

**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 1 (2018-2019)**

**Date: 27 July 2018**

**Time: 3.00 p.m.**

Venue: Council Chamber

**Members Present:**

Mr K. C. Zachariah (Principal-in-charge)  
Prof. Major M. G. Varghese  
Dr Elizabeth Thomas  
Ms Seeniamma C Chennattucherry  
Dr George K. Alex  
Mr Febu George Mathai Kurichiyath  
Dr Mathew P. John  
Mr Abin John  
Mr Ajith Thomas  
Dr Lathakumari P.C.  
Mr C. T. Thomas  
Ms Molly George  
Ms. Alisha Sali  
Dr Saramma Varghese  
Ms Chinnu Mariam Chacko  
Mr Shinu Koshy  
Mr Thomas Mathew  
Dr Asha Susan Jacob (IQAC Coordinator)

The meeting, presided over by Mr K. C. Zachariah, the Principal-in-charge, began with silent prayer. The Principal reported the reconstitution of the IQAC and welcomed the members to the meeting. He emphasised the responsibility of the IQAC and solicited the cooperation of the members in all the activities of the institution. NAAC Criteria Subcommittee Convenors were also present. The IQAC Coordinator read out the minutes and the action take report of the previous meeting. The meeting reviewed and approved the same.

**Agenda**

**Item 1. Evaluation of the activities of the IQAC**

The criteria convenors presented the reports till date of their respective criterion. The Committee reviewed the activities of the seven criteria and expressed the need to be more systematic.

The IQAC Coordinator updated the Committee regarding the revised NAAC accreditation process and pointed out the necessity to chalk out an action plan for the current year and to effectively monitor the various activities of the college as per

accreditation requirements. The Coordinator briefed the members on the decisions taken at the meeting of the convenors of clubs/forums/associations held on 8 July 2018 regarding maintenance of proper records of the activities. It was decided to prepare a format for the collection of data for annual report and AQAR 2017-18 from the Departments and clubs/forums.

### **Item 2. RUSA Project Submission**

The Principal reported the successful submission of the Detailed Project Report to RUSA and congratulated the RUSA Committee on the same.

### **Item 3. Action Plan for 2018-19**

After discussion of the various proposals and suggestions from stakeholders, the Committee resolved to:

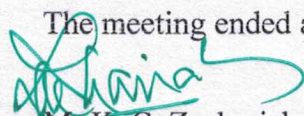
- Participate in AISHE survey
- Start more Certificate and Value-added courses.
- Conduct induction programme for first year undergraduate students.
- Prepare a curriculum for tutorial hour.
- Conduct training programmes for teaching and nonteaching staff.
- Organise Seminar on Intellectual Property Rights.
- Convene a meeting of the Heads of Departments and the IQAC subcommittee convenors at the earliest to discuss activities for the academic year and the preparation of Department AQAR.
- Conduct College Union Election as per notification of the University
- Request Departments to organise Department Jubilee Celebration Programmes.
- Organise Career Orientation and Placement Drive Programmes.


### **Item 4. Any other relevant matter**

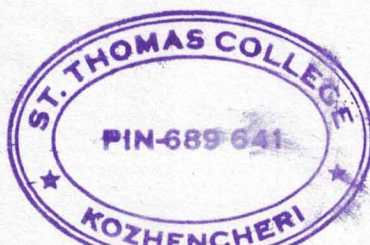
Following discussion on the infrastructure and other immediate requirements, the meeting resolved to:

- Request for purchase of computers required for the Department of Computer Science and Administrative office.
- Request to expedite the process of appointment of Assistant Professors in various Departments against the vacancies sanctioned by the Government.
- Install a generator in the Women's hostel.
- Request to use less power-consuming electrical bulbs such as LED.

The meeting ended at 4.30 p.m.


