

**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 1 (2020-2021)**

**Date & Time:** 13 July 2020, 2.00 p.m.

**Venue:** Dr Juhanon Mathoma Hall

**Agenda**

1. Preparation for the NAAC accreditation
2. Infrastructure needs
3. Annual Maintenance Contract
4. Community Centre and extension activities
5. ISO Certification
6. Library Management, appointment of additional staff and enhancement of facilities
7. Researchers' room
8. Waste management
9. Setting of pending accounts with the University
10. Alumni engagement
11. Any other business

**Members Present**

Dr Mathew P. John (Principal-in-charge)

Prof. Maj. M. G. Varghese

Mr. Issac Abraham

Mr Victor T. Thomas

Mr Benny Puthenparambil

Ms Seniamma C. Chennattusserry

Dr George K. Alex

Mr Febu George Mathai Kurichiyath

Mr Ajith Thomas

Dr Lathakumari P.C.

Ms Nisha Suzanne Jacob

Ms Molly George

Ms Alisha Sali

Dr Jaya Jacob

Ms Chinnu Mariam Chacko

Dr Leena Abraham

Mr Suresh Mathew George

Mr Thomas Mathew

Mr Shinu Koshy

Dr Asha Susan Jacob (IQAC Coordinator)

The meeting commenced with silent prayer. The President of the meeting, Dr Mathew P. John, while rendering a warm welcome to the members, reported the inability to convene the

last meeting of the IQAC scheduled for March 2019 on account of the unexpected closing down of the institution consequent on the spread of the pandemic COVID -19 and subsequent lockdown. Many programmes scheduled for 2020 were stalled in lieu of the Covid protocols. He expressed his concern of the situation and explained the contingent measures taken to overcome the grave situation. He briefed the meeting on the following events since the last meeting:

- Retirement of three members of the faculty and two non-teaching staff.
- Organization of two international webinars.
- Organisation of workshops and seminars under the aegis of the Departments and IQAC.

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 2. Preparation for the proposed NAAC accreditation**

The meeting evaluated the post-accreditation activities of the institution in detail and insisted on taking necessary steps to enhance academic, administrative and infrastructural quality to meet the standards required.

The Principal reported the progress in the renovation work and appointment of thirteen new permanent faculty.

The Principal also reported the recent decision by the Government not to sanction any Self-financing programmes in the aided colleges.

The IQAC Coordinator reported the progress of the preparation of the AQAR and SSR. The first draft of the SSR has been prepared.

Resolved to:

1. Recommend to apply for UG and PG programmes in the aided sector, considering demand ratio and infrastructure needs. BA Psychology, MA Psychology and MSW programmes were recommended in addition to MA History and Hindi which already have UG programmes.
2. Collect reports of the activities of the Department and the clubs and forums to prepare the annual report of 2019-2020.

#### **Item 3. Infrastructure needs**

The Treasurer, Mr Issac Abraham, reported the completion of the construction of toilet for the differently-abled and electrification of the ground floor of the Main Block. Two additional water coolers have been installed with the support of the PTA. Renovation works of the college Sports hostel, canteen, old library hall, Zoology block etc. are in progress.

Dr George Alex, the RUSA Coordinator, updated that administrative sanction has been obtained from the government for all the proposed work under RUSA funding. Technical

sanction is yet to be obtained for the construction of new class rooms over the existing Chemistry lab.

Resolved to:

1. Augment internet facility to accommodate the current and future needs. A proposal for the same to be prepared and submitted to the Governing Council with the best available options.
2. Recommend to increase the number of computers in the Departments.
3. Recommend for the renovation of the old Women's Hostel and Department laboratories.

#### **Item 4. Annual Maintenance Contract**

The IQAC Coordinator emphasised the need to ensure annual maintenance contract.

Resolved to ensure annual maintenance contract for all future purchase.

#### **Item 5. Community Centre and Extension activities**

Discussed the significance of extending the service of the institution to the community around.

Decided to form an extension cell to coordinate the activities of the institution. Resolved to focus on the three colonies in the neighbourhood.

#### **Item 6. 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 7. Library Management**

The members voiced the need for automation of the library, appointment of additional staff, and purchase of new books and journals.

The meeting decided to take necessary arrangements to elevate the library to the level of the best libraries around. Recommended to seek consultation from neighbouring reputed institutional libraries and report to the Management.

