftment of the governmental restrictions in the state.</p> <p>Internal academic audit report: The internal academic audit report has been finalized and submitted to the principal.</p> <p>Criteria 7 data template presentation: The data template for criteria 7 was presented by the criteria in charge, Ms. Michelle. The strategies for data collection were settled and the</p>
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		<p>implementation of the strategies are being implemented successfully.</p> <p>Portal design for SSR data: The rough draft of the portal was presented after inclusion of the suggested modifications.</p> <p>Faculty database: The details of the faculty were gathered and the database has been completed.</p>
IIQA submission	<p>Dr. Sr. Anis KV enquired on the requisites of IIQA submission and the possible timeline. Dr. Manoj requested clarification in the affiliation of certain courses in B. Voc. The group members then discussed on the needs and requirements for efficiently meeting the needs of IIQA submission procedures.</p>	<p>Dr. Najil George explained timeline and the immediate requirement of the institution for IIQA submission. He informed that university affiliation letters were the immediate requisite for submitting the IIQA. He further enunciated the process and procedures involved in the submission. He informed that the university has rejected the affiliation application of the</p>

		<p>courses and requested to take necessary actions by the management for getting NOC from the Kerala Government. Dr. Sr. Ligy was taken in charge for the procedure.</p>
<p>NAAC SSR Quantitative response</p>	<p>The quantitative responses of all the criterions from 1- 7 were submitted and presented by the IQAC coordinator Dr. Naijil George. The group then deliberated on the received data and analyzed the disparity between the expected data and the received data. The probable grade points that can be expected of each criterion was also analyzed during the meeting. The weak points of the institution and the ways to overcome them was also explored.</p>	<p>The group was averagely satisfied with the submitted data for each criterion. Every criteria was studied in detail and the ways to creatively present the data was also examined. The relative grade points for the criterions and the overall expected grade was justified by the IQAC coordinator Dr. Naijil George. The group identified that areas of scholarship and placement had more scope of improvement.</p>
<p>NAAC qualitative response preparation</p>	<p>Dr. Naijil George initiated the discussion on forming the qualitative responses of the criterions. Dr. Manoj suggested in presenting the data in bullets or numbering for clarity in expression of data. The other members backed the opinion. The criteria 1 in-charge, Ms. Sherline recommended</p>	<p>The criteria heads were requested to submit the qualitative data based on the general guidelines discussed during the meeting. The criteria heads were asked to collaborate with the field experts for meeting the</p>

	that the suitable way of presenting qualitative data of criteria 1 as descriptive paragraphs.	authenticity of data requirements and presenting the data in the most suitable manner based upon the type of data to be exhibited. The IQAC coordinator was given the task for supervising and Dr. Sr. Vigi V K was assigned for coordinating the procedures of qualitative data presentation
SWOT analysis	Dr. Sr. Ligy V K elaborated on the significance of conducting a SWOT analysis of the institution and requested the members of the meeting to contribute their opinions and observations for the same.	The group members brainstormed their finding on the institutions obvious and potential strengths, weaknesses, possible opportunities and even drafted an idea on the threats. The findings were noted down by Dr. Sr. Jessin and summarized before finalizing.
Faculty feed back	Ms. Sherline reminded the group that it was time for conducting the faculty feedback process for the academic year. Dr. Naijil George presented the previous year faculty feedback form and the group members discussed on the possible changes to be brought in the template for this academic year.	The opinions and recommendations collected from the members were finalized and incorporated in the template during the meeting. The IQAC coordinator, Dr. Naijil George volunteered to form the final template and




		release the template as earliest as possible.
Students feedback	After presenting the rough draft of the faculty feedback template, Dr. Naijil George also presented the previous student feedback form and invited suggestions of his peers for bringing any alterations in the template.	Dr. Alfred suggested incorporating questions that verify the student's opinion on the online/blended mode of teaching and other members supported the suggestion. The formulation and presentation of the final draft of the template was taken up by Dr. Naijil George
Annual faculty performance evaluation 2021-22	Dr. Sr. Mini enquired on the mode of conduct of annual faculty performance for this academic year. Dr. Naijil George explained the previous procedure of evaluation for the 'Teacher of the Year' and 'The Researcher of the Year' and enquired if changes were to be brought to the procedure of evaluation or the template of the survey.	The group members deliberated on the survey template and the procedures of evaluations and no specific changes were recommended. Minor modifications were incorporated in the benchmark evaluation system for ICT usage in the teaching.
AQAR 2019-20 presentation	The IQAC Coordinator Dr. Naijil George presented the data for AQAR 2019-2020 and sought the opinion of the group members.	The data for AQAR submission was cross verified during the meeting and approved for submission.

Adjournment

Dr. Sr. Ligy V k summarized the agendas discussed and the resolutions arrived during the meeting. An informal vote of thanks was delivered by Ms. Michelle and the group members were notified of the next meeting to be held during the month of February




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Minutes and Action Taken Report

IQAC Committee 2021-22

DATE: 11th February, 2022

VENUE: IQAC ROOM

TIME: 2 PM- 4.15 PM

5TH BIMONTHLY MEETING

The chairperson, Dr. Sr. Anis K V initiated the meeting with light conversations and welcomed the gathering. The following agenda were sorted out for the meeting:

1. Review of the minutes of the previous meeting.
2. Action taken report on the decision of the previous meeting
3. SSR data portal finalization
4. Discussion Best practices and institutional distinctiveness
5. Analysis of student's feedback
6. Feedback from employers and parents
7. Updating website
8. NAAC AQAR 2020-21 presentation
9. AISHE -2020-21 data submission
10. New programs for the next academic year

Agenda item	Discussion	Resolution/conclusion
1. Review of the minutes of the previous meeting.	The minutes of the previous meeting and the resolutions arrived were summarized by Dr. Sr. Ligy V K. The group deliberated on the points.	After discussions, the committee members approved the minutes.
2. Action taken report on the decision of the previous meeting	The following were the agenda items of the previous meeting held on 17 th December: 1. IIQA submission	IIQA Submission: The forms for affiliations has been submitted to the university. The NOC from the Kerala Government has also been applied. The follow up activities are regularly being monitored by Dr. Sr. Ligy V K.