  
Mr K. C. Zachariah  
Principal-in-charge


  
Dr Asha Susan Jacob  
IQAC Coordinator



## Action Taken Report of IQAC Meeting 1 (2018-2019)

- Prepared a format for the collection of annual report and AQAR 2017-18 from the Departments and sent the same to all Departments
- Data collection for AISHE survey is in progress.
- Induction programme for DC1 students was conducted on 4 August 2018.
- Departments have taken initiatives to start more Certificate Courses.
- Prepared a curriculum for tutorial hour.
- Arrangements have been made to conduct a training programme for non-teaching staff.
- Arrangements have been made to conduct a Seminar on Intellectual Property Rights.
- Convened a meeting of the Heads of Departments and the IQAC subcommittee convenors on 1 August 2018 to discuss activities for the academic year and the preparation of Department AQAR.
- Conducted College Union Election as per University guidelines on 11 September 2018.
- Purchased computers and accessories worth Rs 6, 80, 750/-
- Installed generator in the Women's hostel.
- Inauguration of the Golden Jubilee Celebrations of the Department of Commerce was conducted on 3 October 2018. Departments of Malayalam and English have organised a series of programmes as part of their Golden Jubilee Celebrations.
- Career and Placement Cell organised Career Orientation and UPSC Civil Service Exams on 17 September 2018.

  
 ✕ Mr K. C. Zachariah  
 Principal-in-charge

  
 Dr Asha Susan Jacob  
 IQAC Coordinator



**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 2 (2018-2019)**

**Date: 25 October 2018**

Venue: Council Chamber

**Time: 3.00 p.m.**

**Members Present:**

Mr. K. C. Zachariah (Principal-in-charge)

Dr Elizabeth Thomas

Ms Senia C. Chennattucherry

Dr Mathew P. John

Dr George K. Alex

Mr Abin John

Mr Ajith Thomas

Dr Lathakumary P.C.

Mr C.T. Thomas

Ms Molly George

Ms Alisha Sali

Dr SarammaVarghese

Dr Jasy Thomas

Mr Suresh Mathew George

Mr Thomas Mathew

Ms Chinnu Mariam Chacko

Dr Asha Susan Jacob (IQAC Coordinator)

The meeting, presided over by Mr K. C. Zachariah, the Principal-in-charge of the college, commenced at 3.00 p.m. with silent prayer. Subcommittee convenors also attended the meeting

The Principal welcomed the members to the meeting and appreciated the concerted efforts taken by the college community towards flood-relief activities.

The IQAC Coordinator presented the minutes and the action taken report. The meeting reviewed and approved the same.

**Agenda**

**Item 1. Flood Relief Activities**

The Principal reported that the college functioned as collection centre for flood relief activities. An amount of Rs 1,57, 500/- was donated by the faculty towards the flood relief fund of the institution. 14 teams comprising teachers and students visited the

flood affected families. Financial aid, dress materials, food/stationery kit, and study materials were provided to the students in need.

### **Item 2. AQAR Submission**

The Criteria Convenors reported the progress of the preparation of the AQAR of 2017-18. The IQAC Coordinator pointed out the anomalies in the reports submitted by the Departments.

Decided to submit the final report of AQAR of 2017-18 to the Management Expert Committee before submitting it to NAAC.

### **Item 3. Feedback Collection and Analysis**

Decided to frame a new format for the collection of feedback from students, teachers, alumni, employers and parents regarding Curriculum. Feedback from students on individual teacher performance and general feedback on academic and administrative facilities are also to be collected.

### **Item 4. Career and Placement Cell**

Discussed the need to make Career and Placement Cell more proactive.

Decided to conduct job fairs for the students in order to increase their chances to get placement offers.

### **Item 5. Self-financing Departments**

Criteria Convenors pointed out that students and teachers of the Self-Financing Departments have often been omitted from many reports.

Resolved to include Self-financing Departments also while documenting the details for accreditation from the current year (2018-19).

### **Item 6. Celebration of *Keralappiravi* and Christmas**

Decided to celebrate *Keralappiravi* and Christmas appropriately.

### **Item 7. Seminar on Natural Disasters**

Decided to organise a seminar on Natural Disasters in association with *REYONO journal of interdisciplinary studies*. REYONO Editorial Committee and IQAC Coordinator are entrusted with the organisation of the same.

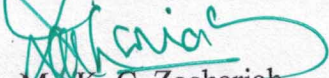
### **Item 8. Any other relevant matter**

Following discussions, the meeting resolved to:

- Collect student profile in the new format.
- Arrange counselling classes for all DC1 students.
- Ensure proper documentation in the Teacher's Work Diary.
- Encourage Departments to commence new extension programmes.

