

Minutes of IQAC Meeting 1 (2022-2023)

Date: 20 September 2022

Time: 3:00 p.m.

Venue: Physics Seminar Hall

Agenda:

1. IIQA Submission
2. SSR Drafting
3. Academic Auditing
4. Other Relevant Matters

Members Present:

1. Dr George K Alex
2. Dr Tom Thomas
3. Ligin P Mathew
4. Dr. Jijoy P Mathew
5. Dr Dickson D Babu
6. Dr Asha Susan Jacob
7. Dr Jinsu Varghese
8. Vaishnavi Venugopal
9. Dr Leena Abraham
10. Dr Libus Jacob Abraham
11. Febu George Mathai Kurichiyath
12. Ribin Thomas
13. Shaju K John
14. John Titus
15. Philip Mammen
16. Shaji Mathew
17. Prof. Alexander K Samuel
18. Abin Thomas Kaithavana
19. Ajith Thomas
20. Abin John
21. Dr Roy George K.
22. Nisha Suzanne Jacob

IIQA Submission

The committee decided to submit IIQA on or before 31 December 2022.

SSR Drafting

The committee decided to start SSR drafting as early as possible.

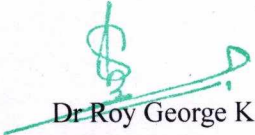
Academic Auditing

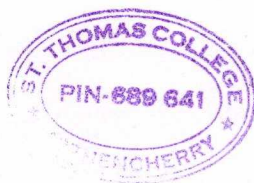
It was decided that an academic audit should be conducted under the leadership of Prof. Alexander K. Samuel and Dr. Icey K John.




Other Relevant Matters

The committee proposed to take the necessary steps to start industry-campus linkage projects, including job-oriented courses like food technology.



Dr Roy George K.
Principal-in-charge





Dr George K Alex
Coordinator, IQAC

Action Taken Report of IQAC Meeting 1 -2022-23

- Work commenced for the progression of the IIQA prior to its submission
- SSR drafting commenced with collection of data and supporting documents
- Academic and Administrative audits conducted from 1-9 December 2022


Dr Roy George K.
Principal-in-charge




Dr George K Alex
Coordinator, IQAC

Minutes of IQAC Meeting 2 (2022-2023)

Date: 15 February 2023

Time: 2:30 p.m.

Venue: Principal's Chamber

Agenda:

1. NAAC Accreditation
2. SSR Submission
3. Other Relevant Matters

Members Present:

1. Dr George K Alex
2. Thomas Mathew
3. Job Liyo
4. Abraham Mathew
5. Chinnu Mariam Chacko
6. Dr. Anju V. Jalaj
7. Dr. Saramma Varghese
8. Arjun John
9. Dr. Arthur Varghese
10. Dr. Jijoy P Mathew
11. Ligi George
12. Ribin Thomas
13. Dr Jinsu Varghese
14. Preethi Elsi Thomas
15. Ann Susa Thomas
16. Dr. Leena K Cherian
17. Tania Thomas
18. Dr R.S. Sindhu
19. Dr Roy George K.
20. Shinu Koshy
21. Febu George Mathai Kurichiyath
22. Dr. Tom Thomas
23. Dr Dickson D Babu
24. Ligin P Mathew
25. Dr Arthur Varghese
26. Abin John
27. Dr Martiz Kurian
28. Ligi George

NAAC Accreditation

IQAC coordinator reported that an amount of Rs 59000.00 was paid against NAAC on 07/02/2023 as assessment fees with transaction reference no. YHMP1721972063



SSR Submission

IQAC coordinator reported the following:

Queries regarding data verification not yet received

Student satisfaction survey started on 10/02/2023



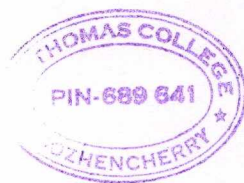
Dr Roy George K.