#### **Item 8. Researcher's room**

Discussed the research facilities available. The need for adequate space for the researchers, especially of the Department of English, was pointed out.

Resolved to make apposite arrangements for provision of adequate space for researchers.

#### **Item 9. Waste management**

Entrusted Convenor of Criterion 7 to study and propose a suitable plan in consultation with the Treasurer.

### Item 10. Setting of pending accounts with the University

Discussed the urgency of settling of pending accounts with the University.  
Entrusted the Principal to expedite the process.

### Item 11. Alumni engagement

Discussed the involvement of alumni in the various activities of the college.

Resolved to:

1. Encourage Departments and College Alumni Association to promote alumni activities.
2. Expedite the process of registration of college alumni association.

### Item 12. Any other business

Following discussions, it was resolved to:

1. Entrust the Principal and the IQAC Coordinator to finalise the action plan for the year, incorporating the valid suggestions offered by the members.
2. Conduct external and internal auditing to assess the performance of the institution.  
Entrusted the Principal and IQAC Coordinator to designate a team for internal audit and invite Principals or IQAC Coordinators of institutions credited with A or A+ by NAAC for external audit.
3. Conduct Faculty Development Programmes in collaboration with Kerala State Higher Education Council or other accredited bodies.
4. Encourage Departments to organise national as well as international webinars on domain-related topics, Research Methodology, Intellectual Property Rights, Entrepreneurship etc.
5. Direct Departments to conduct online certificate courses.
6. Encourage Departments and clubs to organise maximum number of programmes online.

The meeting came to a close at 3.00 p.m. with vote of thanks rendered by the IQAC Coordinator.

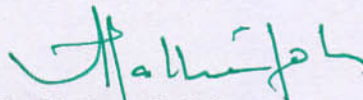
Dr Mathew P. John  
Principal-in-charge

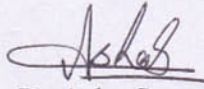
Dr Asha Susan Jacob  
IQAC Coordinator



## Action Taken Report of IQAC Meeting 1 (2020-2021)

- Finalised the annual plan of activities for the academic year 2020-21.
- The institution submitted application to start Postgraduate Programmes in Statistics and Forensic Chemistry. University inspection team visited the college on 15 October.
- Collected reports of the activities of the Departments and the clubs/forums for the preparation of annual report of 2019-2020.
- Aardram, the Cell for extension activities of the college has been formed with Mr Arun John, Assistant Professor of Chemistry, as Coordinator.
- Advised by the Management to initiate ISO certification process after fulfilling necessary requirements.
- Internal audit was conducted by a team comprising the Principal, IQAC Coordinator and Dr George K. Alex on 10, 13, 14, 18 and 19 August 2020.
- External audit of the year 2019-20 to be conducted in November with Dr Icy K. John, former Principal, Marthoma College, Thiruvalla, as external expert.
- Inauguration of the Subject Associations were conducted online. Onam was celebrated online by most of the Departments.
- Webinars on *Outcome Based Education*, *When Covid Infects the Mind*, and *Intellectual Property Rights: An Overview* were organised by the IQAC in July, August and September. Departments also conducted webinars and competitions online.
- The IQAC organised a training programme on *Administrative Regulation, KSR and PD Accounts* on 18 September 2020.
- Attempts are in progress to invigorate alumni engagement and to complete the registration process of college Alumni Association.
- The Governing Council has entrusted the Treasurer to expedite the process of library automation in consultation with experts and other institutions.

  
Dr Mathew P. John  
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:** 28 October 2020, 11.30 a.m.

**Venue:** Dr Juhanon Mathoma Hall

**Agenda**

1. Minutes of the previous meeting
2. Report of activities
3. Infrastructural needs
4. Incentives for teachers to attend workshops and seminars
5. Strategic plans
6. Policy drafting
7. Waste Management
8. Community centre and extension activity
9. Any other relevant matter

**Members Present**

His Grace the Most Rev Dr Abraham Mar Paulos (Manager)

Dr Mathew P. John (Principal-in-charge)

Rev. Thomas Mathew (Member, Governing Council)

Prof. Maj. M. G. Varghese

Mr. Issac Abraham

Mr Benny Puthenparambil

Ms Seniamma C. Chennattusserry

Dr R. S. Sindhu

Dr George K. Alex

Dr Roy George K.

