

Internal Quality Assurance Cell

Minutes of meetings 2016-17

Minutes of the IQAC Meeting held at Principal's Office on 14th June, 2016

Members present

1. Fr. Johnson X. Palackapillil CMI
2. Dr. Joseph T. Moolayil
3. Dr. K.M. Johnson
4. Dr. Jeenu Kurian
5. Ms. Agile Joy
6. Sreejith M.G.

The meeting started with a silent prayer at 3:30 pm. Ms. Agile Joy was relieved of her duties with the IQAC and Dr. Jeenu Kurian took charge as the new joint convener. Dr. Joseph T. Moolayil gave a brief introduction to IQAC and its various activities. Seven criteria and scheduling of various tasks were given attention and plans were made to conduct meetings with different committees and clubs. The time slots for the meetings were scheduled as follows:

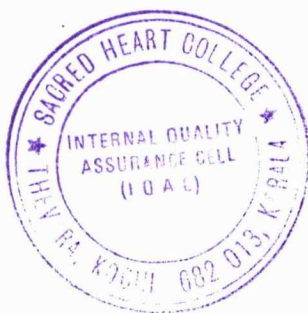
June: Nature club, Entrepreneurship Club, AICUF etc.

July: Criteria wise meeting

The meeting decided to organise an orientation programme on NIRF ranking for faculty members.

The Principal proposed a green audit to be conducted this year. Also, a decision was made to track the placement details of alumni and the students graduating from the college. The meeting concluded at 4:30 p.m.


Co-ordinator




Chairperson

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

IQAC Meeting with Nature Club Coordinators in Principal's Office

at 1.20 pm on 22nd June, 2016

Members present

1. Fr. Johnson X. Palackapillil CMI
2. Dr. Joseph T. Moolayil (IQAC)
3. Dr. Giby Kuriakose
4. Dr. Roby Cherian
5. Dr. Rajesh. M.
6. Thomas J. Peechat

The meeting began at 3:00 pm. The Principal suggested the need to update the existing biodiversity register with the support of Botany and Zoology departments. The members took a decision to celebrate important environmental days observed worldwide. The Principal pointed out that Tourism Club could organize various programmes jointly with NCC, NSS and Nature club. A decision to utilize agricultural lands and paddy fields for cultivating crops in the coming years was made during the meeting. In addition, he mentioned that 'Suchithwabodhanayajnam' was to be planned in advance and green audit to be executed in collaboration with Nature club. The meeting concluded at 3:30 p.m.


Co-ordinator




Chairperson

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

IQAC Meeting with Entrepreneurship Club in Principal's Office at 3.40 PM on June 2016

Members present

1. Fr. Johnson X. Palackapillil CMI
2. James V. George
3. Dominic M.M.
4. Mathew Jose
5. Jeenu Kurian (IQAC)
6. Dr. Mathew Jose

The meeting began with a silent prayer at 3:40 pm. The Principal recommended that DST and KITCO funding may be availed for the activities of the Entrepreneurship Club (ED) and for the weekly market, an initiative of the club. It was proposed that trainings sessions for ED club members may be conducted to provide motivation for them. The Principal suggested the name of Sri. Varghese Paul as the resource person for the session. The members put forth their ideas and suggestions regarding the introduction of a certificate course in Fashion Designing. The Principal pointed out that it could be included as an open course for students in the coming year. The meeting concluded at 4:10 p.m.


Co-ordinator




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

IQAC meeting with AICUF in Principal's Office at 4.15 pm

on 22 June 2016

Members present

1. Fr. Johnson X. Palackapillil CMI
2. V.S. Sebastian
3. Jorphin Joseph
4. Jinesh P. Joseph
5. Jeenu Kurian(IQAC)
6. June Cyriac

The meeting began at 4:15p.m. Dr. V.S. Sebastian presented a report of the activities of AICUF carried out during the previous year. The Principal pointed out the following:

1. An orientation programme shall be conducted for first year students.
2. AICUF in collaboration with youth Red Cross can initiate and conduct diverse activities.

The members drew plans for various activities to be scheduled for the academic year. The meeting concluded at 4:30 p.m.


