

IQAC Meeting on 5th June, 2019 at 2.30 PM in Fr. Hadrian Hall

Members Present

1. Dr. Grace Thomas
2. Mr. Abin Jose
3. Mr. M.P. Sebastian
4. Dr.Jorphin Joseph
5. Dr.Ignatious Abraham
6. Ms. Tessa Mary Jose
7. Ms. Athira V.T.
8. Ms. Christy Jacqueline
9. Ms. Rensi K. Ranjith
10. Ms. Sangeetha K.R.
11. Ms. Raagam P.M.
12. Ms. Remya R.
13. Dr.Siby Abraham
14. Mr. Madhusoodhanan Nair M.S.
15. Jeenu Kurian
16. Dr K M Johnson
17. Dr Johnson X Palackapillil

The IQAC meeting held on 05.06.2019 discussed the various quality measures to be introduced in the institution during the academic year 2019-20. It is unanimously agreed that the NAAC accreditation process should be done with utmost care and that the institution should be accredited at the highest grade with the highest possible grade point. The meeting decided to convene the meeting of all the 7 criteria regularly for the purpose of meticulously planning, collecting and systematising the documents for SSR preparation. The meeting also shortlisted and titled 16 FDP programmes to be organised by IQAC for faculty and staff. The meeting decided to conduction induction progamme for the newly recruited faculty in the month of July. The meeting decided to conduct another round of various audits –environment, energy, and gender - before submitting the SSR. It is also decided to hold different sessions on OBE for the faculty. The meeting decided that the mentor-mentee system in the college shall be developed as one of the best practices. The meeting came to an end by 4 PM.


Coordinator




Chairman

IQAC Meeting with the committee for Criterion I – Curricular Aspects at 2.30 PM on 17th June, 2019 in Fr. Hadrian Hall

Members Present

18. Dr. Grace Thomas
19. Mr. Abin Jose
20. Mr. M.P. Sebastian
21. Dr. Jorphin Joseph
22. Dr. Ignatious Abraham
23. Ms. Tessa Mary Jose
24. Ms. Athira V.T.
25. Ms. Christy Jacqueline
26. Ms. Rensi K. Ranjith
27. Ms. Sangeetha K.R.
28. Ms. Raagam P.M.
29. Ms. Remya R.
30. Dr. Siby Abraham
31. Mr. Madhusoodhanan Nair M.S.

Agenda: To review the progress of data collection for NAAC Criterion I

The meeting started at 2.30 PM. IQAC reviewed the data collected for criterion I. Dr. Johnson K.M., IQAC coordinator suggested that a provision for collecting online feedback from stakeholders of the institution may be incorporated in the college website. The meeting reviewed the updated syllabus and decided to upload it in the new college website. The meeting concluded with the decision that data of criterion I has to be completed as soon as possible. The members of criterion I are instructed to adhere to SOP of NAAC for completing the same. The meeting decided to


Coordinator




Chairman

**IQAC Meeting with the committee for the criterion II: Teaching, learning and evaluation at
2.30 PM on 1st July, 2019 in Fr. Hadrian Hall**

Members present

1. Dr. Radhika P.C.
2. Dr. Lesly Augustine
3. Dr. Remya R.
4. Ms. Roshina Jasmine Faber
5. Mr. Kishore Kumar P.
6. Ms. Sangeetha K.R.
7. Dr. Smitha S.
8. Dr. Regitha M.R.
9. Mr. Santhosh Kumar K.P.
10. Fr. Nijo Antony
11. Dr. Rajesh M.
12. Mr. Sunil K.V.
13. Dr. Mathew George
14. Dr. Siby Mathew
15. Mr. Jeet Kurian Mattom
16. Mr. M.P. Sebastian
17. Mr. Benny Varghese
18. Dr. Raju M.K.
19. Dr. Grace Thomas

Agenda: To review the progress of data collection for NAAC Criterion II

The meeting started at 2.30 PM. IQAC reviewed the data collected for criterion II: Teaching, Learning and Evaluation. The meeting recommended a centralised data collection system for some questions under this criterion rather than department wise data collection. IQAC shall consolidate the common data from the college office. Dr. Johnson K.M., IQAC coordinator suggested that an excel sheet may be prepared for the calculation of the attainment of COs, POs and PSOs and test whether it is accomplished at the end of the academic year. The meeting concluded with the decision that data of criterion II has to be

completed as soon as possible. The members of criterion II are instructed to adhere to SOP of NAAC for completing the same. The meeting decided to request the Principal to issue the circular regarding the assignment of mentees to mentor teachers. The meeting also decided to consider the faculty evaluation by students which is already in practice as one of the best practices of the institution. The meeting further decided to direct the software system manager to perfect the system through proper analysis of the feedback and submit it to the Principal for systematic action.