Mr Febu George Mathai Kurichiyath

Mr Abin John

Mr Ajith Thomas

Ms Molly George

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 Manager, IQAC, and Subcommittee Convenors was convened on 28 October 2020 at Dr Juhanon Marthoma Hall. The meeting started at 11.30 a.m. with silent prayer. Dr Mathew P. John, the college Principal, welcomed the Manager and the members and commented on the pertinence of the meeting being the first one under the new Manager, Dr Abraham Mar Paulos.

## **Agenda – Discussion and Decisions**

### **Item 1. Minutes of the previous meeting**

The Minutes of the previous meeting held on 13 July 2020 was presented, reviewed, and approved.

### **Item 2. Report of activities**

The IQAC Coordinator updated the activities of the IQAC. The seven NAAC Criteria Convenors briefly reported the work done till date by their respective Criterion. The difficulties encountered in the collection of data were discussed. The Coordinator briefed on the need of appointing a qualified technical assistant for IQAC.

Resolved to compile all necessary data as early as possible.

### **Item 3. Infrastructural needs**

The Principal reported the inauguration of the construction of RUSA-funded building. The meeting discussed the importance of library as the centre of knowledge creation and dissemination and also the need to make the labs hazardous free. The Manager emphasised the need to encourage reading habit among students.

Resolved to:

1. Expedite the completion of renovation and maintenance works as early as possible.
2. Ensure that all infrastructural requirements are addressed on priority basis.
3. Expedite the process of installation of new network connectivity.

### **Item 4. Incentives for teachers to attend workshops and seminars**

Resolved to frame a policy document regarding support from the Management for faculty to attend seminars and workshops.

### **Item 5. Strategic Plan**

Following discussion, constituted a committee with Dr Asha Susan Jacob, Dr George K. Alex, and Mr Shinu Koshy as members to formulate the strategic plan of the institution for the next ten years in consultation with Rev. Thomas Mathew, member of the Governing Council.

### **Item 6. Policy drafting**

Resolved to draft the policy documents required for the institution in tune with its vision and mission. Entrusted the Principal and the IQAC Coordinator to draft the same and submit to the Manager.

### Item 7. Waste Management

Discussed the need to augment arrangements for proper waste management and the repair and maintenance of the existing facilities.

Resolved to:

1. Consult CARD, Clean Kerala, or other agencies for waste management.
2. Make necessary arrangements for the proper functioning of biogas plant and the incinerator.

### Item 8. Community centre and extension activity

The meeting reviewed and appreciated the endeavours by the institution for community service.

Resolved to approve the projects drafted by *Aardram*, the Community Extension Cell and try to avail of CSR funds by reputed institutions.

### Item 9. Any other relevant matter

1. The meeting deliberated over student intake and student performance and resolved to adopt strategies to attract more students to the institution.
2. Resolved to encourage Departments to undertake more research projects.
3. Requested the Manager to visit all the Departments.

In his concluding remarks, the Manager expressed his appreciation of the efforts taken by the IQAC for the overall development of the institution and solicited sincere cooperation of all in the future too.

The Minutes was read and approved.

The meeting came to a close at 1.30 p. m. with vote of thanks by the IQAC Coordinator, followed by prayer and benediction by the Manager.

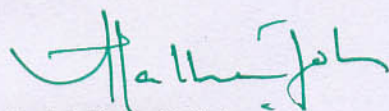
Dr Mathew P. John  
Principal-in-charge

Dr Asha Susan Jacob  
IQAC Coordinator

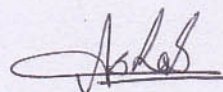


## Action Taken Report of IQAC Meeting 2 (2020-2021)

- The Manager of the institution visited the Departments on 24 November 2020 and interacted with the teachers and inspected the infrastructure needs of the Departments.
- Renovation of college canteen and Women's hostel kitchen and maintenance work of the Department of Economics have been completed. Old library has been renovated as an examination hall. Other maintenance works are in progress.
- Policy document regarding support from the Management for faculty to attend seminars and workshops has been drafted and submitted to the Principal.
- A meeting of the Strategic Planning Committee was convened on 28 December 2021 and prepared a format to collect suggestions from the faculty and the IQAC regarding the Strategic Plan for the institution. Another format was prepared to collect Department Strategic Plan for the next ten years from each Department. Requests were sent online to each member. The last dates for individual submission are 1 January 2021 and for Departments 5 January 2021.
- The drafting of the policies of the institution is in progress.
- Arrangements have been made for the repair of biogas plant and incinerator.