Principal-in-charge



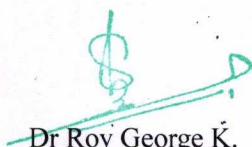
Dr George K Alex

Coordinator, IQAC



Action Taken Report of IQAC Meeting 2 -2022-23

- SSR submitted on 10/02/2023
- Academic and administrative audit conducted and reports handed over to the Principal for further action
- A committee was constituted for industry-campus linkage under the convenorship of Dr. Praveen S.S., HoD in charge, Dept. of Physics



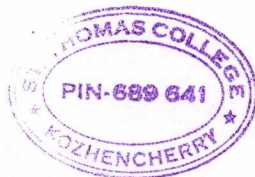
Dr Roy George K.

Principal-in-charge



Dr George K Alex

Coordinator, IQAC



Minutes of IQAC Meeting 3 (2022-2023)

Date: 22 March 2023

Time: 10:00 a.m.

Venue: Dr Juhanon Mar Thoma Hall

Agenda:

1. NAAC Visit
2. DVV Verification
3. Other Relevant Matters

Members Present:

1. Dr George K Alex
2. Dr. Mini Varghese
3. Teena Anu Thomas
4. Dr Varghese Panicker
5. Dr Philip Varghese
6. Siby John
7. Dr Leena K Cherian
8. Abraham Mathew
9. Dr Asha Susan Jacob
10. Ajith Thomas
11. Ribin Thomas
12. Parvathy Unnikrishnan
13. Ann Susa Thomas
14. Thomas Mathew
15. Preethi Elsi Thomas
16. Dr Jinsu Varghese
17. Chinnu Mariam Chacko
18. Dr Saramm Varghese
19. Dr Jaison Jose
20. Dr Prathibha Vasudevan
21. Dr Leena Abraham
22. Dr Anju V Jalaj
23. Dr Icy K John
24. Prof. Alexander K Samuel
25. Dr R S Sindhu
26. Dr Koshy George
27. Lisa Rachel Saji
28. Shinu Koshy
29. Dr Tom Thomas
30. Ligin P Mathew
31. Dr Cimi A Daniel
32. Job Liyo
33. Arun John



The Principal, Dr. Roy George K. presided over the meeting.


NAAC Visit

IQAC coordinator informed that before the NAAC visit, the external expert team of the institution would visit each department to verify their needs and preparations for the NAAC visit in April 2023.

DVV Verification

NAAC found 33 deviations at the Metric Level and stipulated submitting clarifications within 15 days. IQAC team started work to rectify the issues concerned with each criterion.

The committee decided to complete the accreditation process as early as possible.



Dr Roy George K.

Principal-in-charge



Dr George K Alex

Coordinator, IQAC

Action Taken Report of IQAC Meeting 3 -2022-23

- Corrections and clarifications were made on the basis of DVV and SSR was submitted
- SSR was approved by NAAC and tentative dates for the visit were requested to be given by the institution
- Preparations were made for the External Expert Team visit to the institution



Dr Roy George K.

Principal-in-charge



Dr George K Alex

Coordinator, IQAC

Minutes of IQAC Meeting 4 (2022-2023)

Date: 31 March 2023

Time: 2:00 p.m.

Venue: Dr Juhanon Mar Thoma Hall

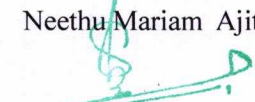
Agenda:


1. Preparations for NAAC Visit
2. Formation of various committees

A meeting of the IQAC was held on 31/03/2023 at 2:00 pm in Dr Juhanon Mar Thoma Hall. Dr Abraham Mar Paulos, the Manager of the College attended the meeting, which was presided over by the Principal, Dr Roy George K. IQAC members and all Heads of the departments participated in the meeting. Dr George K Alex, the IQAC coordinator briefed the activities of the IQAC during the academic year 2022-23. It was reported that the pre-qualification round of the fourth cycle of accreditation was successfully completed on 27 March. The meeting approved the payments for the accreditation and proposed three priority dates for the NAAC visit in the May 2023. The meeting unanimously approved May 18-19, 11-12 and 16-17 for the field visit of the NAAC Peer Team.

