

# **Internal Quality Assurance Cell**

**Minutes of meetings 2017-18**

**IQAC Meeting to discuss the induction programme for the newly recruited faculty - 2017-18 on 20<sup>th</sup> June, 2017 in Fr. Hadrian Hall.**

**Members present**

1. Fr. Johnson X.Palackapillil CMI
2. Dr. Joseph T.Moolayil
3. Dr. K.M.Johnson
4. Dr. Jeenu Kurian
5. Vinil K.V.
6. Regitha M.R.
7. Syamlal M.S.
8. Shanthi Mathai
9. Sangeetha K.R.
10. Raagam P.M.
11. Benny Varghese
12. Dr. Joseph George
13. Dr. Abi. T.G.
14. Dr. Giby Kuriakose
15. Dr Rajesh M.
16. Sreejith M.G.

**Agenda: 1. Induction programme for the newly recruited faculty**

**2. Academic activities**

**3. UG and PG Result Orientation**

**4. Club and extension activities**

The meeting began with a silent prayer. Fr Principal informed that the new academic year should pay serious attention to the academic activities. He remarked that the research culture among the UG and PG students should be created and for which all the departments should pay serious attention. He asked the IQAC to initiate serious measures in this direction. He also asked the IQAC to coordinate the clubs and the extension activities of the college so that every

students should get an opportunity to participate at least in one of the activities. He suggested that if possible 100% students be exposed to extension and outreach programmes and sensitize them to the social issues.

The IQAC coordinator Dr Joseph T Moolayil explained that the induction programme for the newly recruited faculty will be conducted from July 3 to 10. He informed that the induction programme will familiarise the faculty with the major aspects of teaching learning process, the vision and mission of the college, ICT use etc. He said that the detailed programme chart is ready and resource persons are arranged for the programme. He also said that the committee will seriously address the points which Fr Principal mentioned.

The meeting came to an end by 4.30 PM

  
Co-ordinator



  
Chairperson

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

**IQAC Subcommittee Meeting to discuss on NIRF ranking 2017-18 and DQAR submission held at 12.45 PM on 10<sup>th</sup> October, 2017 in Fr. Hadrian Hall.**

**Members present**

- Fr. Johnson X.Palackapillil CMI
- Dr. Joseph T.Moolayil
- Dr. K.M.Johnson
- Dr. Jeenu Kurian
- Vinil K.V.
- Regitha M.R.
- Syamlal M.S.
- Shanthi Mathai
- Sangeetha K.R.
- Raagam P.M.
- Benny Varghese
- Dr. Joseph George
- Dr. Abi. T.G.
- Dr. Giby Kuriakose
- Dr Rajesh M.
- Sreejith M.G.

The meeting began with a silent prayer. Dr. Joseph T. Moolayil evaluated the performance of the college in the last year's NIRF ranking. He presented a study of the colleges in Kerala that found a position in the top 100 in the NIRF ranking.

- The Principal suggested the preparation of a document of student diversity via a list of students from other states in each department. This data will help to improve points in the grading.
- Complete the database of doctoral centres.
- Principal observed that the faculty information in the website is not sufficient and that it shall be updated.
- A list of Ph.Ds produced should be prepared with complete details
- A list of academic peers shall be prepared and they shall be estimated (intimated) when the NIRF(ranking) is in process so that the college can ensure that peer evaluation grade is improved.
- Department representatives were assigned the task of collecting data, completing NIRF datasheet and submitting it to IQAC

- Representatives were reminded that DQAR is to be submitted within two weeks.
- Decided to start the process of UG syllabus revision. As per UGC guidelines, the department board of studies are advised to include a paper on environmental studies in the final year (Semester 5)

The meeting concluded at 1:30 p.m.

  
Co-ordinator



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

## IQAC Core Committee meeting held at 3.30 PM on 5<sup>th</sup> January, 2018

### Members present

- Dr. Johnson K M
- Dr. Grace Thomas
- Dr. Jeenu Kurian
- Dr. Roby Cherian

Agenda: Extension of Re accreditation, OBE training for teachers.

The meeting began at 3.30 pm. The IQAC coordinator intimated that the college has received an extension of two years from March 2018 to March 2020 for reaccreditation. The reason is that the college is in a transition state from affiliated/constituent college to autonomous status. It was decided that the data collected for five years after getting autonomy will be submitted for reaccreditation. The new parameters for preparing SSR are published and will be discussed in the next annual planning meeting. The meeting also decided to train the faculty in the OBE mode of curriculum preparation, assignment, seminar, calculation of course attainment etc. with the help of experts from IPSR solution Kottayam. The meeting ended at 4.30 PM.



Co-ordinator



Chairperson

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



**IQAC Core Committee meeting held at 3.30 PM on 23 March, 2018 in  
Fr. Hadrian Hall.**

**Members Present**

- Dr. Johnson K M
- Dr. Jeenu Kurian
- Dr. Grace Thomas
- Dr. Roby Cherian

Agenda: Annual planning meeting, renewal of MoU with EDCIL, update data in EDCIL portal.

The meeting started at 3.30 PM. It was decided to hold the annual planning meeting on 12th April, 2018 in the college to prepare the academic calendar, exam schedule, constitution of committees and prepare the annual budget of the college as well as of the departments. The IQAC instructed the international office to update the details of the programmes and other facilities of the college on the EDCIL portal and to take care of the admission procedures of the foreign students who will apply for admission in the college. IQAC also instructed the international office to renew the MoU with EDCIL, MHRD. The IQAC also reported that it submitted the data for NIRF and India Today rankings.

  
Co-ordinator



  
Chairperson

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