



St Thomas College, Kozhencherry
Internal Quality Assurance Cell
Minutes of IQAC Meeting 1 (2021-2022)

Date & Time: 13 August 2021, 12.00 noon

Venue: Dr Juhanon Marthoma Hall

Agenda

1. AQAR Submission
2. IQAC Reconstitution
3. Vision and Mission Statement
4. Faculty Development Programmes
5. Training programme for Administrative Staff
6. Counselling Training for teachers
7. Academic audit 2020-21
8. Feedback and Student Satisfaction Survey
9. ISO Certification
10. Code of Ethics
11. Policy updating
12. College emblem
13. Platinum Jubilee Celebrations
14. UG/PG admissions
15. Management Information System
16. Quality enhancement—Academic, administrative, infrastructure
17. Seminars/webinars
18. Intercollegiate competitions
19. Certificate Courses and Value-added programmes
20. Community extension programmes
21. 75th anniversary of Independence Celebrations
22. Any other relevant matter

Members Present

Dr Roy George K. (Principal-in-charge)

Prof. Maj. M. G. Varghese

Mr. Issac Abraham

Mr Benny Puthenparambil

Dr R.S. Sindhu

Dr George K. Alex

Mr Febu George Mathai Kurichiyath

Mr Ajith Thomas

Dr Lathakumary P. C.

Ms Nisha Suzanne Jacob

Ms Molly George

Ms Alisha Sali

Dr Jaya Jacob



Ms Chinnu Mariam Chacko
Mr Suresh Mathew George
Mr Thomas Mathew
Mr Shinu Koshy
Dr Asha Susan Jacob (IQAC Coordinator)

The meeting commenced with prayer by Mr Thomas Mathew. The President of the meeting, Dr Roy George K., rendered a warm welcome to the members and emphasised the significance of preparation for the impending NAAC assessment. He solicited the cooperation of all the members for the future development of the Institution. The IQAC Coordinator presented the Minutes of the last meeting and the Action Taken Report. The Committee approved the same.

Agenda – Discussion and Decisions

Item 1. AQAR Submission

The IQAC Coordinator reported progress of the preparation of the AQAR and SSR. The Committee evaluated the progress.

Resolved to expedite the process of verification of data collected.

Item 2. IQAC Reconstitution

The IQAC Coordinator reported the need for the reconstitution of the IQAC.

Resolved to entrust the Principal with the immediate reconstitution of the IQAC.

Item 3. Vision and Mission Statement

The meeting discussed in detail the vision and mission statement of the Institution.

Resolved to entrust the Principal and the IQAC Coordinator with the modification of the statements as required.

Item 4. Faculty Development Programmes

Decided to organise faculty development programmes.

Item 5. Training programme for Administrative Staff

Resolved to conduct training programmes in Human Resources Management and Administrative Matters.

Item 6. Counselling Training for teachers

Discussed the need to provide requisite counselling training for teachers to equip them to offer basic level counselling to students.

Resolved to organise Counselling training in online/offline/blended mode as early as possible.

Item 7. Academic audit 2020-21

Decided to:

1. Conduct external and internal auditing at the earliest to assess the performance of the institution.



2. Entrust the Principal and the IQAC Coordinator to designate a team for internal audit and to invite Principals or IQAC Coordinators of institutions recently accredited with A or A+ by NAAC for external audit.

Item 8. Feedback and Student Satisfaction Survey

Resolved to collect requisite feedback from the stakeholders and to conduct Student Satisfaction Survey in August 2021.

Item 9. ISO Certification

Deliberating on the need for ISO certification to ensure quality sustenance and enhancement, the meeting decided to recommend for ISO certification of the Institution.

Item 10. Code of Ethics

Resolved to entrust a Committee comprising the IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko with the drafting of a revised Code of Ethics document.

Item 11. Policy updating

Decided to constitute a Committee with the IQAC Coordinator, Dr George K. Alex, Dr Tom Thomas and Mr Shinu Koshy for policy updating.

Item 12. College emblem

Discussed the colour of the college emblem and suggested black and white for the emblem, Entrusted the Principal with the final decision regarding colour of the emblem.

Item 13. Platinum Jubilee Celebrations

Following discussion, resolved:

1. To celebrate the 70th anniversary of the Institution with the whole-hearted support of all the stakeholders.
2. To name the celebration as Sapthathi of the college.

Item 14. UG/PG admissions

Considering the various issues related to quality sustenance, the Committee recommended not to apply for additional marginal increase for UG and PG admissions during the year.