Decisions Taken:

- The meeting proposed the following names to organise cultural programmes during the occasion of the NAAC visit, Dr. Sindhu R.S. (Convenor), Dr Lathakumari P. C.(Member), MrFebu George Mathai Kurichiyath (Member), Bettymol Elizabeth Thampi (Member), Dr Sudheesh K.V.(Member).
- The meeting nominated the following names to the reception committee: Mrs. Jyothi Sara John, Dr Saramma Varghese, Ms Siby John, Ms Susan George, MrJeethu Rachel, Ms Tania Thomas, Dr Sheeba Anu Jacob, Mr Shaju K John, Mr Laby Cherian
- The meeting constituted a transportation committee with the following teachers as members: Mr Suresh Mathew George, Mr Justin Thomas Philip, Dr Tom Thomas, Mr Anup George Varghese
- The committee proposed the names of Dr Lini K Mathew, Ms Emilda George and Dr Ninu Thomas to the campus beautification committee
- A student coordination committee was also constituted with the following members: MrLibus Jacob Abraham, Mr Thomas Mathew, Mr Ligin P Mathew, Ms Chinnu Mariam Chacko, Ms Neethu Mariam Ajith, Mr Arun John


Dr Roy George K.
Principal-in-charge


Dr George K Alex
Coordinator, IQAC



Action Taken Report

- Dates suggested at the meeting, May 18-19, 11-12 and 16-17, 2023 were informed to NAAC
- Committees constituted in connection with NAAC visit were directed to commence preparations



Dr Roy George K.

Principal-in-charge



Dr George K Alex

Coordinator, IQAC



Minutes of IQAC Meeting 5 (2022-2023)

Date: 29 May 2023

Time: 10.00 a.m.

Venue: Dr Juhanon Mar Thoma Hall

Agenda:

1. Review and analysis of the Minutes of the previous IQAC Meeting
2. Progress update on the implementation of the recommendations made in the previous meeting
3. Presentation and discussion on the latest developments in quality assurance practices
4. Assessment of academic programmed and curriculum review
5. Planning for upcoming accreditation process and compliance requirements
6. Any other matters of significance related to quality enhancement

Members Present:

1. Dr Roy George K
2. Dr George K Alex
3. Philip Mammen
4. Dr Tom Thomas
5. Dr Leena Abraham
6. Dr Libus Jacob Abraham
7. Ann Susa Thomas
8. Suresh Mathew George
9. Thomas Mathew
10. Dr Saramma Varghese
11. Chinnu Mariam Chacko

Proceedings

A. Approval of Minutes of previous meeting

The Chair called the meeting to order and requested the members to review the Minutes of the previous IQAC meeting held on 31st March 2023. The Minutes were unanimously approved without any revision.

B. Discussion on the implementation of quality assurance measures

The Chair initiated a discussion on implementing quality assurance measures within the college during the last month. The members shared their views and experiences regarding the existing practices and suggested improvements to strictly mark the attendance of students. It was proposed to strengthen the attendance marking system.

The meeting proposed to reinstate the Teacher's Workbook from the beginning of the academic year.



Dr Libus Jacob Abraham briefed the committee about conduct of student coordination meetings. The following dates in June were proposed to organise student coordination meetings for the different units/ batches of students of the college:

23/06/23- NSS/NCC one day programme

06/06/2023- B.A. Economics, B.A. History, B.A. Malayalam, B.A. Hindi

07/06/2023- PG I and PGII

08/06/2023- B.Sc Chemistry, B.Sc Physics, B.Sc Botany, B.Sc. Zoology, B.Sc. Mathematics, and B.Sc. Computer Science

09/06/2023- All B.Com batches and BBA

IQAC Coordinator briefed the members about the preparations in connection with the NAAC Peer team visit. It was informed that the visit would be held on 13 and 14 June 2023.

The committee thanked Dr. Roy George K. Dr Leena Abraham and Mr Philip Mammen offered words of felicitation to the retiring Principal.



Dr Roy George K.
Principal-in-charge



Dr George K Alex
Coordinator, IQAC



Action Taken Report

Healing Garden completed and inauguration scheduled for 31 May 2023.

Butterfly garden refurbished with new design and new plants.

Renovation of Board Room completed and opening scheduled for 31 May 2023.

Furnishing of IQAC Seminar Hall completed and opening scheduled for 31 May 2023

Adjournment

The Chair concluded the meeting by thanking all the members for their active participation and contributions. The meeting was adjourned at 12:15 pm.



Dr George K. Alex
Coordinator, IQAC



Dr Roy George K
Principal