Coordinator



Chairman



IQAC meeting with the committee for criterion III: Research, Innovation and Extension and Criterion IV: Infrastructure and Learning Resources at 2.30 PM on 9th July, 2019 in Fr. Hadrian Hall

Members Present

1. Dr.Remya R.
2. Mr. Sibi K.I.
3. PrincyMol A.P.
4. Ms. Sangeetha K.R.
5. Ms. Anjitha K.N.
6. Mr. Vinil K.V.
7. Dr.Sumod S.G.
8. Dr. Mathew M.J.
9. Dr. Pius Augustine
10. Mr. Shailesh S.
11. Dr.Giby Kuriakose
12. Dr. Asha Joseph

Agenda: To review the progress of data collection for NAAC Criterion III and Criterion IV

The meeting started at 2.30 PM. IQAC reviewed the data collected for criterion III: Research, Innovation and Extension and Criterion IV: Infrastructure and Learning Resources. Dr. Johnson K.M. IQAC Coordinator informed that IQAC shall consolidate the common data for criterion IV. It is suggested in the meeting that the research publications of the faculty are to be updated in the faculty profile on the college website. The meeting also decided to disburse the financial incentives to the faculty who have published in indexed journals. The meeting empowered the committee members to review the overall infrastructural facilities of the college and suggest improvements for various facilities. The three domains suggested are: facilities for teaching-learning process, IT facilities and e-governance domains. The meeting concluded with the decision that data collection of the criteria III and IV has to be completed as soon as possible. The members of the committees were also instructed to adhere to SOP of NAAC for completing the same.


Coordinator




Chairman

IQAC meeting with the committee for Criterion V: Student support and progression at 2.30 PM, 15th July, 2019 in Fr. Hadrian Hall

Members present

1. K.M. Johnson
2. Dr. Mathew M.J.
3. Dr. Jeenu Kurian
4. Dr. Siby Abraham
5. Dr. remya R.
6. Mr. Abhishek R.
7. Mr. Boney Varghese P. Titus
8. Fr. Sabu Thomas
9. Dr. I'maNeerakkal
10. Dr. Jimmy Sebastian
11. Dr. June Cyriac
12. Mr. SenjuDevassykkutty
13. Mr. Benny Varghese

Agenda: Review meeting on Criterion V: student support and progression

The meeting started at 2.30 PM. IQAC reviewed the data collected for criterion V: Student Support and Progression. Dr. Johnson K.M., IQAC coordinator instructed to collect the detailed report of student scholarship from the scholarship section in the college office. The meeting also decided to compile the activities of NSS, NCC, various clubs and fora, student development office with relevant photographs. The meeting entrusted the criterion coordinators of the department to suggest tentative dates and programmes to develop the communication skills, soft skills, life skills and awareness on contemporary technology. The meeting also decided to seek the possibility of getting more scholarships for students from government, private agencies and the institution. The IAC coordinator expressed the view that the institution must find ways to guarantee scholarships for all the students. The meeting concluded with the decision that data of criterion V has to be completed as soon as possible. The members of criterion V are instructed to adhere to SOP of NAAC for completing the same.


Coordinator




Chairman

**IQAC meeting with the members of the Incubation centre at 12.30 PM, 19th July 2019 in
Principal's Office**

Members present

1. K.M. Johnson
2. Roby Cherian
3. Mr. James V. George
4. Dr. Grace Thomas
5. Dr. Jeenu Kurian
6. Dr. Siby Abraham
7. Dr. Joseph George
8. Mr. Jobin C. Tharian
9. Mr. Abin Ambily
10. Mr. Rakhi Menon
11. Mr. Sreejith M.G.

