Internal Quality Assurance Cell

Minutes of meetings 2015-16

Minutes of the Meeting of IQAC Held on 7 October 2015 at 10.30 AM in the IQAC Office

Members present

1. Dr. Joseph T Moolayil
2. Dr. K M Johnson
3. Agile Joy

The following matters were discussed in the meeting.

1. Identified weak areas of performance with respect to previous NAAC accreditation.
2. Department should try to think of incorporating academic flexibility component.
3. Enhanced efforts are needed to improve teaching, learning and evaluation.
4. Strengthening of tutorials, remedial and mentoring sessions. Proper documentation is very essential in these matters.
5. Introduce innovations and best practices. Try to think out of the box.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Preparatory Meeting before the Principal's Visit to the Departments held at 11.45AM at Principal's Office

The meeting discussed the following matters:

1. Possibility of introducing additional elective papers in the UG and PG courses.
2. Proper reporting and documentation of individual and departmental activities and achievements.
3. Possibility of including research internships in Science courses without affecting the academic calendar.
4. Final report of NAAC re-accreditation should be ready by June 2017.
5. Pointed out the increasing omissions of achievements in the report even though they are included in the departments' presentations. More care and importance should be given to the report than the presentations.

Co-ordinator

Chairperson

Minutes of the Meeting of IQAC at 2.30PM on 20 October 2015 at IQAC Office

Members present

1. Dr. Joseph T Moolayil
2. Dr. K M Johnson
3. Agile Joy

The meeting discussed the following matters:

- IQAC Core Committee meeting to be held by the end of this year. Before that the individual committees should meet and consolidate their views on various matters pertaining to their areas.
- Possibility of having internal and external examinations of UG and PG courses simultaneously.
- The PG syllabus revision of the departments should be conducted after the academic audit.
- The University's revised syllabus should be considered for PG syllabus revision.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Meeting of Open Course Committee with Principal and IQAC held at 11.00 AM on 28 December 2015 at Fr. Hadrian Hall

Members Present

1. Dr. Sibi Zacharias
2. Jeet Kurian Mattom
3. Dr K. M Johnson
4. Fr. Jose John
5. Agile Joy
6. Dr. Joseph T Moolayil
7. Sreejith MG

The meeting started with a silent prayer. The following matters were discussed.

- More options may be given to the students.
- Open courses offered by the aided streams are made available to the students of the unaided stream.
- A review meeting is to be called before January 15.

Co-ordinator

Chairperson

Minute of the Meeting of Holistic Education Committee at 11.30 AM on 28 December 2015 at Fr. Hadrian Hall

Members Present

1. Fr. Sabu Thomas
2. Fr. Jose John
3. Dr K. M Johnson
4. Agile Joy
5. Thommachan Xavier
6. Sibi K I
7. Jinu George
8. R K Varghese
9. Alex Shinu Scaria
10. Lakhshmipriya R
11. Sreejith M G

The meeting started with a silent prayer.

- Fr. Sabu informed that four classes were organised in the current year for students.
- Students were given awareness on ragging and orientation on students' union election.
- The meeting suggested a pro-life programme to be conducted for PG courses.
- Fr. Sabu suggested a retreat programme to be conducted for Christian students (I and II year)
- Professor R K Varghese suggested that the Christian students are to be sent to the Renewal Centre for renewal camps in February.
- Orientation will be given in the third semester.
- Fr. Sabu informed that holistic education was given to the sports students.

The meeting ended at 12.00 PM

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson

Minutes of the Meeting of the University Affairs Committee at 12.45 PM on 28 December at Fr. Hadrian Hall

Members Present

1. Fr. Johnson Palackappillil CMI
2. Dr. Joseph T Moolayil
3. Fr. Jose John
4. Dr. K. M Johnson
5. Roy Zacharias
6. Agile joy
7. Abi T.G
8. Thomas A. L

The meeting started with a silent prayer.

- The Principal asked how the committee can act as a link between the college and the university.
- Dr. K.M Johnson informed that the faculty of the department of English are burdened with the overload of valuation of the University examination.
- The college has to take necessary steps for the promotion of the assistant professors.
- The committee observed that the MG University has not given API guidelines for the promotion of assistant professors.
- The University affairs committee should take initiative in the process of new appointments.

