

# **Internal Quality Assurance Cell**

**Minutes of meetings 2014-15**

**Minutes of the Annual Meeting of IQAC Advisory Committee  
held on 27 June 2014 at Fr. Melesius Hall.**

**Members Present:**

1. Rev. Dr. Jose Kuriedath CMI, Patron
2. Rev. Dr. George Pittappillil CMI
3. Rev. Dr. Johnson Palackappillil CMI
4. Rev. Dr. Jose Thuravackal CMI
5. Babu Joseph
6. Mr. C J Romid
7. Mr. Dhanraj D
8. Mr. P R Renish
9. Dr. Tom Varghese
10. Fr. Austin Mulerickal CMI
11. Mr. Jose Kannanthanam
12. Mr. Mathew Jose
13. Mr. T O Alphonse Ligory
14. Dr. Sibi Zacharias
15. Mr. Bejy Mathew
16. Dr. M S Francis
17. Mr. W T Paul
18. Mr. Sanil Jose
19. Mr. Sajoy P B
20. Dr. Cherian P E
21. Dr. V S Sebastian
22. Mr. Thomas George Muthoot
23. Mr. Raju K A
24. Mr. J Paul Raj
25. Ms. Agile Joy
26. Ms. Chithra S Pillai
27. Mr. Bijo N Mathew
28. Mr. Sunil K V
29. Dr. Tom C Thomas
30. Ms. Subhi Tresa Sebastian
31. Dr. K M Johnson
32. Mr. Shyamlal M S
33. Dr. Samson Davis

The meeting started with the college anthem. Principal Rev. Dr. Johnson X. Palackappillil CMI delivered the welcome address. He stressed the role of IQAC advisory committee in ensuring quality enhancement of the college. He reminded that IQAC advisory committee is the highest consultative body of the college, having representation of all the stakeholders of the college.

More innovations are needed in the areas of teaching, learning and environment protection. He also introduced all the participants.

Manger, Rev. Dr. Jose Kuriedath CMI addressed the gathering. He pointed out that college has a great role in generating knowledge that is useful to the society and the college should not perform as a mere tuition centre. Global and regional tie-ups will help in the easy flow of knowledge. We should design courses, which make students employable with the help of linkages and inputs from the industry and the alumni. Management has plans for the development of the infrastructure and hence the Manager requested the collective to realise its plans. The goal of the institution is the integral development of the campus. And he requested collective effort in realising the same. The institution also aims at the integral development of the students, including spiritual development.

IQAC co-ordinator Dr. Joseph T. Moolayil presented the major initiatives and achievements of IQAC.

An open discussion on the following matters was held.

- Student employability and placement opportunities, linkages (institutes, industry, government department, NGOs).
- Extension to the local community.
- Plans for image building.
- Consultancy services by the college.
- Development of the HR division.
- Strategies for effective linkages with the alumni.
- College infrastructure development and other matters.
- Introduction of faculty development programmes for newly recruited faculty members.

The first topic of discussion was the autonomy status conferred by the UGC to the college. Adv. Jose Kannanthanam advised the college to make use of the provisions of autonomy, though it involves a lot of hard work by the teachers. It is up to the college and the staff to make a difference by branding SH College at the level by equipping the students for the test of life. He reminded that there is shortage of employable hand in Kerala and our target should be to create productive people with social consciousness.

Mr. Thomas George Muthoot, representing the corporate world, said that corporate are willing to be linked with educational institutions and are ready to set apart the mandatory 2% of CSR for higher education. He promised to head the committee on institute industry

interaction. He pointed out that internship programs can play a major role in enhancing the employability of students.

Mr. Babu Kanatt shared the experience of the impact of internship and the newly emerging tie up with FORD for a certificate programme.

Dr. Dhanuraj, representing the alumni, shared his experiences of lack of response from academic institutions in Kerala for internship, whereas, many students from abroad take internship by paying fees to his organisation. He agreed to help in developing consultancy, especially for social sciences and his own department, Physics. He suggested that SH School of Communication can take up the branding of SH College. He reiterated the need of an effective alumni network for the development of the college. To develop consultancy, the academia should be up to date and should identify the areas of demand. He made the observation that college students in Kerala are not seen as discussants in channel discussions.

Mr. Paul Raj, PTA Vice-President, expressed the hope that the CSR potential could be tapped to develop human resources and to reap the advantages, we need to move first in those directions.