Agenda: Incubation centre in college

The meeting began at 12.30 PM. The principal suggested that at least three innovative ideas have to be evolved for incubation centre and James V. George, Dept. of commerce was in charge to identify the same. Secondly he mentioned that a competition for students may be conducted before 15th August on the topic 'Creativity and Innovation'. Dr. Siby Abraham, Dept. of Economics is appointed in charge of the same. Finally principal suggested that an orientation programme on start up and incubation centre shall be organised for teachers and Dr. Siby Abraham was asked to find a suitable resource person. He suggested that the director of Kerala Start-up Mission may be invited for the same. Fr Principal informed that a renovated incubation centre is available now on the second floor of the Botany-Zoology wing. Dr. Johnson K M informed that the IQAC is planning to conduct hands-on training on MOOC and e – learning in the next month.

The meeting ended at 1.15 PM.


Coordinator





Chairman

IQAC Meeting to discuss the UGC – STRIDE programme at 3.30 PM on 22nd July 2019 in Fr. Hadrian Hall

Members present

1. Dr. K.M. Johnson
2. Dr.Sajoy P.B.
3. Dr.Siby Abraham
4. Dr.Vijayarajan K.U.
5. Mr. Vishnuraj P.
6. Dr.Minipriya R.
7. Dr. Asha Achy Joseph
8. Mr. Aravind R. Nair
9. Dr. Rajesh M.
10. Dr. K.V. Raju

Agenda: To discuss the STRIDE programme

The meeting began at 3.30 PM. Dr. K.M. Johnson briefly explained the three components of STRIDE programme.

Component 1 - Research Capacity Building and Human Resource Development (Duration - up to 3 years)

Component 2 - Trans-Disciplinary Research and Inclusive Innovation for National Development (Duration - up to 3 Years)

Component 3 - High Impact Trans-disciplinary Research in Humanities and Human Sciences (Duration - up to 5 years)

The committee members were requested to identify and suggest a few areas for all these three components in the next meeting which shall be held on 24th, July, 2019. The meeting ended at 4 PM.


Coordinator




Chairman

IQAC Meeting to discuss the best practices of the college, at 3.30 PM, 23rd July, 2019

Members present

1. Dr. Roby Cherian
2. Dr. K.V. Raju
3. Dr. Mathew George
4. Dr. C.S. Francis
5. Dr. Jeenu Kurian
6. Dr. Mathew M.J.
7. Dr. Grace Thomas

Agenda: Identifying best practices of the college

The meeting began at 3.30 PM. Dr. K.M. Johnson suggested to shortlist a few best practices of the college. The committee members identified the following best practices.

1. Environmental activities
2. Service learning
3. Heartian Harvest
4. Age friendly programme
5. Club activities
6. Scholarship
7. Mentoring
8. Computerised feedback system
9. Research promotion of UG and PG students
10. Student evaluation of faculty
11. Feedback mechanism

After discussion, two best practices were finalised as service learning and UG and PG research promotion. The members also identified that the focus on environment and sustainability as one of the distinctive practices of the college. The meeting discussed the need to write about each of the best practices of the college in the format prescribed by NAAC. The meeting also discussed the possibility of new thrust areas for the distinctiveness of the institution. The industry-institute linkage is thought to be an area where the college can be distinctive. The meeting ended at 4.45 PM


Coordinator





Chairman

IQAC Meeting to discuss STRIDE programme of UGC at 3.30 PM on 24th July, 2019 in Fr. Hadrian Hall

Members present

1. Mr. Vinil K.V.
2. Dr.Siby Abraham
3. Ms. Varsha H. Narayanan
4. Ms. Aparna S.K.
5. Dr. Radhika P.C.
6. Dr.Shoba Liza John
7. Dr.Vijayarajan K.U.
8. Mr. Vishnuraj P.
9. Dr. Rajesh M.
10. Mr. Shailesh S.
11. Dr.Mnipriya R.
12. Dr. Jimmy Sebastian

Agenda: Identifying research areas for STRIDE programme

The meeting began at 3.30 PM. The committee members presented a few research areas to apply for the programme. The committee selected the following.

1. The department of communication - 'Sustainable waste management and town planning'
2. The department of communication and sociology - 'A study on gender discrimination'
3. Language department - 'Local culture of Kochi especially Fort Kochi, Mattanchery'. A documentary on the same was also proposed.
4. Language department - Documentation of classical dance
5. Department of Sociology - Migrant labour
6. Department of Economics - Capital marketing

Principal suggested that a biodiversity registry may be maintained. The meeting ended at 4.30 PM.