	<p>2. NAAC SSR Quantitative response</p> <p>3. NAAC qualitative response preparation</p> <p>4. SWORT analysis</p> <p>5. Faculty feed back</p> <p>6. Students feedback</p> <p>7. Annual faculty performance evaluation 2021-22</p> <p>8. AQAR 2019-20 presentation</p>	<p>NAAC SSR Quantitative response: The IQAC has initiated efforts at differentiating areas that can possibly be modified and these areas are presently being enhanced.</p> <p>NAAC qualitative response preparation: The criteria heads have submitted the responses and the IQAC core team has made the necessary corrections.</p> <p>SWOT analysis: The participants of the previous meeting analyzed the SWOT of the institution and the observations were forwarded to the principal and the management for finalization.</p> <p>Faculty feed back : The faculty feedback procedures are complete and the analyzed results of the faculty feedback is awaited from the feedback committee.</p> <p>Students feedback: The student feedback has been analyzed and the findings</p>
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		<p>have been forwarded to the respective departments.</p> <p>Annual faculty performance evaluation 2021-22: The 'Teacher of the year' and the 'The Researcher of the year' was finalized. The individually weak teachers were guided appropriately by the Principal for strengthening their stand.</p> <p>AQAR 2019-20 presentation: AQAR data was presented in the previous meeting. The data was cross verified by the members. The AQAR was duly submitted as per the procedures.</p>
SSR data portal finalization	<p>Ms. Sinda Joy presented the final draft of the portal and invited suggestions from the peers. Dr. Naijil George and Dr. Manoj suggested a few changes in the color combinations by showing samples of their suggested combinations. The group further discussed on the best possible means of presenting the data through the portal. The group was left with the options of providing a single link or multiple links for presentation of the data.</p>	<p>The group discussed on the ways of presenting the data through multiple links or through single links and the group settled that the best options was to enable a click on a link that navigates the user to a new tab. It was also finalized that a specific link should be provided for each type of data. The minor changes in the color combinations were noted and agreed to be incorporated.</p>
Discussion Best practices and institutional distinctiveness	<p>Dr. Sr. Ligy V K initiated the discussion about Best Practices and Institutional distinctiveness. She shared the available information from other</p>	<p>After exploring the various options in the institution, the group shortlisted the following best practices:</p>

	<p>institutions and requested the participants of the meeting to deliberate on the institutional practices. The group then brainstormed on the various activities in the college that can be shortlisted in this aspect as Best Practices and Institutional Distinctiveness.</p>	<ul style="list-style-type: none"> • Excellence in the teaching learning activities • Extension activities • Vocational oriented programs • Digitalization of the question bank • OBE implementation <p>The group then pointed out the women empowerment activities of the college should be the focal node for institutional distinctiveness</p>
Analysis of student's feedback	<p>The student feedback was collected and analyzed. The findings were shared during the meeting by Ms. Sherline and the members involved in differentiating the departments with weak responses and good responses.</p>	<p>Dr. Sr. Ligy V K appreciated the efforts of the feedback committee and other members for conducting the feedback procedures smoothly. With the help of the members, the responses were evaluated and the departments with average to weak responses were shortlisted to be notified.</p>
Feedback from employers and parents	<p>The employer and parent feedbacks were conducted online and the process was successfully completed. The responses were received and the reports were presented by the feedback committee. The reports were read out by Ms. Sherline during the meeting and the observations were analyzed by the members.</p>	<p>The group members examined the responses and the observations were forwarded to the respective departments and associations for enhancing their performances.</p>
Updating website	<p>Ms. Sinda Joy opened the college website and presented the updates. She requested the opinions of the members for incorporating any further changes to the website. Dr. Sr. Jessin insisted that the pages of the clubs and common infrastructural developments can be further optimized to match the level of expected perfection. Sr. Anjana pointed</p>	<p>The members appreciated the efforts of Ms. Sinda in updating the website. Few minor changes were recommended in the website by the members and were instantly noted and incorporated. The supervision for completion of data in the website was given over to Sr. Blessy and shall be forwarded to the principal for final approval.</p>