Meeting ended at 1 PM

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson

Minute of the Meeting of Holistic Education Committee at 11.30 AM on 28 December 2015 at Fr. Hadrian Hall

Members Present

1. Fr. Sabu Thomas
2. Fr. Jose John
3. Dr K. M Johnson
4. Agile Joy
5. Thommachan Xavier
6. Sibi K I
7. Jinu George
8. R K Varghese
9. Alex Shinu Scaria
10. Lakhshmipriya R
11. Sreejith M G

The meeting started with a silent prayer.

- Fr. Sabu informed that four classes were organised in the current year for students.
- Students were given awareness on ragging and orientation on students' union election.
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- Orientation will be given in the third semester.
- Fr. Sabu informed that holistic education was given to the sports students.

The meeting ended at 12.00 PM

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson

Minutes of the Meeting of Bridge and Remedial Committee at 1.00 PM on 28 December 2015 at Fr. Hadrian Hall

Members Present

1. Fr. Johnson X Palackappillil
2. Fr. Jose John
3. Dr. K.M Johnson
4. Agile Joy
5. Alex Shinu Scaria
6. James V George
7. Dr. Minipriya R
8. Priya P. S
9. Joseph James
10. Jisha Soman
11. Sibi K I
12. Syamlal M S
13. Giby Kuriakose
14. Dr. Joseph T Moolayil

The meeting started with a silent prayer. The committee suggested the following matters:

- Prepare syllabus for bridge courses.
- Attendance shall be monitored in remedial classes.
- Special attention for mentoring such students.

Meeting ended at 1.15 PM

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Meeting of Examination Committee at 2 PM on 28 December 2015 at Fr. Hadrian Hall

Members Present

1. Dr. Joseph T Moolayil
2. Dr. K. M Johnson
3. Agile Joy
4. Alex Shinu Scaria
5. Achamma Cherian
6. Jose P Joseph

The committee observed the following matters.

- Some reports from the knowledge software are pending.
- The grievances related to the examination are all managed.
- Disciplinary actions are to be taken after the completion of the examinations.
- Shortage of desks and benches in classrooms for conducting examination.

The Principal assured that the issue will be taken care of.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Meeting of Publication Committee held on 28 December 2015 at 3PM in Fr. Hadrian Hall

Members present

1. Dr. K M Johnson
2. Dr. Joseph T Moolayil
3. Agile Joy
4. Dr. Joseph George
5. Dr. M S Francis
6. Dr. Thommachan Xavier
7. Dr. Mathew Jose K
8. K V Raju
9. Jinu George
10. Sunil K V
11. Grace Thomas
12. T J James

The meeting started with a silent prayer. The committee suggested the following matters:

1. The faculty should be encouraged to publish their articles in research journal.
2. Articles of the PG students can be published in the research journal if they have enough quality.
3. Plagiarism check should be mandatory before publication of articles by PG students.
4. The meeting observed that the online journal will get more publicity and more articles.
5. The meeting discussed on how to improve the quality and impact factor.
6. Converting all the PG dissertations to articles and publish them in the college journal.
7. All PG dissertations should be developed as a publishable paper.
8. 'Heartbeats' and Annual Report is being prepared. 'Heartbeats' will be published on the occasion of Heartifest. The Annual report will be ready by February.

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson

Minutes of the Meeting of Environment and Building Committee held on 29 December 2015 at 10.45 AM at Fr. Hadrian Hall

Members present

1. Dr. Johnson X. Palackappilll
2. Dr. Raju K A
3. Biju V V
4. Dr. Joseph T Moolayil

The meeting began at 10.45 AM. The committee members discussed the cleanliness of environment in the campus and suggested that non teaching staff may be appointed for the same. The members also talked about BSE – Building Space for Excellence. The Principal intimated that a lot of permissions from various departments are required for the construction of the building. The members also discussed fund raising for the same. The committee asked the possibility of sponsorship from public. The meeting ended at 11.15 AM.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Meeting of the Library Committee at 11.15AM on 29 December 2015 at Fr. Hadrian Hall

Members present:

1. Fr. Johnson X Palackappillil
2. Raju K A
3. Biju V V
4. Renju M K
5. Ignatious Abraham
6. K V Raju
7. Francis M S
8. Regitha Baiju
9. Sreejith M.G.

