

ISAC.

Minutes of IQAC meeting held on
06-06-2019

Agenda:

- 1) Discussion on strategic plan for the Institution.
- 2) Activities for the new academic year.
- 3) Orientation programme for the freshers.
- 4) Orientation programme for the teaching and non-teaching staff.
- 5) Financial support to cells and clubs to organise events from the management.
- 6) Attendance monitoring.
- 7) Conducting value added course.

- 8) Organizing mentor mentee programme
- 9) Orientation programme to Q.TA.
- 10) Extension activities with social orientation
- 11) Any other matter
- 12) Discussion on the activities going to undertake by HOPE

Members Present: Dr. K. S. Viswanath (Principal) ✓

Boigy Antony (Chairperson) B

Shiny L. V. (IQAC member) S

Sowmya P. S. (IQAC member) S

Mary Deano Paul C. (Co-ordinator) M

Sheela V. Jose (Senior clerk) S

Renuka A. K. (Head of criteria) R

Sowmya V. S. (IQAC member) S

Minutes/Resolution:

→ Made an analysis of the performance of the college, based on the criteria. According to this we decided to conduct the programmes to overcome the limitations.

IQAC recommended all the clubs and cells to set activities to achieve the targeted strategic plan for the year.

→ It is decided to conduct a curriculum committee meeting twice in a year.

→ An orientation programme for the coming batch students which will be commenced on July 1.

- Should be arranged, consisting of motivational and orientation talks, initiation to the institution and introduction of various facilities and support system in the college.
- Given charge to co-ordinator to mention the orientation programmes for the teaching and non-teaching staff that the college is going to do in the coming year.
 - To organize events, it is decided to give a small amount to each club and cells from the part of the management.

- Hope co-ordinator presented the activities planning to conduct in the coming months.
- It was suggested that parents be intimated about the absence of students in the college.
- Curriculum committee mentioned to conduct value added courses and certificate programme for the students of the institution.
- Decided to continue the existing mentor mentee process by maintaining relevant registers and documents.
- As BEd programme is different from other course committee decided to give an orientation to G.T.A.
- IQAC co-ordinator presented

the ways on extending the college to the society in terms of social welfare.

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Minutes of IBAC meeting held on
4 - 12 - 2019

Agenda:

- 1) Feedback on syllabus
- 2) Maintenance of CCTV
- 3) Upgradation of e-governance in college.
- 4) Staff Appraisal
- 5) Placement Cell
- 6) Mission and vision
- 7) Alumni Meet
- 8) Hostel for girls and boys.
- 9) Quotation for canteen contract.
- 10) Intercollegiate competitions
- 11) Any other matter
- 12) Strategic plan

Members Present: Dr. K. Viswanathan (Principal) ✓
 Bigy Antony (Chairperson) ✓
 Sowmya PS (IQAC member) ✓
 Flay Drame Paul - C. (IQAC member) ^{Co-ordinator} ✓
 Sowmya V. E. (IQAC member) ✓
 Renuka A. K. (IQAC member) ✓
 Sheela V. Jose (Clerk) ✓

Minutes / Resolutions

Reviewed the minutes of previous IQAC meeting.

- Decided to take feedback on syllabus from students after each semester.

- Entrusted the office superintendent to check the present condition of CCTV and also asked to report the number of additional cameras needed.
- It was decided to further enhance e-governance of various functions and activities of the college to improve the performance and efficacy.
- IQAC assigned staff secretary to collect self appraisal from staff and handover it to Principal.
- It was decided to recommend the placement cell to intensify

placement counselling activities
to ensure more placements.

- Mission and vision should be framed for setting quality benchmarks. So it is decided to review the vision and mission of our college.
- Entrusted optional teachers to strengthen the involvement of alumni members in curricular and infrastructural development of the institution.
- As college doesn't have hostel DRC decided to put forward a request before management to give attention to this matter.

→ DRC also decided to bring attention of management for a new career. Also suggested a last date for calling a quotation for career contract.

- DRC recommended to send the students to participate in intercollegiate competitions for their skill enhancement. Also gave charges to the concern teachers to ensure their attendance in the events.



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Minutes of ISRAE meeting held on
1-6-2020
(online)

Agenda:

1. Online classes.
2. Mentor Mentee Programme
3. Feedback of online classes from
parents.
4. Online events.
5. Covid awareness programme.
6. Covid case kit by Covid
fund.