	the need for updating the committee members details of few committees mentioned in the website.	
NAAC AQAR 2020-21 presentation	Dr. Naijil George presented the draft of NAAC AQAR 2020-2021 with the group after providing a brief detailing of the procedures involved in its submission. Dr. Sr. Jessin requested clarification in the data of extension activities and Dr. Alfred enquired on the possibility of settling for a common best practice data for both SSR and AQAR.	The group deliberated on the data for AQAR 2020-2021 and the IQAC Coordinator, Dr. Naijil George was congratulated for the efforts. The members approved the AQAR data presented and the clarifications by Dr. Sr. Jessin and Dr. Alfred were addressed by Dr. Naijil George. It was reckoned that a final cross verification of data in specific areas should be conducted before submission.
AISHE -2020-21 data submission	The rough data of AISHE 2020-2021 was presented by the IQAC Coordinator, Dr. Naijil George and he sought assistance from the heads of the criteria to tally the data prepared for AISHE with those for NIRF and NAAC. The members engaged in session for verifying the details prepared for AISHE 2020-21.	The AISHE data was cross verified with the data for NAAC and NIRF. The members approved the data for AISHE after cross checking the data.
New programs for the next academic year	Dr. Sr. Ligy V K invited the suggestion from the team members for drafting new programs for the next academic year of 2021-2022. The members discussed and provided suggestions for the same. The necessary actions for the course programs without adequate enrolment was also investigated.	Dr. Fijy Jose recommended that more programs should be organized with the intent of improving employability-oriented programs that offer placements for the students. These programs were shortlisted and submitted to the management for further actions.

Adjournment:

The agenda and the resolutions arrived were rephrased by Dr. Naijil George, the IQAC Coordinator. The approximate time schedule for the next IQAC meeting was reminded by Dr. Sr. Anis K V and the meeting concluded with a vote of thanks by Ms. Sinda Joy.



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Minutes and Action Taken Report

IQAC Committee 2021-22

DATE: 27th APRIL, 2022

VENUE: IQAC office

TIME: 10.20 AM-12.05 PM

6TH BIMONTHLY MEETING

The sixth bimonthly meeting was conducted on April 27th, 2022 from 10. 20 AM to 12.05 PM in the IQAC office. The IQAC Coordinator Dr. Najil George welcomed the chairperson, Dr. Sr. Anis K V and other members present in the meeting.

The following agendas were listed for discussions:

Agenda

1. Minutes of the previous meeting
2. Action taken report on the decision of the previous meeting
3. Draft SSR data presentation
4. SSR data verification strategies
5. IIQA and SSR submission
6. Evaluation of outcome mapping
7. Finalizing the best practices

Agenda item	Discussion	Resolution/conclusion
1. Minutes of the previous meeting	The group engaged in a productive discussion on the minutes of the previous meeting held on 11 th February, 2022.	The minutes were unanimously approved by the group.

<p>2. Action taken report on the decision of the previous meeting</p>	<p>The following agenda were sorted out during the previous meeting:</p> <ol style="list-style-type: none"> 1. SSR data portal finalization 2. Discussion Best practices and institutional distinctiveness 3. Analysis of student's, employers and parents' feedback. 4. Updating website 5. NAAC AQAR 2020-21 presentation 6. AISHE -2020-21 data submission 7. New programs for the next academic year 	<p>SSR data portal finalization: The recommended color changes were incorporated. Links were developed that presented data through a new tab. The portal was ready and approved by the team mates. The data entry has begun successfully in the portal.</p> <p>Discussion Best practices and institutional distinctiveness: Among the five shortlisted activities of the institution, two best practices were finalised:</p> <ul style="list-style-type: none"> • Extension activities and; • Vocational training practices of the college. <p>The institutional distinctiveness was deciphered to be categorized as 3 components based upon the women empowerment activities held for the students.</p>
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		<p>Analysis of students, parents and employers feedback: The student feedback was collected, analyzed and the results were duly notified to the respective departments and units functioning in the college.</p> <p>Updating website: Recommended changes were incorporated into the website and those yet to complete their data in the website were notified for immediate action.</p> <p>NAAC AQAR 2020-21 presentation: The data for AQAR was cross checked, completed and kept ready for submission.</p> <p>AISHE 2020-21 data submission: AISHE data was verified and submitted on time.</p> <p>New programs for the next academic year: The recommendations of the group for conducting job oriented programs were</p>
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		forwarded to the management.
Draft SSR data presentation	The IQAC Coordinator, Dr. Naijil George presented the draft data of SSR in the meeting and sought the opinion of the team mates in checking the validity of the data. The responses of the different criteria were read out by the criteria in charge and discussed during the meeting.	The group members engaged in cross checking the submitted proofs with the data and the best possible means for presentation of data. The data was finally verified and approved by the group.
SSR data verification strategies	Dr. Figy Jose explained the possible technical glitches that can be faced during the data verification. She informed the possibility of being navigated to the wrong location through a link and enquired on any best strategy to ensure the minimization of the probability this problem.	The different strategies for cross checking the data with the proofs were developed during the meeting. Dr. Manoj A L recommended that the links should be checked through different browsers and systems to ensure that the links lead to the exact location. The group members agreed to the strategy and was immediately tested.
IIQA and SSR submission	The IQAC coordinator, Dr. Naijil George explained the group of the IIQA and SSR submission. The group discussed on the best possible means to submit data	After detailing the submission process, the group divided the task of submission by deciding on the individual responsibilities

	and provide authenticity of details.	for every member. The technical assistance in the form of high speed network connections and system were also finalised for effortless submission process.
Evaluation of outcome mapping	Dr. Sr. Ligy V K informed the group of the previous efforts at outcome mapping and enquired to the group of the status of outcome mapping procedures occurring in the college for various course programs. She also enquired on the steps to utilize the data of outcome mapping for SSR submission and suggested calculating the quantity of data requirement for the next academic year.	Dr. Naijil George elaborated on the procedure of setting the CO, PO and PSOs of any course and explained that the post graduate outcome mapping is almost complete. The data required for SSR submission has also been sorted out from the completed outcome mapped course programs. Moreover, it was identified that the COs should be more accurately described for precision in the obtained results.
Finalizing the best practices	Dr. Figy mentioned in the meeting that as per the discussion in the previous meeting, the institutional best practice has been finalised into generally two practices: Skill oriented Programmes for Acquiring and Refining	The group members productively engaged in sorting out the activities of the institution as per the decided category of best practices of the college. Dr. Sr. Jessin suggested the campus community connect

