

**St Thomas College, Kozhencherry**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Minutes of the IQAC Meeting held on 22.09.17**

**Date:** 22 September 2017

**Venue:** Council Chamber

**Time:** 2.30 p.m.

**Agenda**

1. Activity report
2. AQAR preparation
3. Any other relevant matter

**Members Present**

Prof. K.C. Zachariah  
Dr. George K. Alex  
Dr. Saramma Varghese  
Suresh George Mathew  
Dr. Jassy Thomas  
Thomas Mathew  
Dr. Roy George K.  
Chinnu Mariam Chacko  
Abin John  
Dr. Leena Abraham  
Shinu Koshy  
Dr. Jhyothis T.  
Dr. Lathakumary P.C.  
Febu George Mathai Kurichiyath  
Shaju K. John  
Dr. Mathew P. John  
Dr. Sindhu R.S  
Ajith Thomas  
Molly George  
C.T. Thomas  
Tintu Elsa Skariah  
Tissonmon P. Yesudas

A meeting of the IQAC was convened on 22.09.2017 in the Council Chamber at 2.30 p.m. The meeting commenced with silent prayer. The Principal rendered a warm welcome to the members and spoke about the significance of systematic preparation and documentation of data. He solicited the cooperation of all the members for the future development of the Institution.

## Discussion and Decisions

1. IQAC Coordinator presented the activity report:
  - Ezhycadu Colony Survey was completed within the scheduled time and report was handed over to the MLA, Smt. Veena George.
  - Job Fair was conducted and more than 600 students benefited from the fair.
2. The Committee decided to start the AQAR preparation work as early as possible. It needs to be submitted before 30<sup>th</sup> November 2017.
3. The Committee decided to convene a meeting of the UG Class teachers on 25.09.18 to provide special instruction on the data management of the students.

The meeting came to a close at 3.30 p.m.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C. Zachariah  
Principal-in-charge

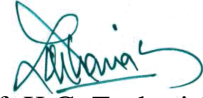


## Action Taken Report of IQAC Meeting held on 22.09.17

- AQAR preparation work has begun. Department reports have been collected.
- A meeting of the UG class teachers was held on 25.09.18. The Coordinator gave detailed instructions regarding data collection. The process of data collection is nearing completion.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C. Zachariah  
Principal-in-charge



**St Thomas College, Kozhencherry**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Minutes of the IQAC Meeting held on 24.10.17**

**Date:** 24 October 2017

**Venue:** Juhanon Mar Thoma Hall

**Time:** 3.30 p.m.

**Agenda**

1. AQAR preparation
2. Annual Sports Day
3. All-Kerala Intercollegiate Fest
4. Any other relevant matter

**Members Present**

Prof. K.C. Zachariah  
Dr. George K. Alex  
Dr. Saramma Varghese  
Suresh George Mathew  
Dr. Jassy Thomas  
Thomas Mathew  
Dr. Roy George K.  
Chinnu Mariam Chacko  
Abin John  
Dr. Leena Abraham  
Shinu Koshy  
Dr. Jhyothis T.  
Dr. Lathakumary P.C.  
Febu George Mathai Kurichiyath  
Shaju K. John  
Dr. Mathew P. John  
Dr. Sindhu R.S  
Ajith Thomas  
Molly George  
Tintu Elsa Skariah  
Tissonmon P. Yesudas

A meeting of the IQAC was convened on 24.10.2017 at 3.30 pm at the Juhanon Mar Thoma Hall. The Principal welcomed the members and appreciated the work of the IQAC. The IQAC Coordinator briefed the members on the activities since the last meeting .



**Decisions of the Committee:**

1. To collect reports from the subcommittee convenors to prepare AQAR.
2. To expedite the process of AQAR submission.
3. To conduct Annual Sports Day in December.
4. To conduct All-Kerala Intercollegiate Fest.
5. To collect teacher's evaluation forms from the Departments.
6. To celebrate Christmas appropriately.