The meeting started with a silent prayer.

- Mr. Biju V V, librarian, reported that there is a monthly circulation of 6000 books in the college library.
- Every year 1600 new books are added in the library.
- The librarian reported that there is a shortage of available staff in the library.
- The committee suggested that the service of students can be utilized for the library activities.
- Annual audit may be done every year.
- The number of issues of books the teaching staff is limited to a maximum of 25.
- The librarian also mentioned about the re-aligning of the available space in the library.

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson

Minutes of the IQAC Meeting with the Alumni Committee at 11.45 AM on 29th December, 2015 at Fr. Hadrian Hall

Members present:

1. Regitha Baiju
2. Babu Joseph
3. Sandeep Sunny
4. Dr. Johnson K M

The meeting started with a silent prayer. The committee discussed the following items.

Compiling the data of the alumni is required. For that, a format may be distributed among the alumni in the upcoming heartifest. There should be a coordinator for alumni coordination in each department and a list of alumni in each department shall be prepared. Principal asked about the possibility of computerisation of the alumni registration.

Co-ordinator

Chairperson

Minutes of the Meeting of Arts and Cultural Committee at 12 PM on 29 December 2015 at Fr. Hadrian Hall

Members present

1. Fr. Johnson X Palackappillil
2. Fr. Jose John
3. Dr. Tom Varghese
4. Abin Ambily
5. Dr. Joseph T Moolayil
6. Lakshmipriya R
7. V S Sebastian
8. Mathew Jose
9. V T John
10. Shijo Varghese

The meeting started with a silent prayer at 12 PM. The committee discussed the selection process for University Youth Festival. The committee decided that Hrudyasargasangamam shall be organized in August. Separate space may be allotted for the practice for the University Youth Festival. There are six teams from the college will participate in the youth festival. Proper documentation is required to record university and national level achievements. The committee also suggested that the college should permit students to watch programmes in Hrdyasargasangamam, especially dance and music events.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA KOCHI-682013

Minutes of the Meeting of Grievance Redressal Cell at 2 PM on 29 December 2015 at Fr Hadrian Hall

Members Present

1. Fr. Johnson X Palackappillil
2. Dr. Cyriac Antony
3. Dr. Joseph T Moolayil
4. V S Sebastian
5. Siby Abraham
6. Dr. Remya Ramachandran

The meeting started with a silent prayer at 2. PM. The committee analysed the main concerns of students in the previous academic year. It was decided to improve the mechanism of grievance cell. The committee observed that placing complaint /suggestion box in each department is necessary. It is decided that the students have to be notified of the hierarchy of the grievance mechanism that is student has to approach the class teacher first then to HoD and finally to the Principal. The principal refers the matter to the grievance redressal committee. The meeting ended at 2.30 PM.

Co-ordinator

Chairperson

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Minutes of the Meeting of UGC Affairs Committee at 11.30 AM on 30 December 2015 in Fr. Hadrian Hall

Members Present

1. Dr. Joseph T Moolayil (IQAC)
2. Mr. S V Johnson
3. Dr. Grace Thomas
4. Mr. Biju V V
5. Dr. Ignatious Abraham
6. Dr. K M Johnson
7. Mr. Sreejith M G

The meeting started at 11.30 AM with a silent prayer. The committee suggested that the UGC website should be checked every day for information. Principal suggested that an international seminar may be organized at least once in two years. Arts and science departments may organize the seminar in alternative years. The college needs planning in advance when there is an international resource persons comes to Kerala and try to make use of their expertise. Students may be asked for fund raising.

The committee suggested that, by make use of the CPE grant, some ebooks may be purchased for the library. Rs. 27 lakh was allotted for the betterment of laboratories. Principal informed that the college received autonomy grant.

Co-ordinator

SACRED HEART COLLEGE AUTONOMOUS INTERNAL QUALITY ASSURANCE CELL THEVARA, KOCHI-682013

Chairperson