	<p>Capability and STEPS (Stretch Thyself to Enlighten the People & Society). She insisted that more specificity should be brought in this aspect as to point out a single best initiative of the institution.</p>	<p>program STEPS and Dr. Sr. Anjana recommended a skill development activity SPARC. The recommendations were noted down for further investigative approaches.</p>
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ADJOURNMENT:

With no further items for discussion, the meeting came to a close after Dr. Alfred Joe re-stated the discussed agendas and the resolutions arrived. The vote of thanks was delivered by Ms. Sherline and the meeting ended by 12. 05 PM and the group dispersed for lunch.

The next meeting is scheduled for the second week of June 2022.



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MINUTES AND ACTION TAKEN REPORT IQAC COMMITTEE

DATE: JUNE 30th, 2022

VENUE: IQAC OFFICE

TIME: 10:30 A.M - 12:15 P.M.

1st Bimonthly meeting of IQAC committee

The first bimonthly meeting of IQAC committee was held on June 30th, 2022 in the IQAC office. The IQAC coordinator welcomed the new chairperson of IQAC, Sr. Blessy and all others present in the meeting.

The following agendas were kept forward for discussion:-

1. Review of the minutes of the previous meeting.
2. Action taken report of the previous agenda.
3. Presenting the final draft of SSR
4. Preparation for NAAC visit
5. Extension for DVV
6. Presentation of academic calendar.
7. Any other items concerning the group.

Agenda item	Discussion	Resolution / conclusion.
Review of minutes of previous meeting and welcoming new principal & chairperson of IQAC.	The newly appointed principal & IQAC chairperson were heartily welcomed by the IQAC coordinator, Dr. Naffil George. The previous minutes	The group welcomed the new member & the principal by giving a bouquet. The members discussed the previous minutes & was approved.

of the meeting was read by the joint-coordinator, Ms. Sinda Jay

2. Action taken report of the discussion on the previous agendas.

The following were the agendas listed out during the last meeting:-

1. Draft SSR data presentation
2. SSR data verification strategies
3. IIAA & SSR submission
4. Evaluation of outcome mapping
5. Finalizing the best practices.

1. Draft SSR data presentation.

The draft SSR making the recommended changes were presented as the final

2. SSR verification

The group had a discussion on the various verification strategies and the necessary changes were discussed

3. IIAA & SSR submission

After thorough review and preparation, IIAA data was submitted for submission

4. Evaluation of mapping.

As per the suggestions received during the previous meeting, CO's were approved, mapped and

to the respective departments. The OBE committee is actively functioning to monitor the attainment of outcomes.

5. Finalizing the best practices
Investigations on Institutional activities like the campus-community connect program STEPS and skill development activity SPARC were finalized as the Institutional best practices.

3. Presenting the final draft of SSR.

The IGAC coordinator presented the final draft of the SSR. The members engaged in reading and discussing on its points. The data presented was re-verified before being approved by the members.

Few data verifications and minor language changes were suggested by the team members and the changes were brought immediately and the final draft was approved by the members.

4. Preparation for NAAC visit.

The newly appointed chairperson of IGAC, So. Blessy enquired on the possible date of NAAC visit and

Dr. Najipil George explained the timelines and procedures of submission. The submission dates were initially discussed. He expressed that if they

invited suggestions from the team members of the preparations to be done for the NAAC visit. The need for extension was also put forward for discussion.

can manage to submit SSR by June-July. DVV can be expected the end week of and hence the visit be deferred to be by Sept/October. The members said that if extension possible, it can be

5. Extension for ~~SSR~~ SSR

Sr. Blessy put forward the suggestion of extending the ~~SSR~~ submission and invited the suggestions of the team members in this aspect.

Dr. Najjil George informed the group that almost all works for submission were over and extension can be for adding or purposes. The members agreed to the that submission be delayed for results.

6. Presentation of academic calendar.

The draft of the academic calendar was presented by the IQAC coordinator and all the aspects of inclusion were thoroughly discussed

The members convinced of schedules in the calendar which was incorporate according to

invited suggestions from the team members of the preparations to be done for the NAAC visit. The need for extension was also put forward for discussion.

can manage to submit SSR by June-July, the DW can be expected the end week of and hence the visit be deferred to be by Sept/October mo. The members suggest that if extension is possible, it can be

5. Extension for ~~the~~ SSR

Sr. Blessy put forward ~~for~~ the suggestion of extending the ~~SSR~~ submission and invited the suggestions of the team members in this aspect.

Dr. Najjil George informed the group that almost all works for submission were over and extension can be for adding or purposes. The members agreed to the ~~SSR~~ that submission be delayed for results.

6. Presentation of academic calendar.

The draft of the academic calendar was presented by the IQAC coordinator and all the aspects of inclusion were thoroughly discussed

The members were convinced of schedules in the calendar which was incorporate according to

with the group.
Suggestions for improvement were invited from the team members.

possible NAAC schedules. The examination dates were re-verified for avoiding busy schedules during the visit. A few recommendations were received for re-designing the cover page and outlook of contents in the calendar.

7. Any other items concerning the group.

Sr. Elaiza gladly informed the team about the new IQAC team formed to take charge after the NAAC visit.