Dr Mathew P. John  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 3 (2020-2021)**

**Date & Time: 1 January 2021, 1. 15 p.m.**

**Venue: Dr Juhanon Marthoma Hall**

**Agenda**

1. Minutes of the previous meeting
2. Induction programme for first year students
3. External audit report
4. Faculty Development Programmes
5. Webinars/seminars
6. Campus beautification
7. Any other relevant matter

**Members Present**

Dr Mathew P. John (Principal-in-charge)

Prof. Maj. M. G. Varghese

Mr Benny Puthenparambil

Prof. Issac Abraham

Ms Senia C. Chennattusserry

Dr George K. Alex

Mr Febu George Mathai Kurichiyath

Mr Abin John

Dr Lathakumari P.C.

Ms Molly George

Ms Nisha Suzanne Jacob

Dr Leena Abraham

Ms Ann Susa Thomas

Mr Thomas Mathew

Mr Shinu Koshy

Ms Alisha Sali

Dr Asha Susan Jacob (IQAC Coordinator)

A meeting of the IQAC and Subcommittee Convenors was convened on 1 January 2021 at Dr Juhanon Marthoma Hall. The meeting started at 1.15 p.m. with silent prayer.

Dr Mathew P. John, the Principal, welcomed the members and updated the important events since the last meeting. MSc Statistics programme has been sanctioned by the Government under aided stream from the current academic year.

## **Agenda – Discussion and Decisions**

### **Item 1. Minutes of the previous meeting**

The Minutes and action taken report of the previous meeting held on 28 October 2020 were presented, reviewed, and approved.

### **Item 2. Induction programme for first year students**

Resolved to conduct two-day induction programme for first year graduate and postgraduate students. Entrusted the IQAC Coordinator to chart the programme.

### **Item 3. External audit report**

The meeting discussed the preliminary report of the academic external audit conducted on 19 & 20 November 2020 with Dr Icy K. John, former Principal, Marthoma College, Thiruvalla, as the external expert.

Resolved to submit the report and necessary requirements to the Governing Council for further action.

### **Item 4. Faculty Development Programmes**

The IQAC Coordinator reported the series of Faculty development programmes organised in association with KSHEC, in November 2020. The first webinar on *Mapping of Outcomes; Programme Outcomes, Course Outcomes and Learning Outcomes* was organised on 4 November 2020 with Dr Edamana Prasad, Professor, IIT Chennai as the resource person. The second webinar, Project Proposal and Project Funding, was organised on 5 November 2020 with Dr Shefeeque V., Research Officer, Kerala State Higher Education Council, as the Resource Person. The third webinar on *Transactional Analysis and Mindfulness in Reflective Teaching* was organised on 6 November 2020 with Dr Giby Geevarghese, Associate Professor, Mar Theophilus Training College, Thiruvananthapuram as the Resource Person.

### **Item 5. Webinars/seminars**

The Principal briefed the need to avail of the opportunity to organise webinars using online platforms.

Resolved to:

1. Conduct an international webinar on Pandemics in association with *REYONO journal of interdisciplinary studies*
2. Encourage Departments and Student forums to conduct maximum number of programmes

### **Item 6. Campus beautification**

Entrusted Ms Chinnu Mariam Chacko to prepare a proposal and submit to the Treasurer.

### **Item 7. Any other relevant matter**

Following discussions, it was resolved to:

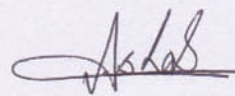
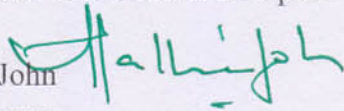
1. Fine-tune and submit the AQARs of 2018-19 and 2019-20 to the Governing Council for approval.
2. Associate with the Department of Botany for conducting *Vegetos*, annual exhibition cum sale of organic products.
3. Request the Management for a technical assistant for IQAC.
4. Conduct Annual Merit Day and Candlelight Ceremony, subject to COVID-19 protocols.

The Minutes was read and approved.

The IQAC Coordinator rendered vote of thanks.