Co-ordinator




Chairperson

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

IQAC Meeting for Green Audit in Fr. Hadrian Hall at 1 PM
on 1st July, 2016

Members present

1. Fr. Johnson X. Palackapillil CMI
2. Fr. Dr. Jose John
3. Dr. Joseph George
4. Dr. Rajesh M.
5. Dr. Ima Neerakkal
6. Dr. Siby Mathew
7. Mathew George
8. Jinu George
9. Thomas S. Peechat
10. K.M. Johnson
11. Jeenu Kurian
12. Ignatious Abraham
13. James V. George
14. Dr. Joseph T. Moolayil

The meeting began at 3:30 p.m. with a silent prayer. Dr. Joseph T. Moolayil elaborated on the resource management in the college and the necessity for resolving issues with regard to the same. He emphasised the significance of taking up studies on water, energy and waste management, green campus, and carbon footprint. The members made plans to include the above as a part of service learning. The committee decided to invite Dr. C.M. Joy as the resource person and guide to implement the Green Council.

The meeting concluded with a decision to include and incorporate support from NCC, NSS, Nature Club, Women's Cell and other clubs for the survey.


Co-ordinator




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

Meeting of IQAC Subcommittees for drafting department level evaluative reports in Fr. Hadrian Hall at 3.40 PM

Members present

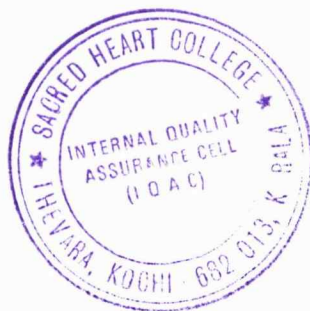
1. Fr. Johnson X. Palackapillil CMI
2. Dr. Joseph T. Moolayil- IQAC coordinator
3. Dr. Abi. T.G.-IQAC
4. Vinod Laxman- Communication
5. Sanu Varghese- Commerce
6. Agile Joy- Economics
7. Sngeetha K.R.-Aquaculture
8. Raagam P.M.-Zoology
9. Dr.Giby Kuriakose- Botany
10. Dr. Jeenu Kurian- IQAC
11. Regitha M.R.– Computer Science
12. Benny Varghese- Sociology

The meeting began at 3:40 p.m. with a silent prayer. IQAC recommended that an evaluation report by each department may be drafted before the end of August.

Dr. Joseph T. Moolayil briefed the members on the seven criteria of NAAC and it was decided that a detailed description of each criterion will be carried out in the subsequent meetings.

A schedule for the same was prepared. The meeting ended at 4:00 p.m.


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**IQAC Subcommittee Meeting related to NIRF ranking and NAAC data
collection in Fr. Harian Hall at 3.30 pm on 5th October 2016.**

Members present

1. Fr. Johnson X. Palackapillil CMI
2. Dr. Abi. T.G.
3. Dr. Sumod S.
4. Vinil K.V.
5. Aravind R. Nair
6. Jeenu Kurian
7. Dr. Giby Kuriakose
8. Sngeetha K.R.
9. Regitha M.R.
10. Shyamlal M.S.
11. Bonny Varghese
12. K.M. Johnson
13. Dr. Raju K.V.

The meeting started with a silent prayer. The Principal detailed the objectives of the meeting. Dr. Moolayil, co-ordinator of IQAC, introduced the data form of NIRF data collection to the committee members.

Decided to organize an orientation programme on NIRF for teachers.

The representatives from each department were assigned the task of collecting details from their respective departments and fill the form and submit it at IQAC, where the information will be compiled and uploaded on the NIRF website. It was also decided that placement details of all departments will be collected from Dr. Sajoy P.B., Assistant Professor, Department of Commerce.

It was also decided to organize an orientation programme on PBAS and API scores for faculty members.


Co-ordinator




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

IQAC Meeting held at 1 PM on 6th January 2017 in Fr. Hadrian Hall

Members present

1. Fr. Johnson X. Palackapillil CMI
2. Dr Joseph T. Moolayil- IQAC coordinator
3. Dr. Mathew Jose K
4. Dr. Cherian P.E.
5. Dr. Asha Achy Joseph
6. Ms. Elizabeth Xavier
7. Ms. Regitha M.R.
8. Ms. Sangeetha K.R.
9. Fr. Nijo Antony
10. Dr. Siby Zazharias
11. Mr. Aravind R. Nair
12. Mr. W.T. Paul
13. Dr. Jeenu Kurian
14. Dr. Roby Cherian
15. Dr. Georgekutty Joseph
16. Dr. K.M. Johnson
17. Dr. Raju K.A.
18. Dr. Joseph George
19. Dr. Raju M.K.
20. Mr. Syamlal M.S.

The meeting began with a silent prayer. The Principal expressed his wish that the college should secure a minimum of 3.6 points in the coming NAAC visit.