The meeting ended at 4.40 p.m.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C Zachariah  
Principal-in-charge

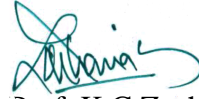


## Action Taken Report of IQAC Meeting held on 24.10.17

- IQAC submitted 2016-17 AQAR before the stipulated date and received acknowledgement for the same from NAAC.
- College Sports Day was conducted on 11 December 2017.
- On 28 November 2017, the official launch of the All-Kerala Intercollegiate Fest was organised.
- Christmas programme “SANTO FESTAS 2K17” was organised in the college on 22 December 2017 with Carols and Christmas Tree competition.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C Zachariah  
Principal-in-charge



**St. Thomas College, Kozhencherry**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Minutes of the IQAC Meeting held on 25.01.2018**

**Date:** 25 January 2018

**Venue:** Juhanon Marthoma Hall

**Time:** 11.30 a.m.

A meeting of the IQAC was convened on 25 January 2018 at Juhanon Marthoma Hall. The meeting, presided over by Mr K. C. Zachariah, Principal-in-charge of the College, began at 11.30 a.m. The Principal welcomed the members.

**Agenda of the Meeting**

1. Reporting of the IQAC activities
2. Action plan presentation
3. Teaching Learning
4. Reconstitution of IQAC

**Members present**

Prof. K.C. Zachariah  
Dr. George K. Alex  
Dr. Saramma Varghese  
Suresh George Mathew  
Dr. Jassy Thomas  
Thomas Mathew  
Dr. Roy George K.  
Chinnu Mariam Chacko  
Abin John  
Dr. Leena Abraham  
Shinu Koshy  
Dr. Jhyothis T.  
Dr. Lathakumary P.C.  
Febu George Mathai Kurichiyath  
Shaju K. John  
Dr. Mathew P. John  
Dr. Sindhu R.S  
Ajith Thomas  
Molly George  
C.T. Thomas  
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**Discussion and Decisions**

1. IQAC Coordinator presented the IQAC activity report of November and December.
  - IQAC submitted 2016-17 AQAR before 30th December. Acknowledgement regarding the same has been received in the office.

- On 2 November 2017 Arts Club Inauguration “MERAKEI 2K17” was organised. The Inauguration was done by Arun Kurien (Cine Artiste), followed by live performance by PRAYAAN (Music Band based in Kochi, Ajay Sathyan and Co.) and cultural performances of students.
- On 20 November 2017, the Department of Social Justice organised a talk, inaugurated by Smt. Veena George (MLA).
- On 28 November 2017, the official launch of the All-Kerala Intercollegiate Fest of St. Thomas College was done by Neeraj Madhav (Cine Artiste).
- On 11 December 2017, College Sports Day was conducted.
- On 19 December 2017, literary and art competitions were held as part of the Annual Arts Day.
- On 20 December 2017, a seminar in association with Mahatma Gandhi University Union was hosted in the college. Adv. Zakhir Hussain delivered the keynote address.
- On 22 December 2017 a Christmas programme “SANTO FESTAS 2K17” was organised in the college. Carol and Christmas tree competitions were held. Rev. Mathews Vazhakunnam, Assistant Professor, Department of Malayalam, St Thomas College, Ranni delivered the Christmas Message.

The Committee evaluated the programmes conducted by various departments during the month of November-December and approved the same.

2. The meeting decided to:
  - Start Dr A. P. J. Abdul Kalam Memorial Invited Lecture Series (AKMLS) to commemorate Dr A. P. J. Abdul Kalam on 13 March 2018.
  - The meeting decided to conduct All Kerala Intercollegiate Fest “ESPERENZA 2K18” in the month of February.
  - Celebrate College Day appropriately.
  - Encourage student participation in the University Youth Festival.
3. The meeting discussed in detail the process of curriculum delivery and decided to direct Heads of Departments to monitor the completion of portions, conduct of class tests, revision and remedial classes.
4. The IQAC Coordinator requested the Committee to reconstitute IQAC, due to the ill health of the Coordinator. The Committee proposed the name of Dr Asha Susan Jacob as the new Coordinator of the IQAC and entrusted the Principal to seek her consent.