The meeting came to a close at 1.45 p.m.

Dr Mathew P. John  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator



### Action Taken Report of IQAC Meeting 3 (2020-2021)

- Induction programme for first year Undergraduate and Postgraduate students was organised on 2 and February 2021 with Rt Rev. Abraham Mar Paulos, the Manager of the college and Sri. Roy P. Thomas, IFS (Rtd), State Election Commissioner of Puducherry, as the chief guests.
- Collected infrastructural and other needs and proposals and submitted the consolidated document to the Governing Council for necessary action. The Council has authorised the Treasurer to purchase photocopy machines and computers.
- Vegetos 2021 was organised by the Department of Botany in association with the IQAC on 5 March 2021.
- A two-day international webinar on *Exploring Pandemics through Multidisciplinary Lens* was organized under the aegis of *REYONO journal of interdisciplinary studies* and Internal Quality Assurance Cell on 5 & 6 March 2021.
- On 23 February 2021, a webinar on *Overseas Education* was organised by the Placement Cell and the IQAC.
- Departments and Student Forums organised a series of webinars on various topics of relevance.
- Campus beautification is in progress.
- PTA merit scholarships were distributed on 5 March 2021 by the PTA Committee.

Dr Mathew P. John  
Principal-in-charge

Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 4 (2020-2021)**

**Date & Time:** 8 March 2021, 11.45 a.m.

**Venue:** Dr Juhanon Marthoma Hall

**Agenda**

1. AQAR submission
2. Evaluation and Planning
3. ISO Certification
4. Extension Activities
5. Technical assistance
6. Infrastructure requirements
7. Extension activities
8. Any other relevant matter

**Members Present**

Dr Mathew P. John (Principal-in-charge)  
Prof. Maj. M. G. Varghese  
Prof. Issac Abraham  
Mr Benny Puthenparambil  
Ms Seniamma C. Chennattusserry  
Dr R. S. Sindhu  
Dr George K. Alex  
Dr Roy George K.  
Mr Febu George Mathai Kurichiyath  
Mr Abin John  
Dr Lathakumari P.C.  
Ms Molly George  
Ms Nisha Susan Jacob  
Ms Alisha Sali  
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, scheduled for 5 March, was convened on 8 March 2021 at 11.45 a.m. in Dr Juhanon Marthoma Hall. Subcommittee convenors were also present. The meeting,

presided over by Dr Mathew P. John, the Principal-in-charge of the institution. began with silent prayer.

At the outset, the Principal welcomed the members and reported the postponement of the meeting owing to unforeseen reasons. He mentioned about his retirement from service on 31 March 2021 and expressed his gratitude to the members for all their cooperation and requested the cooperation of all to expedite the process of AQAR submission before 31 May 2021. The IQAC Coordinator reported the meeting with the Governing Council on 5 March 2021 and expressed her gratitude to the Council for the positive response to the requirements submitted by the IQAC.

The Minutes of the previous meeting held on 1 January 2021 was reviewed and approved.

### **Agenda – Discussion and Decisions**

#### **Item 1. AQAR submission**

The IQAC Coordinator updated the progress in the preparation of the AQAR 2018-19 and 2019-20. AQAR of 2018-19 has been fine-tuned and submitted to the Governing Council for approval. AQAR of 2019-20 is also ready, but for some missing information from the Departments and the Management. It will also be submitted to the Council without delay.

#### **Item 2. Evaluation and Planning**

The IQAC Coordinator explained the significance of planning in advance for the next academic year based on performance audit.

The meeting evaluated the performance of the institution and discussed the problems faced by the teachers and students regarding teaching-learning during the pandemic and the efforts by the faculty and the institution to sustain the quality of teaching.

The meeting also discussed the efficacy of online internal examinations. The institution has adopted Google Classroom as the common LMS and teachers have been trained to use the same.

Resolved to:

1. Give sufficient training for the faculty to efficiently manage online classes.
2. Request the new Principal who will be officiated on 1 April 2021 to make necessary arrangements for drafting Academic Plans, Academic Calendar, Department annual plans and budget well in advance.

#### **Item 3. ISO Certification**

The IQAC Coordinator reported that the Governing Council has directed to arrange for a discussion between the Treasurer and the Agency concerned to further with the process, which will be arranged without delay.