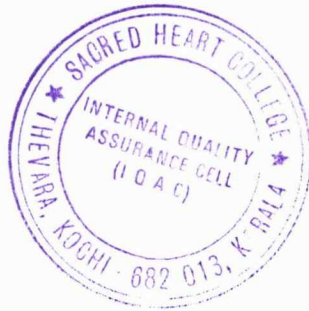
He highlighted that the college should focus on the essentials for advancements in teaching and learning processes. In addition, the Principal reported that admissions to various courses are solely based on merit and reservation guidelines prescribed by the government.

Discussions and decisions include:

- Setting student attributes as the outcome of the course
- Recording of student development activities
- Bridge courses adopting a syllabi, course plan and other records- using websites and Moodle for effective implementation of the course plan.
- Organising remedial classes for students with 'D' grade in the exams conducted and for those who are academically backward.

- Check whether PG students are competent enough to get through various competitive examinations.
- Centralised NET coaching for PG students.
- Minutes of the department meeting should be maintained.
- Dr. Asha Achy Joseph, HOD, Communication, offered support for enhancing communication skills among students.
- Dr. Mathew Jose suggested that mentors' report shall be included in the TC.
- Dr. Joseph T Moolayil requested HODs to complete mentoring before February 15


Co-ordinator




Chairperson

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

IQAC Meeting held at 1.30 p m on 22 February 2017 in Fr. Hadrian Hall

Members Present

1. Dr. Johnson X. Palackapillil CMI
2. Dr. Joseph T. Moolayil
3. Dr. Raju K.A.
4. Mr. Syamlal M.S.
5. Dr. Giby Kuriakose
6. Mr. Mathew Jose
7. Mr. Vinil K.V.
8. Dr. Cherian P.E.
9. Dr. Raju M.K.
10. Dr M.S. Francis
11. Ms. Regitha M.R.
12. Mr. Sanu Varghese
13. Mr. Aravind R Nair
14. Dr Roby Cherian
15. Dr. Abi T.G.
16. Dr. V.C. George
17. Ms. Sngeetha K.R.
18. Ms. Elizabeth Xavier
19. Mr. Babu Joseph
20. Dr Joseph John
21. Dr. Georgekutty Jospeh
22. Mr. W.T. Paul
23. Mr. M.P. Sebastian
24. Dr. Jeenu Kurian
25. Mr. Biju V.V.
26. Fr. Nijo Antony
27. Ms. Raagam. P.M.

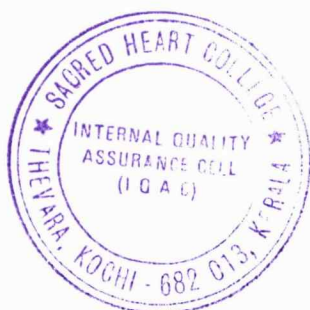
The meeting began with a silent prayer. The Principal gave a short introduction to value frame based on NAAC. He mentioned that the best practices of previous report have now become almost mandatory (Research and service learning) With the aid of power point presentation, Dr. Joseph T. Moolayil explained the criteria, grading system and value points. Pointing out the fact that advancements in teaching and learning practices contribute immensely to the NAAC score card, he emphasized the need to give due relevance to the same.

Dr. Joseph T.Moolayil presented tentative dates for the completion of tasks and it was approved and finalised by the committee as follows:

- First draft of department wise report(DSSR): 25 March 2017
- For circulation among the members:25-31, March 17
- Consolidation of suggestions and corrections:15.04.2017
- Final draft of DSSR to be submitted to IQAC:20.04.2017
- Date to begin writing SSR by the college: 24.04.2017
- First draft of SSR for circulation: 14.07.2017
- Consolidation of suggestions and corrections of SSR:12.08.2017
- Submission of LOI from the institution: August 2017
- Printing of SSR:20.08.2017
- Submission of SSR to NAAC: 2.09.2017
- Peer team visit: January 2018

A mock evaluation by the faculty was done after the presentation. Doubts regarding the departmental reports were clarified by the IQAC co-ordinator and the meeting was concluded at 3 p.m.


Co-ordinator




Chairperson
Dr. Johnson X Palackappillil
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**IQAC Subcommittee (Curricular aspects) Meeting held at 12 PM
on 14th March, 2017**

Members present

1. Fr. Johnson X. Palackappillil CMI
2. Dr. Joseph T. Moolayil (IQAC Coordinator)
3. Dr. Sibi Zacharias
4. Dr. Grace Thomas
5. Mr. Aravind R. Nair
6. Mr. Sibi. K.
7. Dr. Jeenu Kurian
8. Mr. Sreejith M.G.

The meeting began with a silent prayer. The meeting's focal objective was to discuss curricular aspects.