- Recommend the construction of additional urinal facility for boys.
- Make arrangements for the purchase of library books for Self-Financing Departments
- Recommend the maintenance work of the roofing work of the Department of Economics

The meeting ended at 4.30 p.m.



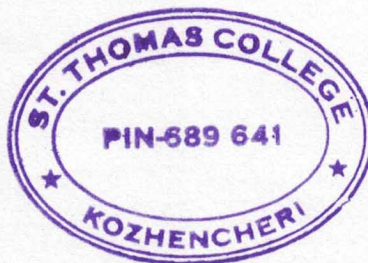
Mr. K. C. Zachariah

Principal-in-charge



Dr Asha Susan Jacob

IQAC Coordinator



## Action Taken Report of IQAC Meeting 2 (2018-2019)

- Submitted the AQAR of 2017-18 to the Management Expert Committee for expert advice.
- Prepared new format for feedback collection and collected feedback from students on curriculum, teachers, and general feedback on the institution.
- Career and Placement Cell has made arrangements to organise placement orientation drive and job fair.
- Arrangements have been made to include Self-Financing Departments for all reports.
- New student profile form was prepared and sent to Departments for collection of Student Data.
- Counselling classes were arranged for all DC1 students by the Counselling Committee.
- Department of Physical Education is entrusted to conduct Annual Sports Competitions at the earliest. Arts Festival will also be organised at the earliest.
- Teachers have been requested to document the academic work done in the Teacher's Work Diary and Heads of Departments s have been requested to ensure the meticulous documentation of the same.
- Extension programmes have been organised by NSS, NCC, MTSA and many Departments.
- Roofing work of the Department of Economics has begun.
- Necessary action has been taken for the appointment of Assistant Professors in the Departments of Physics, History and Zoology.
- The Management has sanctioned purchase of books for BSc Computer Science.
- Arrangements to organise a seminar on Natural Disasters in association with *REYONO journal of interdisciplinary studies* are under way.

Mr K. C. Zachariah  
Principal-in-charge

Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of the IQAC Meeting 3 (2018-2019)**

**Date: 7 January 2019**

**Time: 3.00 p.m.**

Venue: Council Chamber

**Members Present:**

Mr K. C. Zachariah (Principal-in-charge)

Prof. Maj. M.G. Varghese

Mr Issac Abraham

Dr Elizabeth Thomas

Ms Senia C. Chennattucherry

Dr Mathew P. John

Dr George K. Alex

Mr Abin John

Mr Febu George Mathai Kurichiyath

Mr Ajith Thomas

Dr Lathakumary P.C.

Ms Molly George

Dr Jasy Thomas

Dr Saramma Varghese

Mr Suresh Mathew George

Mr Shinu Koshy

Mr Thomas Mathew

Dr Jaya Jacob

Ms Chinnu Mariam Chacko

Dr Asha Susan Jacob (IQAC Coordinator)

The meeting, presided over by Mr K.C Zachariah, the Principal-in-charge of the college, began with silent prayer. Subcommittee convenors were also present

In his introductory remarks, the Principal reported the submission of AQAR 2017-18 and commended the efforts taken by the convenors. He re-iterated the need to be prepared for the next assessment.

The minutes and the action take report of the previous meeting were presented, reviewed, and approved.

**Agenda**

**Item 1. AQAR Submission and Review**

The Committee reviewed the performance of the institution during the previous

academic year based on the AQAR and reported the dearth in the number of research publications by faculty and collaborations with other institutions. Academic result and student progression also demand critical appraisal.

It was resolved:

- To motivate teachers to increase the number of publications in UGC-CARE-listed journals.
- To apply for more collaborations and research projects.
- To enhance academic results through organised and committed effort.

## **Item 2. Infrastructure Requirements**

After discussion it was resolved:

- To visit Departments to assess the infrastructure requirements.
- To recommend the purchase of required number of computers for Commerce Computer Lab
- To recommend the digging of a well to facilitate supply of drinking water.
- To expedite the shifting of Self-financing Departments and classrooms to the newly constructed Dr Joseph Marthoma Block.