Members Present: Fr. Varghese Kakkamangal (Principal) (Chairperson)
Bigy Antony (ISRAE member)
Sowmya K.S. (ISRAE member)
Lacy Dianne Paul (ISRAE coordinator)
Sheeja V. Jose (Clerk) Shreya

Minutes Resolution

- Decided that the institution has to adapt online-teaching learning methodologies in view of possible lockdown in future.
- It was noted that mentor-mentee could not be done to the students as in the previous years. Since students were not

coming to the college. due to pandemic. However it was suggested to conduct it in online as far as possible.

- Decided to collect the feedback of online classes from parents in every weekend through google-meet.
- The meeting assessed the challenges to organize events in the context of pandemic. Therefore it was decided to organize all possible events in online mode.
- IQAC recommended an awareness programmes on Covid and to spread the concept in social

media

- IQAC suggested the need to help the needy in the pandemic situation. Decided to raise the fund and also contribute the Covid care kit to the organisations.
- Reviewed the previous IQAC meeting




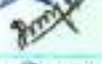



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Minutes of IQAC meeting held on.
21 - 10 - 2020
(online)

Agenda:

- 1) Online via Induction Programme.
- 2) Conduct events through online.
- 3) Orientation programme for G.T.A.
- 4) Online classes for new batch.
- 5) Time table preparation.
- 6) Mentor Mentor Programme.
- 7) Feedback of online classes from parents.
- 8) Attendance monitoring.
- 9) Orientation for non-teaching staff.
- 10) Faculty development programmes.
- 11) Energy Conservation Activities.

Members Present: Fr. Varghese Kakkarey (Chairperson) 
 George Antony (Chairperson) 
 Shiny R.V (IQAC member) 
 Sowmya P.S (IQAC member) 
 Mary Dammulal (IQAC coordinator) 
 Sowmya V.S (IQAC member) 
 Renuka A.K. (IQAC member) 

Minutes / Resolution

- As the pandemic situation continues it is difficult to conduct Induction Programme in campus. So coordinator is assigned to arrange programme through online.
- It is decided to continue the events via online. IQAC decided to provide all technical support to organize

Events

- An online orientation programme for G.P.A. is also decided to make them aware about the course.
- As per the university rule it is decided to conduct the classes online.
- Alloted staff secretary to modify the existing timetable as new batch commence classes in the next month.
- As decided in the previous meeting mentor mentee programme will continue in online.

- T.B.A.C suggested to collect the feedback from the parents in every weekend to overcome the issues of online classes.
- It is decided to make sure that everyone is going to the online classes in time. Also asked to send the attendance sheet to the Principal immediately after the class.
- Principal ^(in charge) stressed the importance of attending the orientation programmes for non-teaching staff and assured to make alternate arrangements for the smooth functioning in their absence.

- Principal notified teachers to attend ^{on change} faculty development programmes as much as possible.
- Reviewed the previous IQAC meeting

Prin



Minutes of IQAC meeting held on
(Online) 2 - 6 - 2021

Agenda:

Website

Installation of Koha and
navigation under

Wifi Upgradation

Organising events

Members Present: Dr. K.M. Rajan (Principal)

Prin

Prin Antony (Chairperson)

Shimiy. L.V. (IQAC member)

Sowmy. P.S. (IQAC member)

Prin Antony

Prin Antony Paul C. (IQAC coordinator)

Shreeji V. Jose. (Senior Clerk)

Renuka. A.K. (IQAC member)

Sowmy. V.S. (IQAC member)

Prin Antony

Renuka

Minutes | Resolution

- ICAE recommended to have a website and youtube channel for the institution. For this ICAE assigned two associate Professors - Kumbha Ak and Majji PS.
- ICAE suggested a navigation centre and installation of KOTHA in the library to make the students user friendly.
- Even though it is a pandemic period ICAE put forward a suggestion to upgrade the wifi to improve the performance and efficacy of our administrative section.
- It is decided to continue the

events in online.

- Reviewed the previous meeting of ICAE

Shree



Minutes of the IQAC meeting held on
13 - 10 - 2021

Agenda.

Induction Programme

Orientation classes to G.T.A

YIP programme.

Intercollegiate Competition

Value added course.

FDP programmes.

Financial support to the activities.