Item 15. Management Information System

Decided to make necessary arrangements to install new or update existing MIS facility to meet the requirements.

Item 16. Quality enhancement—Academic, administrative, infrastructure

The members voiced the need for automation of the library, appointment of administrative staff and infrastructure development.

Following discussions, resolved to adopt all possible strategies to ensure quality enhancement of academic, administrative and infrastructure systems.

Item 17. Seminars/webinars

Decided to direct Departments and Student forums to conduct seminars online/offline.



Item 18. Intercollegiate competitions

Decided to encourage Departments and clubs/forums to conduct intercollegiate and interdepartmental competitions.

Item 19. Certificate Courses and Value-added programmes

Each Department is expected to conduct one certificate course of 30 hours duration and one value-added programme of shorter duration.

Item 20. Community extension programmes

Discussed the possibility of further extension of the service of the Institution to the local community. The Principal briefed the meeting regarding the activities of *Anpu Oppamundu St Thomas*, a Cell that has been formed during the COVID-19 pandemic to cater to the needs of the students.

Decided to:

1. Entrust *Aardram* Cell with the coordination of the extension activities of the Institution.
2. Extend all possible assistance to the students to tide over the difficulties, particularly on account of COVID-19 pandemic, through *Anpu*.

Item 21. 75th anniversary of Independence Celebrations

Decided to celebrate the 75th anniversary of national independence in an appropriate manner.

Item 22. Any other relevant matter

Following discussion, resolved to:

1. Expedite the completion of green auditing.
2. Encourage Departments and College Alumni Association to promote alumni involvement.
3. Encourage the celebration of regional and national festivals and celebration of important days.
4. Conduct Induction Programme for first year students.

The meeting came to a close at 1.30 p.m. with vote of thanks rendered by the IQAC Coordinator.



Dr Roy George K.
Principal-in-charge



Dr Asha Susan Jacob
IQAC Coordinator



Action Taken Report of IQAC Meeting 1 (2021-2022)

- Submitted AQAR 2018-19 and AQAR 2019-20 ready for submission. NAAC has extended the last date of submission of all AQARs.
- Data collection of AQAR 2020-21 is in progress.
- *Training on Online Class and Content Creation* was organised by Open Educational Repository Committee in association with IQAC.
- Counselling Programme for PG Students and Teachers was organised on 3 December 2021.
- Internal audit was conducted by a team comprising the Principal, IQAC Coordinator and Dr Susan Mathews on 26& 29 November 2021, and 15 December 2021.
- External audit of the year 2020-21 is scheduled to be conducted in January 2022.
- Student Satisfaction Feedback (General) was collected from the students.
- Student Feedback on Curriculum was collected and the report is getting ready to be sent to Mahatma Gandhi University.
- Student feedback on teachers was collected and report available with the Principal.
- A Committee comprising the Principal, IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko convened on 17 November 2021 and discussed the revised draft of the Code of Ethics.
- The revised policy statements of the Institution have been made available for discussion.
- Colour format of the college emblem is changed to black and white which is to be used for all official purposes.
- Inauguration of the activities of Subject Associations and clubs/clubs for the academic year were conducted online with webinars or other activities.
- Many Departments conducted webinars and competitions online. Departments of English, Mathematics, Economics, Commerce, Physics, Statistics, Zoology, NSS, Centre for Literary Studies organised webinars.
- *Aardram Extension Cell* in collaboration with Krishi Vigyan Kendra organised *Youtycoon: Attracting Young Entrepreneurs in Agriculture. Karshaka Mithra Community Extension Programme* was organised by the Department of Botany. Training Programme on *Fish Processing and Quality Assurance* was conducted by the Department of Zoology.
- *Aardram* and *Anpu* Cells of the Institution have rendered yeomen service to the students and the local community during the time of COVID-19.
- Many Department Associations and Student forums conducted intercollegiate and interdepartmental competitions.
- Second Phase Training on Biodiversity Audit is in progress.
- Arrangements have been made to invigorate alumni engagement. Physics Global Alumni Meet was organised on 18 September 2021.
- Regional and national festivals and important days have been observed with webinars, competitions or awareness programmes. Onam was celebrated online. World Environment Day, World Food Safety Day, World Ocean Day, World Day against



Child Labour, Reading Day, International Day against Drug Abuse and Illicit Trafficking, World Day for International Justice, World Population Day, Independence Day, World Youth Skills Day, World Ozone Day, Antibiotic Awareness Week, International Day for the Elimination of Violence against Women, World Aids Day, International Day of Persons with Disabilities were celebrated with various programmes.