The team members of the new IQAC team was welcomed and the procedures of handing over the present bank of data to the new IQAC coordinator was finalized. It was also recommended to include the new members in the SSR submission procedures for familiarizing them on the process.

ADJOURNMENT:-

Ms. Michelle summarized the resolutions arrived and an informal vote of thanks was delivered by Sr. Blessy. The next meeting was informed to be conducted by

MINUTES AND ACTION TAKEN REPORT OF THE IQAC COMMITTEE.

DATE:- August 17th, 2022.

TIME:- 1.30 p.m.

VENUE:- IQAC.

SECOND BI-MONTHLY MEETING:-

The second bi-monthly meeting was held on August 17th, 2022, in the IQAC room. The members had a silent prayer before being welcomed by Sr. Blessy. The following agenda were put forward for discussion:-

1. Review of the minutes of the previous meeting
2. Action taken report of the previous agenda.
3. Post SSR submission discussion.
4. College website repairs
5. DVV preparations.
6. NAAC visit preparations
7. Student enrolment.
8. Academic audit discussions.
9. OBE result evaluations.
10. Induction programme discussion.

Agenda item.	Discussion	Resolution.
1. Review of the minutes of the previous meeting	The previous minutes of the meeting held on June 30 th , 2022, was read in the	The members discussed on the agenda of the previous meeting and approved of the minutes.

	meeting by the joint-coordinator Ms. Sindia Joy.	
<p>2. Action taken</p> <p>2. Report of the previous agendas</p>	<p>The agendas kept forward in the previous meeting were the following</p> <ol style="list-style-type: none"> 1. Presenting draft of final form of SSR 2. Preparation for the NAAC visit 3. Extension for SSR submission 4. Presentation of academic calendar 5. Welcoming new IAAC team and their orientation. 	<ol style="list-style-type: none"> 1. <u>Presenting the draft of s</u> The final draft of SSR was approved by the members of the SSR was on 13th July successfully. 2. <u>Preparation NAAC visit</u> The preparations for NAAC visit are going on in full throttle. The issues were discussed and the members were given a brief overview of the procedures. 3. <u>Extension for SSR submission</u> It was decided to apply for extension of the date of submission of

The extension was applied and approved.

4. Presentation of the academic calendar.

The academic calendar was presented by the IQAC coordinator in accordance to the NMAC visit schedules. The schedules were approved by the members and the necessary outlook & format changes were incorporated.

5. Welcoming new IQAC team & their orientation

The new IQAC team was introduced and welcomed. They are being adequately oriented with the procedures of IQAC.

Post SSR submission discussion.

Sr. Blessy enquired on the status of SSR submission and of any other formalities to be done.

Dr. Najil informed the group that though the DVU is taking longer time to come than expected, there is no cause for worry

The approximate of other colleges studied and enquired to the group and decided to keep the web portal and e-mail for any

4. College website repairs.

The IBAC Coordinator Dr. Najjil George informed the team members of certain visible errors in the official college website and the pos enquired on the possible solutions for the same.

The members of the official website from systems to ascertain the issue and a minor technical glitch was found which was immediately resolved with the support of the IT personnel.

5. DVV preparations.

Dr. Figy Jose enquired on the possible DVV clarifications and how to deal with the clarifications.

Dr. Najjil George showed the group of the different possible areas of enquiry and to respond to queries. The enquiries of different colleges were put forward for comprehension.

		It was reminded that in several colleges queries were requested as documents submission duly authenticated by the institutional head and hence, the team should ^{also} be prepared for expecting such queries. In DVV.
NAAC visit preparation.	Ms. Sinda Joy, the joint coordinator insisted on formulating the route map for PTU. and the members engaged in a productive discussion in deciding the accomodation, airport pick up, different committees and the institutional route map to be followed.	After discussions, a committee draft was formulated in charge of different responsibilities for the PTU. A rough idea on the accomodation prospects and institutional route map was formulated. The basic idea of dept. presentations, principal presentations & LOAC presentation was also generated.
Student enrollment	Sr. Blessy informed the group that this year's admission procedures were over and unlike	The team members appreciated the efforts of the admissions team. The programmes where enrollment were less were listed out and the strat

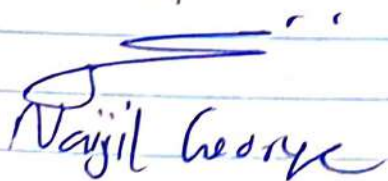
		<p>Other colleges, the student enrollment ratios were successfully maintained</p>	<p>gies for improvement enrollment for next academic was discussed. new generation</p>
2.	<p>8. Academic Audit discussions.</p>	<p>Dr. Naufil George presented the format for the internal academic audit and informed the group of a likely chance of change in the IAC format. He requested their opinions in the formation of the time schedules and the team.</p>	<p>After deep discussion the members agreed to continue in current IAC format for this academic year's internal audit. The time schedule and a prospective internal team conducting the internal academic audit was generally formed.</p>
	<p>9. OBE result evaluations</p>	<p>Ms. Simda Joy gladly informed the group that the first batch under our initiative of OBE has successfully graduated from</p>	<p>The modes of evaluation were re-informed the result analysis reports were presented during the meeting. Shortcomings evaluated and</p>