Coordinator




Chairman

IQAC Meeting with the criteria wise committee members to discuss criterion III: Research, innovation and extension held at 3.30 PM on 30th August, 2019 in Fr. Hadrian Hall

Members present

1. Dr. Johnson K.M.
2. Dr. Grace Thomas
3. Dr. Jeenu Kurian
4. Dr. Pius Augustine
5. Dr. Giby Kuriakose
6. Dr. Jinu George

Agenda: Data collection of criterion III

The meeting began at 3.30 PM. Dr. K.M. Johnson mentioned that the list of publication, Ph.D awardees for the last five years have to be collected by the members. He also insisted that details of minor and major projects of faculty members for the last five years are to be documented. List of the PG projects has to be maintained in the respective departments. He suggested that the research policy and policy for code of ethics have to be revisited to further incorporate any modifications that are required. The meeting also discussed the need to increase consultancy of faculty and the need for training of faculty for consultancy. IQAC Coordinator informed that a media workshop in collaboration with US Consulate is initiated and will be held in September in the Department of Communication.

He added that in the light of success in the previous year, IQAC would continue offering the Certificate course in Molecular Docking and Drug Design by the Department of Chemistry. Dr. Abi T G will be the coordinator for the same.

He also informed that a workshop on Research Writing will be conducted soon and the Department of Botany will take the leadership.

The meeting ended at 4.00 PM.


Coordinator




Chairman

IQAC Meeting with the criteria wise committee members to discuss criterion I: Curricular Aspects held at 10.30 AM on 30th September, 2019 in Fr. Hadrian Hall

Member present

1. Dr. Johnson K.M.
2. Mr. Bijo Mathew
3. Dr. Jorphin Joseph
4. Dr. Grace Thomas

The meeting began at 10 AM. Dr. Johnson suggested preparing a document that shows the data collected from the departments and data to be collected. The committee reviewed the data collected and prepared the list of documents to be prepared. Dr. Johnson K M informed in the meeting that a training programme on Bloom's Taxonomy for the faculty members will be organised in October. IQAC will take the leadership for the training and IPSR solutions will be approached for conducting the seminar. The meeting ended at 10.30 AM.



Coordinator



Chairman

IQAC Meeting with the committee member to discuss criterion II: Teaching, Learning and Evaluation held at 11.30 AM on 30th September, 2019 in Fr. Hadrian Hall

Members present

1. Dr. Johnson K.M.
2. Dr. Regitha M.R.
3. Dr. Grace Thomas
4. Dr. Jeenu Kurian
5. Dr. Ramakrishnan S.

The meeting began at 11.30 AM. Dr. Johnson suggested preparing a document showing the data collected yet and the data to be collected. The committee requested IQAC to prepare the question No 2.7.1 and it is decided that the IQAC would do the same. IQAC team reviewed the documents compiled by the committee and prepared notes for the documents to be collected. Dr. K M Johnson, Coordinator suggested to conduct a training programme for BA English Copy Editor students by an expert in the field. He suggested the name of Dr. K J Jacob, Resident Editor, Deccan Chronicle. He also suggested conducting a workshop on GST. The meeting ended at 12.15 PM.


Coordinator





Chairman

IQAC Meeting with the committee member to discuss criterion III: Research, Innovation and Extension held at 1.30 PM on 1st October, 2019 in Fr. Hadrian Hall

Members present

1. Dr. Johnson K.M.
2. Dr. Grace Thomas
3. Dr. Jeenu Kurian
4. Dr. Pius Augustine
5. Dr. Giby Kuriakose
6. Dr. Jinu George

The meeting started at 1.30 PM. The meeting suggested that it would be better to have a page in the college website for having the data of various research departments, labs, guides, projects, research scholars and publications. IQAC suggested finding out the publications that are listed in the Scopus and Web of Science. The IQAC team reviewed the documents compiled so far and prepared notes for the documents to be collected. IQAC requested the Dean of Research to convene the research advisory committee and research ethics committees and chalk out plans to bring more research projects and orient students and faculty on research development. The meeting also decided to conduct criterion-wise orientation and seminar for Paramarsh colleges as well as for the faculty. The meeting decided to guide the mentee colleges and urge them to submit the IIPA at the earliest. Dr. K M Johnson congratulated Dr. Abi T G for starting the certificate course in Molecular Docking and Drug Design in time.