- *Inizio 2k21*, Induction programme was organised from 28 September 2021 in three phases.



Dr Roy George K.
Principal-in-charge



Dr Asha Susan Jacob
IQAC Coordinator





St Thomas College, Kozhencherry
Internal Quality Assurance Cell
Minutes of IQAC Meeting 2 (2020-2021)

Date & Time: 17 December 2021 at 3.00 p.m.

Venue: Dr Juhanon Mathoma Hall

Agenda

1. AQAR updates
2. Submission of IIQA and SSR
3. Quality enhancement—academic, infrastructural
4. Appointment of teaching and non-teaching staff
5. Intake of students 2021-2022.
6. Academic and administrative audit—internal and external
7. Saphthathi Projects and Committees
8. Waste management
9. Campus beautification
10. Any other relevant matter

Members Present

Dr Roy George K. (Principal-in-charge)

Prof. Maj. M. G. Varghese

Mr. Issac Abraham

Mr Benny Puthenparambil

Ms Seeniamma C. Chennattusserry

Dr George K. Alex

Mr Febu George Mathai Kurichiyath

Mr Abin John

Mr Ajith Thomas

Ms Nisha Suzanne Jacob

Ms Alisha Sali

Dr Jaya Jacob

Ms Chinnu Mariam Chacko

Dr Leena Abraham

Mr Suresh Mathew George

Ms Ann Susa Thomas

Mr Thomas Mathew

Mr Shinu Koshy

Dr Asha Susan Jacob (IQAC Coordinator)

A meeting of the IQAC and Subcommittee Convenors was convened on 17 December 2021 at Dr Juhanon Marthoma Hall. The meeting commenced at 3.00 p.m. with silent prayer. In his introductory remarks, Dr Roy George K, spoke about the need to expedite the process of NAAC assessment. He emphasised the need to apply for more projects.



Dr Asha Susan Jacob presented the Minutes of the previous meeting held on 13 August 2021. and the Meeting approved the same.

Agenda – Discussion and Decisions

Item 1. AQAR updates

Dr Asha Susan Jacob reported the successful submission and acceptance of AQAR 2018-19. She informed the extension of the final date of submission of all AQARS by NAAC. AQAR 2019-20 has been fine-tuned for submission. The Criteria Convenors voiced the difficulties encountered for collection of necessary data.

The Meeting discussed the need to arrange a common data compilation system and to appoint a technical staff

for the IQAC. Prof. Issac Abraham, the Treasurer, informed that all necessary arrangements would be made by the Management without further delay.

Item 2. Submission of IIQA and SSR

Following discussions on the preparation of the Institution for the next NAAC assessment, the Meeting resolved to submit IIQA by September 2022 and SSR within the stipulated period following latest guidelines.

Item 3. Quality enhancement—academic, infrastructural

The Meeting discussed in detail the academic performance of the students as reflected in the results of university examinations. Need for adherence to required infrastructure standard was also discussed. The members requested the Principal to make arrangements to discuss the budget with the Staff.

Resolved to:

1. Take necessary steps to ensure improvement of slow learners and to make advance learners more active.
2. Ensure that all infrastructural requirements are addressed.
3. Entrust the Principal with the selection of a Budget Committee for the preparation and presentation of the requirements before the Governing Council.

Item 4. Appointment of teaching and non-teaching staff

The Principal explained the reason for delay in the appointment of non-teaching teaching staff. Arrangements have been made to proceed with the appointment of teaching staff.

Item 5. Intake of students 2021-2022

The members raised their concern regarding decrease in the enrolment of UG students, particularly in science batches.

Following discussions, it was decided to adopt suitable strategies to enhance student enrolment.

Item 6. Academic and administrative audit—internal and external



The Principal reported the assessment of the internal audit team regarding performance of the Departments and explicated the areas that need focused attention.

Resolved to conduct external audit in the last week of January 2022 with Dr Sabukkutty M. G. Principal, St Joseph's College, Moolamattom, as external expert.

Item 7. Saphathi Projects and Committees

The Principal presented five projects as part of Saphathi Celebrations.

Resolved to:

1. Present the projects at the Staff Council and General Staff Meeting.
2. Select Convenors and members of the Committees at the General Staff Meeting
3. Involve teaching and non-teaching staff, alumni, students, and members of the local self-government in the Committees

Item 8. Waste Management

Discussed the need to augment arrangements for proper waste management. The Principal detailed the arrangements made for the repair and purchase of sanitary napkin incinerators.