The meeting ended at 12.45 with vote of thanks by Dr George K. Alex.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C. Zachariah  
Principal-in-charge



## Action taken Report of the IQAC Meeting held on 25.01.2018

1. Dr A. P. J. Abdul Kalam Memorial Invited Lecture was organised on 13 March 2018.
2. On 14 February 2018, All Kerala Intercollegiate Fest “ESPERENZA 2K18” was organised. Dr Muse Mary George, Writer and Associate Professor, UC College, Aluva inaugurated the fest.
3. On 5 March 2018, College Day “CRESCENTO 2K18” was organised. Suhaid Kukku (famous participant of D4 Dance, Mazhavil Manorama) inaugurated the event, which was followed by a live dance performance by his K-Squad.
4. Students participated in the Mahatma Gandhi University Union Kalolsavam “ASHAANTHAM – 2018” held at Maharajas College, Ernakulam.
5. The Principal reported that the HoDs have confirmed the systematic progression of curriculum delivery. Extra classes will be arranged to fill any gap. Internal tests, revision and remedial have been arranged to support the learning process. Weak students are supported with additional notes.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C Zachariah  
Principal-in-charge



**St. Thomas College, Kozhencherry**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Minutes of the IQAC Meeting held on 16.03.2018**

**Date:** 16 March 2018

**Venue:** Principal's Chamber

**Time:** 2.30 p.m.

A meeting of the IQAC was convened at 2.30 p.m. in the Principal's Chamber. Prof. K. C. Zachariah, Principal-in-charge, presided over the meeting.

**Agenda of the Meeting**

1. Reporting of IQAC activities
2. Curriculum delivery
3. Reconstitution of IQAC

**Members present**

Prof. K.C. Zachariah

Dr. George K. Alex

Dr. Saramma Varghese

Suresh George Mathew

Dr. Jassy Thomas

Dr. Jaya Jacob M

Thomas Mathew

Dr. Roy George K.

Chinnu Mariam Chacko

Abin John

Dr. Leena Abraham

Shinu Koshy

Dr. Jhyothis T.

Dr. Lathakumary P.C.

Febu George Mathai K.

Shaju K. John

Sri. Benny Puthenparampil

Dr. Mathew P. John

Dr. Sindhu R.S

Ajith Thomas

C.T. Thomas

Tintu Elsa Skariah

Tissonmon P. Yesudas

**Discussion and Decisions**

1. The IQAC Coordinator reported the following programmes organised since the last meeting:

- On 5 March 2018, College Day “CRESCENTO 2K18” was organised. Suhaid Kukku (famous participant of D4 Dance, Mazhavil Manorama) inaugurated the event, which was followed by a live dance performance by his K-Squad.
- On 14 February 2018, All Kerala Intercollegiate Fest “ESPERENZA 2K18” was organised. Dr Muse Mary George, Writer and Associate Professor, UC College, Aluva inaugurated the fest.
- From 9–13 March 2018, Mahatma Gandhi University Union Kalolsavam “ASHAANTHAM – 2018” was held at Maharajas College, Ernakulam. A number of our students participated in the event.
- Evaluation of online teachers’ workbook submission was done by the IQAC
- National Pollution Control Day was celebrated by the Dept. of Chemistry.
- Metanoia –Induction Programme was conducted by the Dept. of Chemistry.

The Committee evaluated and appreciated the programmes conducted by the Departments and forums from January-March 2018.

2. The meeting discussed the completion of portions by the stipulated time.

The meeting decided to direct Heads of Departments and the teachers to ensure that the allotted portions for each teacher are completed on time. Any lacuna need to be filled by extra classes. Appropriate means are to be adopted to prepare the students for their University examinations.

3. The Principal reported that Dr Asha Susan Jacob has given her consent to serve as the IQAC Coordinator in the place of Dr George K. Alex.


Decided to:

- Entrust the Principal and the new Coordinator to reconstitute the IQAC, if required.
- Request Departments to prepare action plan for 2018-19 in advance.

The meeting ended at 4.00 p.m.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C Zachariah  
Principal-in-charge



## Action taken Report of the IQAC Meeting held on 16.03.2018

- Dr Asha Susan Jacob, Associate Professor & Head of the Department of English, has been appointed as the new IQAC Coordinator.
- The Principal and the new Coordinator discussed on the reconstitution of the IQAC.



Dr George K. Alex  
IQAC Coordinator



Prof. K.C Zachariah  
Principal-in-charge