The meeting ended at 2.30 PM.


Coordinator





Chairman

IQAC Meeting with the committee members to discuss criterion V: Student Support and Progression held at 3.30 PM on 1st October, 2019 in Fr. Hadrian Hall

Members present

1. Dr. Johnson K.M.
2. Dr. Mathew M.J.
3. Dr. Grace Thomas
4. Dr. Jeenu Kurian

Meeting started at 3.30 PM. Dr. Mathew M.J. presented the progress of the compilation of documents. IQAC congratulated the effort made by the committee. The meeting evaluated the functioning of the student council and suggested that the council may be asked to organise programmes which would give them organisational and leadership skills. The meeting also decided to support the Placement officer to organise various programmes to improve the communication skills as well as the other skills to make them employable. It was also decided that Fr. Sabu Thomas would collect and collate the documents for questions 5.2.2 and 5.2.3. The meeting ended at 4 PM.


Coordinator



Chairman



IQAC planning meeting for ISO certification for the college, held at 1.30 PM on 11th October, 2019 in Fr. Hadrian Hall.

Members present

1. Dr. Johnson K.M.
2. Dr. Grace Thomas
3. Dr. Jeenu Kurian

The meeting began 1.30 PM. The IQAC coordinator explained the need and importance of becoming an ISO certified institution. He said that the ISO certification will make the institution systematic in its functioning in all domains. The ISO auditing agency members were present for the meeting. The agency made a short presentation on ISO. After a short discussion, Fr Principal appointed Dr. K.M. Johnson as Chief coordinator of the audit and constituted a committee, which included Deans, Bursar, and representatives from Arts, Science, Commerce and Language department. ISO members suggested that the process will take place in the following form.

System study

Awareness programmes

Evaluation of general management organisation system

Evaluation of educational management system

Equality measures

The agency suggested to *constitute and internal audit team*

The meeting ended at 2.45 PM


Coordinator




Chairman

IQAC meeting with the committee members for at 1.30 PM on 17th January 2020 in Fr. Hadrian Hall

Dr Johnson X Palackappillil (Principal)

1. Dr. Johnson K.M.
2. Dr. Grace Thomas
3. Dr. Jeenu Kurian
4. Dr Roby Cherian
5. Mr Sreejith MG

Agenda: Evaluation of data collection and LOI preparation

The meeting started at 1.30 PM with a silent prayer. Dr. K.M. Johnson mentioned that online AQAR was submitted on 16th. He also mentioned that LOI is being prepared and will be submitted after compilation of data is completed. It was proposed that by 31st January, 2020, the LOI shall be sent. Principal suggested that accommodation will be arranged for those who require the same to stay back for the compilation of data. Dr. Johnson K M suggested conducting some training programmes for the faculty for the coming months. 1. Faculty development programme on Effective Mentoring, 2. Professional Ethics, 3. Effective Communication skills. There will be also a workshop on MOODLE.

The meeting ended at 2 PM.


Coordinator




Chairman

IQAC meeting with the committee members for at 1.30 PM on 25th February 2020 in Fr. Hadrian Hall

Members present

1. Dr Johnson X Palackappillil (Principal)
2. Dr. Johnson K.M.
3. Dr. Grace Thomas
4. Dr. Jeenu Kurian
5. Dr Roby Cherian
6. Mr Sreejith MG

The meeting began with a silent prayer. The IQAC coordinator informed the members that the IIQA is ready for submission and will be uploaded soon. Fr Principal asked the members to cross check the data prepared for submission and make sure that there are no omissions. The IQAC coordinator requested Fr Principal to encourage all the faculty members to extend their support for the upload of the SSR. He explained that once the IIQA is accepted the institution will get only 45 days for the upload of the SSR. IQAC requested FR Principal to remind all the club and fora coordinators to convene their meetings and carry out meaningful programmes. The members expressed satisfaction in the preparation of documents for the upload of SSR. The meeting came to an end by 3 PM.


Coordinator





Chairman