Mentor Mentee Programmes.

Discussion on extension activities with social orientation.

Attendance monitoring

Activities for the coming year.

Any other matter:

Members Present: Fr. Dr. K.M. Rajan (Principal)

Prigy Antony (Chairperson)

Sowmya.P.S (IQAC member)

Shirley.C.V (IQAC member)

Flay Dhanubal R (IQAC coordinator)

Sowmya.V.S (IQAC member)

Renuka.A.K. (IQAC member)

Shreeja.V. Jose (Senior clerk)

Minutes / Resolution:

- Given charges to the teachers to arrange an induction programme for 5 days as per the guidelines
- An orientation programme should be arranged for GTA to know more about the B.Ed programme, charge given to staff
- Assigned senior teachers to go through the VIP programme and asked to give proper guidance to the students to join and to work on it.
- As per the request from club secretaries it is decided to

Conduct Intercollegiate competition in the institution itself

- Principal asked to add more relevant value added courses and to publish the details in notice board.
- It is decided that each staff should participate minimum 5 FDP in an year.
- It is decided to make sure that all students are using the biometric properly. Assigned optional teachers to verify the same.
- Discussed and decided to organise co-curricular and extra-curricular

activities as per the semester plan.

- Fixed amount is allotted to each club and cells for the activities as financial support from the management.
- It was recommended that the internal and semester marks may be attached to the student registers.
- The meeting gave a suggestion to invite proposals from Institution for sharing and extending to the Society - library and infrastructural facilities of college.

- Faculty members have been assigned to look after various developmental activities in the campus.
- Reviewed the previous D&AC meeting

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Minutes of IQAC meeting held on
23 - 2 - 2022.

Agenda:

- Expert classes to students
- VIP programme.
- Social Activities
- Alumni Meet
- Any other relevant information

Members Present: Dr. Anitha. K. D (Principal)

Sowmya P.S. (IQAC member)

Shriny. L.V. (IQAC member)

Gayathri Paul (IQAC Co-ordinator)

Sowmya V.S. (IQAC member)

Renuka. A. K. (IQAC member)

Sheeja. V. Jose. (Senior Clerk)

Dr.

Shriny

Gayathri

Dr.

Renuka

Sheeja

Minutes/Resolution

- It is decided to give expert classes to students based on recent policies
- IQAC asked to submit a report on VIP programme and also reminded exchange teachers to give the support to the students wherever necessary.
- Reviewed the curricular and co-curricular activities of the institution from the concerned teachers and also discussed on the activities done for the social welfare.
- The meeting advised to

Strengthen the alumni engagement in curricular, co-curricular and infrastructure improvement of the institution.

→ Reviewed the action previous meeting of IQAC

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Minutes of IQAC meeting held on
10-8-2022

Agenda:

Induction Programme.

Orientation programme for G.T.A.

NAAC orientation programme.

Library Renovation.

Activities with social orientation

Value added course.

Mentor Mentee Programme.

Members Present:

Pooja Antony (Chairperson)

Sowmya.P.S (IQAC member)

Blacy Brantaul.C. (IQAC coordinator)

Sheeja.V. Jose (Senior Clerk)

Shiny.C.V (IQAC member)

Sumeja.V.S (IQAC member)

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Minutes / Resolutions

- It is decided to arrange the activities for induction programme as per the guidelines
- IQAC decided to give orientation programme to Q.P.A in the initial week after the commencement of semester I.
- Decided to visit the NAAC accredited colleges by a team led by IQAC.
- Assigned teachers to attend NAAC based orientation programme.
- To make more user friendly IQAC decided to bring an expert

Librarian for library renovation

- It is decided to organise more programmes with social commitment. It was suggested that a meeting should be arranged with the student representatives to discuss on what all programmes to be conducted. The clubs had been asked to chalkout plans to strengthen the extension activities with social outlook.
- IQAC assigned the incharge teacher to check whether the resources are available in the college for value added courses.

if not being attention to the
Principal
→ Reviewed the previous meeting of
IQAC

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Minutes of IQAC meeting held on
9 - 2 - 2023

Agenda:

- Website
- Infrastructure
- Research culture among students
- Activities
- Paper Presentation
- Edited chapters / book to publish
- Strategic Plan

Members Present: Dr. Anitha. K. (Principal)

Bagy Antony (Chairperson)

Govinjo. P. S. (IQAC member)

Shirley. C. V. (IQAC member)

Lucy Draine Paul C. (IQAC co-ordinator)

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Soumya V.S (IQAC member) ~~Imp~~
 Revathi A.K (IQAC member) ~~Revathi~~
 Sheela V. Jose (Senior clerk) ~~Sheela~~

Minutes / Resolution

Exchange teachers of website
 handover their charge to new
 nominated teachers.