Mr. Renish, the Corporation Councillor, also pointed out the necessity of creating employable and productive students with social concern. Social Science students can take up some projects and can work in co-operation with the Cochin Corporation. More discussions are needed in formulating the action plans.

Rev. Dr. George Pittappillil CMI, Secretary to Education Sacred Heart CMI province, agreed to provide opportunities for student internship in the renewable energy sector.

Principal expressed the hope that when the advisory committee meets the next year, the college would have specific achievements in the areas placed for discussion, with the support and guidance of the members of the committee.

The meeting ended at 6:30 pm with a vote of thanks proposed by Dr. K M Johnson, IQAC Joint Co-ordinator.

Co-ordinator



Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013



**Minutes of the meeting of the Organising Committee for the National  
Workshop on Autonomy for Colleges- a means to Quality Enhancement  
higher Education held on 17 December 2014**

**Members present**

1. Dr. Joseph T Moolayil
2. Dr. K M Johnson
3. Ms. Agile Joy
4. Mr. Syamlal MS
5. Ms. Jeenu Kurian
6. Mr. Bijo N Mathew
7. Mr. Rajesh James
8. Mr. Sanil Jose
9. Mr. T O Alphonse Ligor
10. Dr. Sibi Zacharias

The meeting was called up to inform the teachers about the seminar sanctioned to be conducted on January second week. Dr. Joseph T Moolayil described the theme of the seminar. In the discussion, the faculty were assigned various tasks related to the seminar.

**Logistics**

- Proceedings- Dr Jeenu Kurian, Mr Bijo N Mathew
- Reception and Registration- Ms Agile Joy, Dr. Jeenu Kurian
- Programmes- Mr. Alex Shinu, Dr. Tom C Thomas
- Technical section- Dr. K M Johnson, Dr Joseph George
- Transportation, Hospitality- Sanil Jose
- Stage- Mr. Syamlal MS
- Documentation, Photography and Report- Mr. Rajesh James
- Memento- Mr. Jeet Kurian

  
Co-ordinator



  
Chairperson

Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

## Minutes of the Meeting of the Organising Committee for the National Seminar on Autonomy for Colleges held on 5 January 2015

Members present:

1. Fr. Jose John
2. Mr. TO Alphonse Ligori
3. Mr. Syamlal MS
4. Mr. Bijo N Mathew
5. Dr. Tom C Thomas
6. Mr. Rajesh James
7. Ms. Agile Joy
8. Dr. Jeenu Kurian
9. Mr. Sanil Jose
10. Mr. Jeet Kurian Mattom
11. Dr. K M Johnson
12. Dr. Joseph T Moolayil

Agenda: National Seminar on Autonomy for Colleges

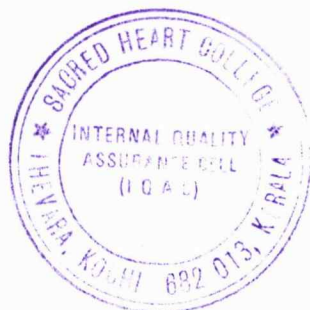
The meeting began at 3.30 PM.

Dr. Joseph T. Moolayil, Coordinator informed that the national seminar on 'Autonomy for College: A Means for Quality Enhancement in Higher Education' will be held on 8-9, January 2015 as per the plan. Faculty members from 14 colleges were already confirmed to participate in the seminar. The seminar will be inaugurated by Dr. Achutsankar S. Nair.

The main speakers will be Dr. Joe G. M. Jesudurai, Dean of Science, Loyola College, Chennai (Autonomy and Teachers), Dr. Achuthsankar S Nair, Head, Department of Computational Biology and Bioinformatics, University of Kerala (Examinations: Techniques, Technology & Quality), Dr. Bernard D' Sami, Loyola College, Chennai (Curriculum Development), Mr. B.S. Ponmudiraj, Assistant Advisor, NAAC (Benchmarks in Autonomy: The Role of IQAC), Dr. P K Velayudhan, Kerala State Coordinator, RUSA, Dr. Joseph I Injodey, Principal, Rajagiri College of Social Sciences (Social Audit). After the seminar, proceedings will be published.

The meeting ended at 4.15 PM.