	<p>other colleges, the student enrollment ratios were successfully maintained</p>	<p>gies for improving enrollment for the next academic year was discussed. new generation</p>
<p>8. Academic Audit discussions.</p>	<p>Dr. Neufil George presented the format for the internal academic audit and informed the group of a likely chance of change in the IAC format. He requested their opinions in the formation of the time schedules and the team.</p>	<p>After deep discussions the members agreed to continue in current IAC format for this academic year's internal audit. The time schedule and a prospective internal team conducting the internal academic audit was generally formed.</p>
<p>9. OBE result evaluations</p>	<p>Ms. Sindha Joy gladly informed the group that the first batch under our initiative of OBE has successfully graduated from</p>	<p>The modes of evaluation were re-informed. The result reports were presented during the meeting. Shortcomings evaluated a</p>


	the college and the results look very promising!	possible resolutions were finalized. Ms. Shanthi & the OBE committee were appreciated for their efforts.
10. Induction programme discussion.	Dr. Ezy reminded the group of the preparations for the student induction programs. The list of programs and the agenda of the program was discussed during the meeting.	The student welfare committees were ready to be introduced in the induction programs and it was suggested to include a virtual tour of the college for engaging the students during the program.

ADJOURNMENT:


With no further agenda for discussion, the team dispersed at 3.45 pm after the vote of thanks by Dr. Najil George, who also summarized the resolutions arrived for the agendas discussed during the meeting.


Najil George

Sinda Joy 
Dr. Alfred Joe 


Dr. Sr. Lily v.


Rishi Jay

Dr. Sr. Mini Thomas 

Michelle Vivas Wms

Doc. Sa. Gerry. K.C

Doc. Fiji Jose P
Sheelae 7-1

Dr. Manny AL

Jyothi A-J

Fairy. P-J

~~gfy~~
~~Fiji~~
~~Jose~~

~~Manny AL~~
Jyothi A-J
Fairy

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the month of August 2022. The group thereafter dispersed for lunch.

[Signature]

Dr. Sr. Lily M

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Dr. Naji / George

Dr. Sr. Rose Bastin *[Signature]*

Sinda Joy *[Signature]*

Dr. Alfred Joe *[Signature]*

Dr. Sr. Mini Thomas

Michelle Unre *[Signature]*

Dr. Sr. Jessy - U.C. *[Signature]*

Dr. - Fijy Jose P. *[Signature]*

Sheela *[Signature]*

Dr. Manoj A.L. *[Signature]*

Jyothi. A.J

Fairy. P.J

Dr. Sr

[Signature]

Jyoti. A.J

Fairy

MINUTES AND ACTION TAKEN REPORT OF THE THIRD
BIMONTHLY MEETING OF IGAC.

DATE:- OCTOBER 14th, 2022

TIME:- 10.45 a.m.

VENUE:- IGAC OFFICE.

The third bimonthly meeting of the IGAC committee was held on the second week of October, 2022 and the following agenda were put forward after being welcomed by the chairperson Sr. Blessy.

1. Review of the minutes of the previous meeting
2. Action taken report of the previous agenda
3. NAAC DVV evaluations.
4. NAAC preparations.
5. NIRF preparations.
6. Internal audit result evaluations
7. External audit.
8. Online teaching - learning evaluations.

Agenda item	Discussion	Resolution.
1. Review of the minutes of the previous meeting	The minutes of the meeting held on August 17 th , 2022 was read by Sr. Blessy. The members engaged in a discussion of the agenda.	The minutes of the meeting were approved by the team members after discussion.

2. Action taken report of the previous agenda.

The agendas of the previous meeting are:-

1. College website repair
2. DVV preparations
3. NAAC visit preparations
4. Student enrollment
5. Academic audit discussion
6. OBE result evaluation
7. Induction program

1. The college was cleared of and instantly of issues on same day with security features

2. DVV preparations
The DVV prep were fruitful the responses successfully on time.

3. NAAC visit preparations
The step by step preparations for visit is progressing at a good rate with improvements incorporated to

4. Student enrollment
Student enrollment was found to be good. The new addition courses had lower student enrollment were and strategies being implemented improving the

5. Academic Audit Discu

The Internal academic audit was successfully conducted and completed at the correct date of time and reports were made available to the ICAC.

6. OBE result evaluation

The result of the 1st OBE batch was calculated. More faculty and student training programs in regard to OBE were conducted. Slight changes are suggested in the CO mapping procedure.

7. Induction program

The student induction program was successfully conducted on August 22nd, 2022, and the program received good feedback. The slides were introduced to the committees and other facilities of the college.

<p>3. NAAC DVV evaluations</p>	<p>The ICAC coordinator Dr Najil George informed the team of the NAAC DVV responses. The responses given to each query & the corresponding evidences given were discussed in the meeting</p>	<p>The ICAC coordinator & other team were appreciated their efforts & the timely submission of the DVV & the availability of data. The SSR has not been received & the status in the post was shown the coordinator</p>
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<p>4. NAAC preparations</p>	<p>So. Blessy recapped the efforts towards the PTV preparations and invited suggestions for adding anything more required. The PTV's of other colleges were evaluated to gain a better idea on the same. The draft of the principal PPT was displayed & the progress of departmental PPT was also</p>	<p>Dr. Najil discussed & valued on the available options opt for the peer members are requested a quotation prospective 3 accommod options. So changes & suggested members principal</p>
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	<p>evaluated. The institutional route map was refined after suggestions & discussed with the group for further actions.</p>	<p>The changes were duly noted down. Further changes in the timeline of the route map was recommended & agreed to be finalized before the next meeting.</p>
<p>5. NIRF preparations.</p>	<p>Dr. Fiqy enquired on the NIRF preparations status. The data for NIRF for this academic year was presented by the IGAC coordinator. The members evaluated the data closely and modifications were recommended by some of the team members.</p>	<p>The members were decently convinced of the NIRF data to be submitted. The recommendations suggested by the team members were noted to be incorporated in the data before submission.</p>
<p>6. Internal audit report.</p>	<p>The internal audit report was presented and explained by the IGAC coordinator, Dr. Nayyif George. The members expressed</p>	<p>The internal audit was smoothly conducted in the college with the help of an internal resource team. After evaluating the report & assessing</p>