Item 9. Campus Beautification

The meeting reviewed the endeavours by the Institution for campus beautification. Entrusted the Convener of Criterion 7 to proceed with the activities.

Item 10. Any other relevant matter

1. The meeting deliberated over research publication by the Institution and the need to appreciate and promote research work.
Resolved to institute Best Research Publication Award for papers published by the faculty. Entrusted IQAC Coordinator and the Principal with drafting the policy regarding the same and invite papers for the award.
2. Decided to set a separate rack in the library for publications by the faculty and students of the Institution.
3. Resolved to collect books on local history, family histories etc.
4. Increase on-campus cultural activities through various associations and clubs.
5. Increase the activities of the Department of Physical Education.

In his concluding remarks, the Principal appreciated the efforts taken by the IQAC for the development of the college and solicited sincere cooperation for all the programmes.

The Minutes of the meeting was read and approved.

The meeting came to a close at 4.30 p. m. with vote of thanks by Dr Asha Susan Jacob.

Dr Roy George K.

Principal-in-charge




Dr Asha Susan Jacob

IQAC Coordinator

Action Taken Report of IQAC Meeting 2 (2021-2022)

- The AQAR of 2019-20 was submitted on 31 December 2021.
- Remedial classes are arranged for Slow-learners. PTA meetings have been conducted by some Departments to discuss the issue of student performance. Departments are organising many a programme to enhance academic quality of the students.
- Helpdesk to submit online application for Mahatma University UG/PG Programmes has been made available on all working days from 10.00 a.m to 4.00 p.m.
- Arrangements have been made to address infrastructural issues at the earliest.
- Arrangements are in progress for the appointment of non-teaching teaching staff and teaching staff.
- External Audit was conducted on 25 & 27 January 2022 and the report is uploaded on the website.
- Sapthathi Celebration project is awaiting approval from the Management.
- The Institution has signed an MoU with a scrap dealer for the disposal of waste materials including paper, plastic, computer and other waste materials generated by the campus.
- Campus beautification process is in progress.



Dr Roy George K.
Principal-in-charge



Dr Asha Susan Jacob
IQAC Coordinator





St. Thomas College, Kozhencherry
INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting 3 (2021-2022)

Date: 10 January 2022

Venue: Dr Juhanon Marthoma Hall

Time: 11.30 a.m.

Agenda of the Meeting

1. Reconstitution of IQAC
2. One-year action plan presentation
3. Strategies to implement NEP

Members Present

Dr. Roy George K. (Principal-in charge)
 Dr. Sindhu R. S
 Dr. Leena Abraham
 Dr. Saramma Varghese
 Dr. Tom Thomas
 Mr. Febu George Mathai Kurichiyath
 Mr Ligin Mathew
 Dr. Libus Jacob Abraham
 Mr. Shaju John
 Mr Anup George Varghese
 Mr. Abin Kaithavana
 Mr. Jins Jose
 Mr. Vaishnavi Venugopal
 Ms. Nisha Suzanne Philip
 Mr. Ribin Thomas
 Dr. George K. Alex (IQAC Coordinator)

A meeting of the IQAC was held on 10 January 2022 at 11.30 a.m. at Dr Juhanon Marthoma Hall in the presence of the Manager of the College, His Grace Dr Abraham Mar Paulos Episcopa. Dr Roy George K., the Principal-in-charge, welcomed the members.

Agenda – Discussion and Decisions

Item 1. Reconstitution of IQAC

Dr Roy George K., the Principal-in-charge, reported the reconstitution of the IQAC, following NAAC guidelines, with the following members:

1. Dr. Roy George K (Principal-in-charge): Chairperson
2. Dr. Sindhu R. S (Faculty)
3. Dr. Leena Abraham (Faculty)
4. Dr. Saramma Varghese (Faculty)
5. Dr. Tom Thomas (Faculty)
6. Mr. Febu George Mathai Kurichiyath (Faculty)
7. Mr. Ligin Mathew (Faculty)
8. Dr. Libus Jacob Abraham (Faculty)



9. Mr. Shaju John (Faculty)
10. Mr Anup George Varghese (Faculty)
11. Mr. Abin Kaithavana (Management Representative)
12. Prof. Alexander K Samuel (Management Representative)
13. Mr. Shaji Mathew (Local Society)
14. Mr. Jins Jose (Student Representative)
15. Mr. Vaishnavi Venugopal (Student Representative)
16. Mr. Philip Mammen (Alumni Representative)
17. Mr. John Titus (Industry/ Industrialists Representative)
18. Mr. George M Alexander (Employers Representative)
19. Ms. Nisha Suzanne Philip (Administrative Assistant)
20. Mr. Ribin Thomas (Librarian)
21. Dr. George K Alex (IQAC Coordinator)

Item 2. One-year action plan presentation

The Committee noted that the post-pandemic period demands much work to provide new orientation to students.