  
Co-ordinator



  
Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

## **Minutes of the Meeting of the Members of the Criteria wise Committee of IQAC on 6 March 2015 at 1.30 PM in Fr Hadrian Hall**

### **Members Present**

1. Fr. Johnson X Palackappillil (Principal)
2. V M George
3. Dr Sibi Mathew
4. Mr. Jeet Kurian Mattam
5. Mr. Sanil Jose
6. Dr Tom C Thomas
7. Mr. Raju K A
8. Dr. Joseph George
9. Dr Joy P Joseph
10. Dr M S Francis
11. Mr. Sibi Iype
12. Dr Joseph T Moolayil
13. Mr. Sreejith M G

The meeting started with a silent prayer. The Principal welcomed the meeting and gave introductory remarks. He suggested the following matters:

- There will be evaluation meeting of all criteria wise committees in the next week.
- All the committees should call a committee meeting before the evaluation meeting and report.
- The suggestions from the committees can be included in the annual academic plan.

  
Co-ordinator



  
Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

## **Minutes of the meeting with IQAC Sub-Committee for Curricular Aspects with Principal held on 12 March 2015 at 9.30 AM in Fr Hadrian Hall**

### **Members Present**

1. Fr Johnson X Palackappillil CMI
2. Dr Joseph T Moolayil
3. Joy P Joseph
4. Sibi K I
5. Jeenu Kurian
6. Agile Joy
7. K.M Johnson

**Agenda:** Discussion of the curricular aspects of the college

The meeting began at 9.30 AM. The meeting decided to strengthen the existing add-on courses and increase the number of course offered. The meeting also recommended to revise the syllabus of all PG programmes in the next academic year. The meeting also decided to implement service learning system in the UG programme. The meeting ended at 10.30 AM.

  
Co-ordinator



  
Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013



**Minutes of the meeting with the IQAC Sub-committee for Teaching, Learning  
and Evaluation with Principal on 12 March 2015 at 11 AM in  
Fr Hadrian Hall**

**Members Present**

1. Fr Johnson X Palackappillil CMI
2. W T Paul
3. Dr Tom C Thomas
4. VM George
5. Agile Joy
6. Joy P Joseph
7. Dr K. M Johnson

The committee meeting began with a silent prayer. Matters discussed are as follows:

- A three-day long bridge course is recommended.
- Syllabus for the bridge course can be prepared in advance.
- Orientation programs on spirituality, stress management, academic discipline, time management policies etc are to be organised in the beginning of the academic year.
- Number of actual working days is to be counted and academic and other programs to be distributed accordingly.
- The committee opined that some unnecessary extra-curricular activity weaken the academic activities.
- Average and below average students become volunteers and they lose academic activities.
- Planning the academic activities to be equally distributed among two semesters.
- The students should get two weeks study leave in the end of the semester.
- Programs in the portico during the lunch break should be controlled as they affect the functioning of the library and the neighbouring departments.
- A policy on extra-curricular activities is to be formed.
- The committee suggested that the extra-curricular activities should be given a time slot, i.e 4 PM to 5 PM.
- Announcements through the loudspeakers during teaching hours may be avoided.
- Result analysis may be done in the department level and should be presented before the committee.
- Admission- Sports quota students should be distributed among all departments.
- The college should try to cater to the need of the students and not their demands.
- Policy on dress code – written in handbook
- ICT facilities should be utilized by all departments.

  
Co-ordinator



  
Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

**Minutes of the meeting of the IQAC Sub-committee for Research,  
Consultancy and Extension with principal held on 12 March 2015 at 3.00PM  
in Fr. Hadrian Hall**

Members present

1. Fr. Johnson X Palackappillil
2. Dr. M S Francis
3. Dr. Joseph George
4. Ms. Agile Joy
5. Dr. K M Johnson

The Principal welcomed the gathering. Following matters were discussed in the meeting:

- Principal opined that all the researchers should publish their findings.
- Publication of findings should be made mandatory for the acceptance of research.
- The committee suggested starting an online journal.
- The committee found that the consultancy registry is out dated and should be maintained with new inputs (through which the expertise of the college can be documented).
- The Principal congratulated the research committee for the efforts taken to organise the annual science congress.