their finding and
 opinions on the
 performance of the
 departments and
 the conduct of the
 internal academic
 audit. Ms. Michelle
 pointed out the
 need to strengthen
 the documentation
 procedures in several
 departments and
 Dr. Manoj recommended
 updation of FDP's
 and extra curricular
 activities in the
 departments.

the short coming
 the recommen
 were decid
 to be comm
 to the depar
 in general
 a faculty m
 The ICAE coo
 & other memb
 were request
 provide need
 support for
 departments.

7. External Audit Discussions.

Dr. Blessy enquired
 on the dates to
 conduct the external
 audit. She invited
 suggestions from
 the members for
 deciding the external
 evaluators for the
 audits and added
 that the expected
 date as of now
 of the visit will
 be in December.

Dr. Manoj su
 to conduct
 external au
 at the ear
 possible str
 college is g
 busy with
 NAAC prepar
 the other m
 agreed to
 suggestion.
 names of f
 external wa

were brought up in the
 10:00 coordinators was
 requested to coordinate
 their schedules and
 conveniences. The question
 was insisted to be prepared
 as early as possible by
 Ms. Sinda Joy.

Online
 teaching
 learning
 facilities.

Sr. Clairia enquired
 on the current
 status of the
 online modes
 of teaching &
 learning. The
 members shared
 their opinions
 and views
 regarding the
 same.

Sr. Jessin informed that
 though the online teaching
 learning operations are
 minimal due to offline
 classes, ~~at~~ the classes
 now have interactive
 boards. So, training for
 using this facility should
 be provided for the
 new students & faculty.

ADJOURNMENT:-

Sr. Anjana reviewed all the agendas and the
 resolutions arrived for them. After the
 vote of thanks by Ms. Shesline, the
 committee dispersed after slight refreshment.

Dr. Nairil
 Sinda Joy
 Dr. Alfred Joe

Dr. Sr. Mini Thomas

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Sheela

Dr. Manjula

Rini Jay

DR. SR. AGNES

Fairy P-J

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MINUTES AND ACTION TAKEN REPORT OF THE IOAC COMMITTEE.

The fourth bimonthly meeting of the IOAC committee was held on 20th December 2022, at 11:30 a.m.

The IOAC coordinator Dr. Najjil George welcomed the members and wished them with x'mas and New Year greetings. The following agenda was kept forward for discussion:-

1. Reviewing the minutes of the previous meeting.
2. Action taken report of the previous agenda
3. NAAC visit
4. External audit evaluation
5. Mock PTV visit.
6. Post DVV SSR data analysis.
7. NIRE preparations.
8. AGAR submission.
9. NAAC committee constitution.
10. NAAC PT Interaction.

Agenda Item	Discussion	Resolution.
1. Reviewing the minutes of the previous meeting	The minutes of the previous meeting was read out by Ms. Michelle and the members engaged in a discussion of the	The minutes of the meeting held on October 17 th , 2022 was approved by the members.

	minutes.	
<p>2. Action taken report of the previous agendas.</p>	<p>The agenda of the previous meeting were :-</p> <ol style="list-style-type: none"> 1. NAAC DVV evaluation 2. NAAC preparation 3. NIRF preparations 4. Internal audit evaluation 5. Conduct of External audit. 6. Conduct & review of online Teaching Learning methods. 	<p>1. NAAC DVV evaluation The DVV response submission was carried out effectively by the IGAE cell and timely updation of the portal was notified to the team mates.</p> <p>2. NAAC preparation The accommodation hotel was already fixed and the dates for the PTV can also be considered for changes in the principal PPT incorporated and departmental progression is good. The result map was ready and presented.</p> <p>3. NIRF preparations The data to be</p>

submitted was modified according to the suggestions and the draft is ready to be presented.

4. Internal audit evaluation.

The internal audit evaluation was carried out successfully in the previous meeting.

The suggestions & recommendations were duly modified to the department.

5. Conduct of External Audit.

The external audit was successfully conducted. The reports are ready and handed over to the AAE.

6. Conduct & review of

teaching-learning facilities.

The facilities were evaluated and trainings for new students and teachers were given.

So NAAC
visit
preparations

So. Blessy confronted
the group with
the possible dates
of visits and the
on-going NAAC
preparations in the
College. She enquired
on the hotel bookings

Dr. Najjil informed
that the hotel
are confirmed.
route map was
and gave a gen
idea of the th
schedules in
college.

Ho External
audit
evaluations

Dr. Najjil George
explained the
external audit
report to the team
members and
together they
evaluated the
performance. A
SWOC analysis was
conducted for
better comprehension
from the perspective
of NAAC.

The evaluations
noted & a gen
idea about the
strengths, weak
opportunities and
challenges were
drafted in a
to the NAAC
criteria.