1. Arathi 2. Mayji 3. Soumya V.S.

IQAC asked to bring
 necessary modification to
 the website and to present it
 before the Principal as early.

- Faculty members were asked to check the various developmental activities and to notice the essential requirements which are needed immediately.
- To inculcate research culture among teachers and students
 IQAC suggested to conduct classes on how to prepare thematic/conceptual papers.
- Reviewed the curricular and co-curricular activities of the institution by concerned teachers.
- IQAC recommended all staffs to participate and present the

papers as many. A small amount will be given to the teachers as their registration fee from management.

- IQAC reminded the importance of having edited chapters and published books of their own.
- Reviewed the previous meeting of IQAC
- Energy Conservation activities



Minutes of IQAC meeting held on

22-7-2023

Agenda:

- 1) Induction Programme.
- 2) Organising Seminars / ~~For~~ Conferences
- 3) Collaboration and Home visit
Other Institution.
- 4) Adding new letter to the
College website
- 5) collection of documents of each
activity.
- 6) digitized.
- 7) Participating in activities
supported and funded by
government agencies.

Members Present Dr. Anitha K. D. (Principal)
 Pragy Antony (Chairperson)
 Sowmya P. S. (IQAC member)
 Shiny C. V. (IQAC member)
 Hary Dianne Paul C. (IQAC Coordinator) Hary Dianne
 Sowmya V. S. (IQAC member)
 Renuka A. K. (IQAC member) Renuka
 Sheeja V. Jose (Senior clerk) Sheeja

Minutes / Resolutions

- It is decided to conduct a weeklong student induction programme for the newly admitted student with multiple activities.

- The meeting recommended to conduct an inclusive education based seminar and conference in collaboration with the colleges who sign MoU.
- As per the recommendation of IQAC it was decided to conduct activities in collaboration and linkages with institution of eminence.
- It was observed that the newsletter has not yet been released in the website. IQAC asked in charge teachers to take immediate measures on it.
- It is decided to handover the soft copy of IQAC sponsored activities photos, reports and

publicity materials to the Principal immediately after the event.
 For that a student co-ordinator is also selected for collecting the document.

- To update the current technology IQAC decided to introduce digiboard and an orientation programme to both teachers and students.
- IQAC reminded not to miss the activities which is funded / supported by government agencies.
- Committee decided to conduct self study course like Moodle.

- Principal asked to take the feedback of ^(in charge) teachers and completion of syllabus for the respective course in the current semester.
- Reviewed the previous meeting of IQAC.



Minutes of IQAC meeting held on
13 - 9 - 2023

Agenda:

- 1) Preparation and submission of IQAA and SSR.
- 2) Eco friendly measures.
- 3) Result analysis.
- 4) Energy conservation activities.

Members Present

Dr. Deepa Varghese (Principal) *Deepa Varghese*
 Flay Diane Pauli (IQAC coordinator) *Flay Diane Pauli*
 Bigy Antony (IQAC member) *Bigy Antony*
 Shumy E.V. (IQAC member) *Shumy E.V.*
 Sowmye P.S. (IQAC member) *Sowmye P.S.*
 Renuka. AK (IQAC member) *Renuka. AK*

Sowmye V.S. (IQAC member) *Sowmye V.S.*
 Sheeja V. Jose (Senior clerk) *Sheeja V. Jose*

Minutes/Resolution:

- Principal discussed with the IQAC members on the completion of IQAA and to collect the necessary documents.
- All criterion reports were heard and verified. Also verified the supporting documents submitted.
- Detailed discussion held on each component and further suggestions given by the Principal.
- All documents that could be essential

- for the SSR was limited listed.
- Principal also discussed about the results of the previous years. Appreciated for the good results.
 - IQAC suggested to take more eco friendly measures. Assigned Subin James Asst Prof to study about this and to submit a report on the same.
 - Reviewed the previous meeting of IQAC.