  
Co-ordinator



  
Chairperson

Dr. Johnson X Palackappillil  
Principal  
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Thevara, Kochi-682 013

**Minutes of the Meeting of the IQAC Sub-committee for Infrastructure and Learning Resources with Principal held on 13 March 2015 at 2.30PM in Fr. Hadrian Hall.**

Members present

1. Fr. Johnson X Palackappillil
2. Dr. Joseph T Moolayil
3. Mr. Biju V V
4. Mr. Raju K A
5. Mr. Sanil Jose
6. Ms. Agile Joy

The meeting began with a silent prayer. The following matters were discussed in the meeting:

- A specified area for research students can be maintained in the library.
- Outsourcing of the work in the library is the only solution, as the library lacks manpower.
- The library plans to purchase 25 e-books every year.
- A training programme should be conducted on plagiarism for all departments.
- WiFi internet facility is to be made available in hostels.
- Students - computer ratio in the college is to be increased from 12:1 to 10:1.
- An ICT audit can be done to evaluate all the ICT facilities.
- Dr. M J Mathew and Jeet Kurian will be in charge of MOODLE and MOOC.
- Construction of the elevator will be completed by June.
- Modification of women's rest room is to be done.

  
Co-ordinator



  
Chairperson

Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

**Minutes of the Meeting of the IQAC Sub-committee for Governance,  
Leadership and Management with Principal held on 13 March 2015 at 3 PM  
in Fr Hadrian Hall**

Members Present:

1. Fr. Johnson X Palackappillil
2. Dr. Philip Mathew
3. Dr. Sibi Mathew
4. Mr. Jeet Kurian Mattom
5. Ms. Agile Joy

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

- Re-alignment of the front office.
- Professional management of office and admission process.
- Starting a new cell to monitor social activities.
- The programs related to WWS and SSP will be associated by this cell.
- SWOC analysis can be done every year.
- Academic audit may be done under the initiative of IQAC.
- All the activities of college must suit the set policies.

  
Co-ordinator

  
Chairperson



Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013



## **Minutes of the Meeting of the IQAC Sub-committee for Innovation and Best Practices with Principal at 4.45 PM held on 13 March 2015 in Fr. Hadrian Hall**

### **Members Present**

1. Fr. Johnson X Palackappillil
2. Syamlal MS
3. Dr C.S Francis
4. Agile Joy
5. Dr K.M Johnson
6. Sreejith M G

**Agenda:** to discuss the best practices

The meeting started with a silent prayer at 4.45 pm. The committee members discussed a few of the best practices such as already existing research in the departments of Zoology, Botany, Chemistry and Economics, energy conservation system (Solar), mentoring system: Energy conservation system (solar), mentoring system, activities of various clubs and fora and so on. The members also discussed a few of the best practices that can be implemented in the future such as:

1. Service Learning Programme
2. Agricultural activities
3. Strengthen scholarship for the needy students
4. Digitalise students profile and feedback system
5. Conduct a green audit which includes energy audit, water audit, carbon footprint, environmental audit.

The meeting ended at 5.30 PM.

  
Co-ordinator



  
Chairperson  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013



## **Minutes of the Meeting of the IQAC Sub-committee for Student Support and Progression with Principal at 9.30 AM on 19 March 2015 in Fr Hadrian Hall**

### **Members Present**

1. Fr Johnson X Palackappillil CMI
2. Dr. Joseph T Moolayil
3. Dr. V. S Sebastian
4. Alex Shinu Scaria
5. Chithra S Pillai
6. Sreejith M G


The meeting has discussed and decided on the following activities.

1. To organise Finishing School (additional certificate for III year students)
2. Career guidance for the students and orientation on the job opportunities of different courses.
3. To make Placement Cell more active in the next year and decide appropriate date for the placement.
4. Frequent monitoring and updating the status of the academic growth of students (top 10% and the lower 10%)
5. Frequent meeting to take concerns of the differently abled students and the students coming under the category of Scheduled Tribe.
6. Conducting a survey on computer literacy and the Basic English knowledge and organising classes.
7. Providing training on competitive exams for the students.
8. Issuing health card for the students in the next academic year at the time of admission. A health check-up will be conducted in the college for all the newly admitted students, through which the health card will be provided.
9. A new faculty for career guidance.
10. Make the Sexual Harassment Cell more active and develop a proper mechanism to communicate, monitor and deal with the issues.
11. Making a list of achievements and prizes the students have brought to the college.
12. Frequent monitoring and assessment of the students who scored low marks and provide them proper guidance.

  
Co-ordinator



  
Chairperson

  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013