#### **Item 4. Management Information System**

The Governing Council will take necessary arrangements in consultation with other institutions and agencies. Resolved to renew subscription to the services of the existing MIS, EduCloud till other arrangements are made.

#### **Item 5. Technical assistance**

The IQAC Coordinator and the Subcommittee Convenors reiterated the immediate need for the appointment of a technical assistant for the IQAC to expedite the process of data collection and submission of AQAR and SSR. Request for the same has been submitted to the Governing Council.

Resolved to request for the appointment of sufficient office staff for the efficient functioning of the college office.

#### **Item 6. Infrastructure requirements**

The Principal reported the progress of the library automation process and internet connectivity to the Departments and adjacent classrooms. After detailed discussion, it was resolved to:

1. Set up a recording studio with sufficient facilities to make the teaching-learning process more effective.
2. Purchase sufficient number of computers, projectors and smartboards.
3. Provide uninterrupted power supply to the IQAC room and Dr Juhanon Marthoma Hall.
4. Provide day-care centre facility in the old hostel building
5. Renovation of digital theatre and medicinal garden.

#### **Item 7. Extension Activities**

The Governing Council has directed to seek assistance and support from Rev. Thomas Mathew for community extension programme. Aardram Cell has decided to launch its pilot project of distribution of grow bags and saplings at Melukara Lakshamvedu Colony on 8 March 2021.

Resolved to extend the services of the college to the Covid-affected families of the students and the neighbouring colonies.

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

Resolved to:

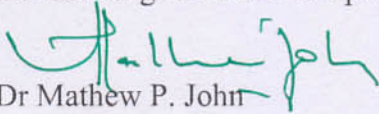
1. Issue identity cards to research scholars as well.
2. Make the college Health Centre functional.
3. Request Departments to complete certificate and value-added courses using online facility.
4. Ensure the conduct of programmes on Research Methodology, Career and Higher Education Prospects by the Departments.

5. Publish minutes and Action Taken Reports of the IQAC and the other required documents on the college website.
6. Start a YouTube channel for the institution.
7. Initiate an Open Education Repository to create an online database of educational resources by inviting teachers to contribute.
8. Publish the newsletter of the year as early as possible.
9. Gated security for the hostels.

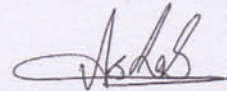
The Minutes was read and approved.

The IQAC Coordinator expressed the gratitude of the IQAC to the Principal for all leadership, support and encouragement and extended best wishes for a fruitful life ahead.

The meeting ended at 1.00 p.m.



Dr Mathew P. John  
Principal-in-charge




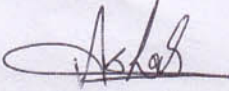
Dr Asha Susan Jacob  
IQAC Coordinator



### Action Taken Report of IQAC Meeting 4 (2020-2021)

- The drafts of AQARs (2018-19 & 2019-20) and the policies of the institution, sent for expert opinion from Prof. Abraham K. Samuel by the Governing Council, have been approved for uploading by the Manager. The same are now submitted to the new Principal Dr Roy George K. for final scrutiny. NAAC has extended the date of submission of all AQARs.
- The official You Tube channel of the institution has been launched.
- Initiated the process of Online Educational Repository by inviting faculty contribution.
- A Training on Online Class and Content Creation was organised by the IQAC and OER Committee on 7-9 June 2021 to strengthen online curriculum delivery system.
- Renewed subscription to EduCloud Management Information System. Discussions with other agencies are in progress.
- Management has appointed clerk and account officer in the Management Office.
- Arrangements have been made to provide uninterrupted power supply to the IQAC room.
- Under the auspices of Aardram, the outreach cell of the institution, grow bags and saplings were distributed to Melukara Lakshamveedu Colony. The Department of Physics distributed LED bulbs to the colony.
- *Anpu-Oppamundu St Thomas* Cell, to extend a helping hand to our students during the COVID Pandemic, distributed food kits, mobile phones for online education and financial assistance to the students and gave food kits to the deserving families in the neighbourhood.
- Many Departments completed certificate courses and classes on Research Methodology, higher education, and career prospects.
- Minutes, Action Taken Reports etc. are published on the college website.
- Preparation of the College Newsletter is in progress.

  
Dr Roy George K.  
Principal-in-charge

  
Dr Asha Susan Jacob  
IQAC Coordinator