## **Item 3. Academic Audit**

Resolved:

- To conduct academic audit in March by external experts.
- To inform Departments to prepare Department files for academic audit with all supporting documents.
- To convene a meeting of the Heads of Departments and Department Coordinators to give general guidelines for the preparation of the academic audit team visit.

## **Item 4. SSR Preparation**

The IQAC Coordinator explained the necessity to be well-organized considering the revised process of assessment.

Resolved to:

- Draft the SSR at the Criterion level.
- Take geo-tagged photographs of all programmes.

## **Item 5. Placement Drive and Memorandum of Understanding**

Career and Placement Cell has taken initiatives to arrange a series of orientation programmes.

Resolved to:

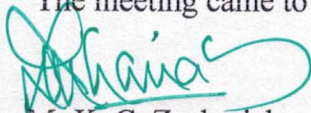
- Sign a Memorandum of Agreement with Employability Centre, Kottayam to organise a mega job fair in March 2019.
- Organise placement orientation programmes.

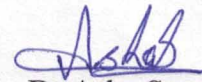
**Item 6. Any other relevant matter**

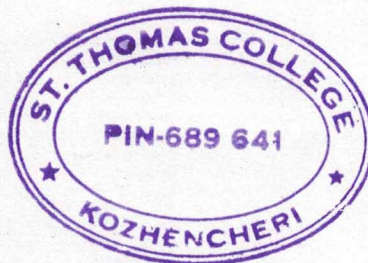
Decided to:

- Conduct the seminar on Natural Disasters in March 2019.
- Encourage Departments to conduct Department seminars before 15 February 2020.
- Ensure increased participation of students in the University Youth Festival.
- Conduct Sports Day and Arts Festival as early as possible.
- Organise Annual Merit Day.
- Organise a seminar on Intellectual Property Rights
- Make arrangements for green auditing, waste management and energy auditing and to entrust the same with Ms Chinnu Mariam Chacko, Subcommittee Convenor for Criteria 7.

The meeting came to an end by 4.30 p.m.

  
x Mr K. C. Zachariah  
Principal-in-charge

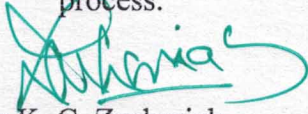
  
Dr Asha Susan Jacob  
IQAC Coordinator



### **Action Taken Report of the IQAC Meeting 3 (2018-2019)**

- Efforts have been made to increase the number of publications in UGC-CARE-listed journals.
- Remedial classes have been arranged by the Departments to enhance academic results.
- Collected Infrastructure Needs of the institution and the individual Departments and submitted the same to the Management through the Principal.
- Academic audit was conducted on 13 and 14 March by external experts-- Prof. Dr Jezer Jebanessan and Dr John Abraham.
- Held a meeting of the Heads of Departments and Department Coordinators for the preparation of the academic audit team visit.
- Started the preparation of the SSR at the Criterion level.
- Many Departments conducted Department seminars before 15 February 2020 and others in March.
- 65 students participated in the University Youth Festival and secured five prizes for individual items.
- Newly constructed Dr Joseph Marthoma Block was blessed and inaugurated on 20 March 2019. Self-financing classes have been shifted to the new block.
- Purchased nine computers for the Department of Commerce.
- 62<sup>nd</sup> Kerala Day was celebrated under the aegis of the College Union.
- Organised a seminar on Intellectual Property Rights on 16 January 2019 under the auspices of the IPR Cell, IQAC and UNAI ASPIRE chapter.
- Annual Sports was conducted on 11-12 February 2019.
- Arts Festival was conducted on 13 and 14 February 2019.
- Annual Merit Day was conducted.
- A One-day National Seminar on “Natural Disasters in Kerala: Concerns and Challenges” was organised under the aegis of IQAC and *REYONO journal of interdisciplinary studies* on 7 March 2019.
- Go Green Santhome project was inaugurated on 26th February 2019 in association with the College Union 18-19 and the IQAC and conducted a campaign on “Green Campus, Clean Campus” with Ms Chinnu Mariam Chacko, Subcommittee Convenor for Criteria 7 as Coordinator.
- Career and Placement Cell organised Placement Orientation Programme, Workshop on Employability Enhancement Programme, and Kotak Mahindra Recruitment Drive on 21 January, 25 January and 30 January 2019 respectively.
- Signed the Memorandum of Agreement between Employability Centre, Kottayam and Career and Placement Cell of the college and organised a mega job fair “Disha” on 8 March 2019 in association with Employability Centre. 26 companies participated in the fair. Out of 754 job seekers registered for