The Principal commented that Service Learning is an innovative course in the curriculum and added that the college is the first to introduce Environmental Science education for under graduate students. The meeting considered plans to introduce diploma courses in Physical Education, Botany and Physics. The Principal suggested that the research carried out by III DC students on basic needs was fit to be published.

Members of the committee suggested that interdepartmental programmes for developing communication skills may be introduced with the support of the Department of English and the Department of Communication. The meeting concluded at 12:15 p.m.


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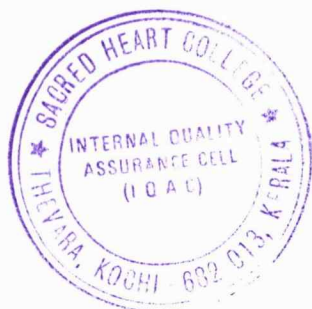
**IQAC Subcommittee (Teaching, learning and evaluation) Meeting held at
10.30 AM on 15th March, 2017 in Fr. Hadrian Hall**

Members present

1. Fr. Johnson X. Palackappillil CMI
2. Dr. Joseph T. Moolayil
3. Dr K.M. Johnson
4. Dr.K.V. Raju
5. Fr. Nijo Antony
6. Ms. Regitha M.R.
7. Mr. Bijo N. Mathew
8. Dr. Ignatious Abraham
9. Mr. V.M. George

The meeting began with a silent prayer. The objective of the meeting was to discuss teaching, learning and evaluation processes. The Principal suggested that the result analysis of the five years of UG and PG students might be completed. He stressed the need to submit the course plan on time. The members agreed on the utilization of alumni networks for increasing the prospects of job placements for students. The Principal also encouraged teachers to take part in short term courses conducted by academic staff colleges. The meeting concluded at 11:30 a.m.


Co-ordinator




Chairperson

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

**IQAC Subcommittee (Research, Consultancy and Extension) Meeting held at
11.30 AM on 15th March, 2017 in Fr. Hadrian Hall.**

Members present

1. Fr. Johnson X. Palackappillil CMI
2. Dr. M. George
3. Dr. K.M.Johnson
4. Dr. Ima Neerakkal
5. Mr. Rajesh James
6. Dr. Jeenu Kurian

The meeting commenced with a silent prayer at 11:30 a.m. in Fr. Hadrian hall.

The Principal informed about the consultancy registration prepared by Dr. Joseph George. He encouraged all teachers to apply for minor and major projects.

He insisted that extension activities of each department are to be regularly monitored and documented. Members held discussions on the possibilities of various research extensions.

The Principal advised each faculty member to provide consultancy services in their areas of specialization. The meeting ended at 12:30 p.m.


Co-ordinator




Chairperson

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

**IQAC Subcommittee (Student Support and Progression) Meeting held at
11.30 PM on 15th March, 2017**

Members present

1. Fr. Johnson X. Palackappillil CMI
2. Dr. V.S.Sebastian
3. Dr. Jeenu Kurian
4. Dr. Tom C.Thomas
5. Fr. Sabu Thomas
6. Mr. Alex Shinu Scaria

The meeting began at 1:30 pm with a silent prayer. The objectives of the meeting were to discuss the progress of students, techniques to track their development and a means to prepare a record of the same.

It was decided that class teachers would be asked to maintain a progress record of students which would include their result, extra-curricular achievements, placements gained etc., and that mentoring processes would be strengthened for this purpose.

The meeting concluded at 2:00 p.m.


Co-ordinator




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Dr. Johnson X Palackappillil
Principal
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**IQAC Subcommittee meeting to discuss the VI criterion – Governance,
Leadership and Management at 2.30 PM on 15th March, 2017
in Fr. Hadrian Hall**

Members present

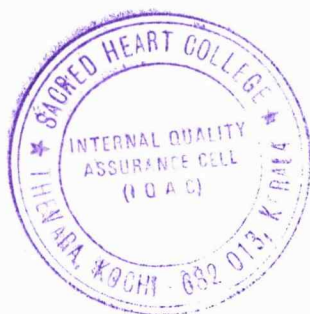
- Fr. Johnson X. Palackappillil
- Dr. Joseph T. Moolayil
- Dr. Philip Mathew
- Mr. Shijo Varghese
- Mr. Sunil K.V.
- Dr. Jeenu Kurian

The meeting started with a silent prayer at 2.30 PM. The following decisions were taken

1. Administrative audit should be conducted this year.
2. Gender audit shall be conducted and the resource persons have to be identified for the same. Dr. Asha Joseph offered help in preparing gender Audit
3. Proper filing system should be implemented in the office as well as in the departments.

The meeting ended at 3 PM


Co-ordinator




Chairperson

Dr. Johnson X Palackappillil
Principal
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