So. Mock
PT V
to

Dr. Eddy pressed
on the need
to conduct a
mock peer
team visit in
the college to
get a clear
understanding of

The recommendations
noted and the g
were roughly org
for the conduct
mock PTU in the
college. The dates
the conduct of
same were also
bl

	<p>the schedules. Dr. Najil added that it could be conducted group-wise in batches for giving an idea of the PTV.</p>	
<p>Post DVV SSR data analysis.</p>	<p>Dr. Najil George elaborated the data analysis. In the SSR received after DVV and explained that there are only minor differences in the quantitative aspects of the SSR. He further explained the probable reasons for the same. A discussion was carried out regarding PT and suggestions of the members were noted.</p>	<p>The members were convinced of the reasons explained by the ICAR coordinator regarding the deviation in the SSR. The suggestions and recommendations of the members received regarding the filing of documents were duly noted for implementation.</p>
<p>NIRE operations.</p>	<p>The ICAR coordinator reminded the group that the NIRE portal was open for submission. The data for submission was presented by</p>	<p>After discussions on the data to be submitted, the changes were incorporated. It was recommended by Sr. Blessy to include the new</p>

the coordinator and joint coordinator. Discussions ensued thereafter regarding the data to be submitted.

team with for familiarizing the with the of NIRF sub

8. AQAR Submission

The ICAC coordinator informed the group that the last date of AQAR is December 31, 2022 but there are chances of extending. In respect of the chances of extension, the ICAC coordinator presented the draft of the data to be submitted.

Dr. Manoj enquired if the date get extended. If not, he recommended to keep the date for submission. The data presented was studied and the team made suggestions and put in.

9. NAAC Committee constitution

Dr. Blessy insisted on developing a clear plan for handling the tasks during the NAAC visit. Ms. Sheelina and Dr. Vijay suggested in creating rough sketch of the committees to be constituted for the

In accordance with the suggestions reviewed the committees were deemed to be constituted :-
 i, Steering committee
 ii, Criteria-wise committees.
 iii, Cultural committee
 iv, Food committee

	<p>day. The members of the team also contributed in developing/concluding the committees.</p>	<p>v. IT committee v. Reception committee Due to time constraints, rest of the committees were decided to be decided later.</p>
<p>o. NAAC Peer team interactions</p>	<p>Dr. Neeraj also reminded the group that these will be interaction of the peer team members with the faculty, student and conveners of different associations including IGAC. Dr. Eijy insisted that these groups can be oriented with the procedures of NAAC PTV in order to respond without fear and to understand the objective behind interactions.</p>	<p>The members supported the recommendation and Dr. Eijy was requested to study on the matter and provide an idea of peer team visits for the groups. Meetings can be arranged thereafter for the purpose.</p>

ADJOURNMENT:-

With no further agenda in discussion, the team dispersed at 1:00 pm for lunch after the vote of thanks delivered by Ms. Linda Joy.

Neeraj Behera

Dr. Dr. Eijy v. 1

MINUTES AND ACTION TAKEN REPORT OF THE IQAC COMMITTEE

02/01/2023

The first bimonthly meeting of the IQAC committee was held on 2nd ~~December~~ ^{January} 2023, at 11:00 AM. The IQAC coordinator Dr. Binu T.V welcomed the members by appreciating the committee for the immense support to get NAAC Accreditation with Att 3.66. The following agenda was kept forward for discussion:-

- 1) Implementation of Internship and field visit for UG, PG and final year students.
- 2) Faculty and students exchange programs.
- 3) Banking facilities, ATM, Post office to be inside the campus.
- 4) Appointed new IQAC board.
- 5) SWOC Analysis of NAAC Accreditation.

Agenda Item	Discussion	Resolution.
1) Implementation of Internship and field visit for UG, PG, and final year students.	The meeting commenced with a discussion on students actively seeking internship opportunities under government agencies. The discussion emphasized the significance of internships as a	The meeting resulted in a set of resolutions designed to ensure a positive and enriching experience for students undertaking internship periods.

stepping stone to long-term employment and career growth.

The discussion aimed to empower students to take proactive steps in shaping their career paths and making the most of available resources.

2) Faculty and student exchange programs.

The college has engaged in discussions regarding the signing of MOU's with other colleges.

Various departments of the college have entered into MOU's with other educational institutions, as part of faculty and student exchange pro

3) Banking facilities, ATM, post office to be inside the campus.

The committee explored the possibility of incorporating banking facilities, within the campus.

Engaged in discussions with few bank officials regarding the initiative.

4) Appointed new IQAC board.

The newly appointed IQAC board has collected allocated

	responsibilities to its new members and deliberated on the various segments of the Annual Quality Assurance Report (AQAR).	The timely collection of data for the AQAR and its submission have been emphasized with roles and responsibilities allocated among the new members
SNOC analysis on NAAC Accreditation.	<p>The committee engaged in a comprehensive discussion covering the institutions strengths, weaknesses, opportunities and challenges.</p> <p>a) strength - RUSA funding for infrastructure augmentation</p> <p>- ICT enabled curriculum delivery with fully fledged smart classes.</p> <p>b) Weaknesses - Lack of national & international students and faculty.</p> <p>- consultancy & industry linkage needs to be strengthened.</p>	<p>a) <u>Strengths</u>.</p> <p>- With the assistance of RUSA funds, the college constructed a dedicated facility known as the RUSA building, incorporating the installation of solar panels, CCTV cameras, and the development of restroom facilities.</p> <p>- A greater number of classrooms are currently equipped with digital smart class facilities.</p> <p>b) Weaknesses - The college is actively providing support and assistance to</p>