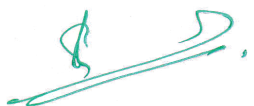
The meeting decided to:

- Prepare a one-year action plan to rejuvenate the activities of the IQAC in the context of the post-Pandemic situation.
- Submit AQAR 2020-21 within the stipulated time.
- Organise following programmes under the aegis of the IQAC.
 1. Skill development programme in collaboration with Khadi Board.
 2. Skill development programme in association with Minority Commission.
 3. Training programme for non-teaching staff
- Request Departments to prepare Department SSRs as early as possible.

Item 3. Strategies to implement NEP

The Meeting discussed the basic structure of the New Education Policy and decided to organise an Induction Programme for newly appointed teachers.

The meeting ended at 1.00 p.m. with vote of thanks by the IQAC Coordinator.



Dr Roy George K.
Principal-in-charge





Dr George K. Alex
IQAC Coordinator

Action taken Report of the IQAC Meeting 3 (2021-2022)

- One-year action plan has been prepared and finalized.
- AQAR 2019-20 was re-submitted after editing. AQAR 2020-21 is nearing completion.
- Entrepreneurship training programme was organized by the IQAC in collaboration with CHASS-Khadi Gramodyog Vidyalaya on 2 March 2022.
- Minority Cell of the College organized an Entrepreneurial Training Programme for Scheduled Caste Communities to Produce Digital Thermometres on online and offline modes from 16-22 March in association with Institute of Human Resource Development (IHRD), Government of Kerala and Centre for Materials for Electronics Technology(C-MET).
- Arrangements have been made to organize a training programme on NEP at TMAM Orientation and Research Centre, Kottayam.
- Administrative Training programme for non-teaching staff was conducted on 12 March 2022.



Dr Roy George K.
Principal-in-charge



Dr George K. Alex
IQAC Coordinator





St. Thomas College, Kozhencherry
INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting 4 (2021-2022)

Date: 24 March 2022

Venue: Dr Juhanon Marthoma Hall

Time: 3.00 p.m.

A meeting of the IQAC was held on 24 March 2022 at 3.00 p.m. at Dr Juhanon Marthoma Hall. The meeting began with silent prayer. Dr Roy George K., welcomed the members and

Agenda of the Meeting

1. Induction Programme for faculty
2. SSR Preparation
3. Action Plan for 2022-23

Members Present

Dr. Roy George K
 Dr. Sindhu R. S
 Dr. Leena Abraham
 Dr. Saramma Varghese
 Dr. Tom Thomas
 Mr. Febu George Mathai Kurichiyath
 Mr Ligin Mathew
 Dr. Libus Jacob Abraham
 Mr. Shaju John
 Mr. Jins Jose
 Mr. Vaishnavi Venugopal
 Ms. Nisha Suzanne Philip
 Mr. Ribin Thomas (Librarian)
 Dr. George K Alex (IQAC Coordinator)

Agenda – Discussion and Decisions

Item 1. Induction Programme

The IQAC Coordinator reported the arrangements made for the conduct of a residential Induction Programme for new teachers on NEP from 29 April to 1 May 2022 at TMAM Orientation and Research Centre, Kottayam.

Item 2. SSR Preparation

Decided to:

- Expedite the preparation of SSR to enable submission of the same within the time-frame.
- Collect reports of the activities of the Department Associations, clubs and other forums.



Item 3. Action Plan for 2022-23

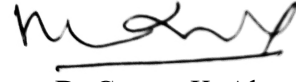
Decided to direct the Departments to prepare in advance the action plan of their respective Departments and submit the same to the IQAC in the first week of June to enable finalization of the Action Plan for the year 2022-23.

Action taken Report of IQAC Meeting 4 (2021-2022)

- A residential Induction Programme for new teachers on NEP was organised from 29 April 2022 to 1 May 2022 at TMAM Orientation and Research Centre, Kottayam.
- SSR preparation is in progress.
- Reports of Departments and Clubs have been collected.
- Department action plans have been collected.
- Thirty-hour Sanskrit Course for UG Students approved.
- Syllabus of UPSC/PSC Coaching Approved.



Dr Roy George K.
Principal-in-charge



Dr George K. Alex
IQAC Coordinator