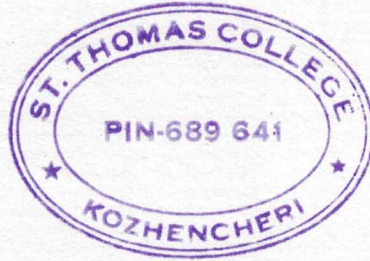
interviews, 132 were selected and 294 were shortlisted for further selection process.



Mr K. C. Zachariah  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of the IQAC Meeting 4 (2018-2019)**

**Date: 28 March 2019**

**Time: 3.00 p.m.**

Venue: Council Chamber

**Members Present:**

Mr. K. C. Zachariah (Principal-in-charge)

Prof. Maj. M. G. Varghese

Mr. Issac Abraham

Mr Benny Puthenparambil

Ms Senia C. Chennattucherry

Dr Mathew P. John

Dr Elizabeth Thomas

Dr George K. Alex

Mr Abin John

Mr Ajith Thomas

Dr Lathakumary P.C.

Ms Molly George

Mr C.T. Thomas

Ms Alisha Sali

Mr Robin Thomas

Dr Jasy Thomas

Dr Saramma Varghese

Mr Thomas Mathew

Dr Jaya Jacob

Ms Chinnu Mariam Chacko

Mr Suresh Mathew George

Mr Shinu Koshy

Dr Asha Susan Jacob (IQAC Coordinator)

The meeting commenced at 3.00 p.m. in the Council Chamber with silent prayer. Subcommittee Convenors were also present. In his introductory remarks, Mr K. C. Zachariah, the Principal-in-charge of the college, reported that his tenure as Principal would be over by 31 March 2019 on his retirement. He expressed his gratitude to the IQAC for all the support and requested the same for the next Principal as well. The minutes and the action take report of the previous meeting were presented, reviewed, and approved.

## **Agenda**

### **Item 1. Review of Academic Audit Team Visit**

The IQAC Coordinator updated the observations made by the Academic Audit Team in their exit meeting and stressed the need for quality enhancement. The report of the previous NAAC team visit was also discussed. Students raised their complaints regarding library, internet facility, toilet facility etc.

The meeting resolved:

- To ensure the implementation of the recommendations of the Academic Audit team.
- To ensure the implementation of recommendations put forward by the NAAC visit team of 2015.
- To augment the activities of the Alumni Association. The new Teacher Coordinator of the Alumni Association is entrusted with the task of registering the Alumni Association.

### **Item 2. PD Account**

Decided to make preparations for the planned investment and utilisation of the PD account.

### **Item 3. Infrastructure Requirements**

The meeting resolved to increase the following infrastructure facilities:

- Library needs thorough revamping. New computers, CCTV facility and reprographic facility to be installed.
- Classrooms to be renovated and electricity connection to be ensured. Light and fans are to be provided in every classroom.
- Facilities for the disabled need improvement. Ramp facility to be provided for all the buildings..
- Improve toilet facilities for both boys and girls.
- Renovation and maintenance of girls' restroom.
- More drinking water facility.
- Smart classroom facility to the Departments

### **Item 4. Department Planning**

Decided to request Departments to do Department level planning for quality improvement.

### **Item 5. Teacher's Work diary**

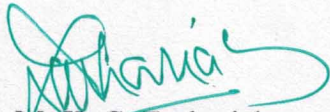
Decided to ensure that work diaries of teachers are maintained properly.

**Item 6. Any other relevant matter**

Decided to:

- Organise NAAC Orientation Programme for teachers in June 2019.
- Organise the Commemoration Day of the college in June and to acknowledge and felicitate the faculty and students on the occasion for their achievements.
- Try collaborations with other Universities, Institutions or NGOs or academic and extension services activities.

The meeting came to a close by 4.30 p.m.



Mr K. C. Zachariah  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator

