

Minutes of IQAC Meeting

Date: 17/08/2017.

Venue: IQAC Room.

Time: 3:30 pm.

Agenda:


1. General discussions on future plans, based on the revised guidelines out NAAC.

Members Present:

1. Dr. Saleena N J
2. Fr. Joby Jacob
3. Dr. Mini Joseph
4. Dr. Denny Philip
5. Dr Rejeesh C John
6. Dr. Anpin Raja R D
7. Dr. Joshy Joseph
8. Vineesh Sebastian
9. Dr. Manjusha Mathew
10. Sr. Sujamol Joseph
11. Dr. Rency Kurian
12. Camillo Joseph
13. Dr. Deepamol Mathew
14. Deepu Joseph
15. Dr. Sr. Celin Mathew
16. Dr. Nygil Thomas
17. Dr. Sr. Sonia Philomina VA
18. Manu K M
19. T J James

Minutes:

1. Decided to conduct an orientation programme for 1st semester students under the joint auspices of Home Science Department and IQAC.
2. It is decided to prepare the student progression report of each batch, from 2014-2017 batch onwards. For this separate register books will be provided to each department; and a soft copy format will also be provided.
3. Each department should formulate and design extension activities for the next five years and the matter may be communicated to IQAC.
4. It is the duty of the department coordinators to keep an up-to-date file regarding all the departmental activities. The programme charts, brochures, photographs, videos, etc. of such programmes should also be kept intact. A report of the departmental activities will be collected by the IQAC at the end of each month.
5. The PRO of the college should maintain proper reports and records of all common programmes being conducted by the college. The college website monitoring body should



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be well informed about such programmes. The PRO should hand over a report of such activities at the end of each month.

6. Decided to conduct entry level tests to 1st semester students. Peer groups and buddy groups may be formed, based on the entry level tests. The results of the entry level tests along with copies of the question papers should be handed over to IQAC. All HODs should ensure that regular gathering of such groups are being conducted. The Principal may entrust a teacher-in-charge to monitor the activities of the groups.
7. Mrs Sujamariamma Joshua has been assigned the duty of conducting and Coordinating Socio-Economic survey for the year 2017-18. Copy of the Survey results may be given to the concerned Departments and IQAC.
8. It is proposed to strengthen inter departmental collaboration in various activities, including teaching learning and evaluation process.
9. The final results of 2014-17 under graduate programme and that of 2015-17 Post graduate programme may be collected from the concerned departments for uploading in the website.
10. Decided to purchase a computer hard disc to backup all previous and current NAAC data. Also decided to collect all files and documents from previous IQAC.


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Minutes of IQAC Meeting

Date: 18/08/2017.

Venue: IQAC office

Time: 1:30 pm

Agenda:


1. Follow up of suggestions made in the previous meeting held on 17/08/2017
2. Entry level tests- formulation of criteria
3. Discussion on revised NAAC criteria.

Minutes:-

1. Decided to conduct life skill training for students. A pool of resource persons will be prepared for the same
2. Entry level tests may be completed by the end of September 2017. Each department should prepare separate question papers for the tests. A series of tests, relating to core subject, complementary subjects, General English, General knowledge, Reasoning, Aptitude etc. should be conducted by each department. Free hours may be effectively utilized for the conduct of entry level test series.
3. Socio-Economic survey will be completed by the end of 1st semester.
4. Each department should submit a detailed report on result analysis on or before 31/08/2017.

Members Present:

1. Rejeesh C John
2. Mini Joseph
3. Manjusha Mathew
4. Deepu Joseph
5. Denny Philip.


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Minutes of IQAC Meeting

Date: 29/09/2017.

Venue: IQAC Room.

Time: 3:30 pm.

Agenda:

1. Conducting a seminar for the teachers.
2. Any other matter.

Members Present:

1. Dr. Saleena M.J
2. Dr. Mini Joseph
3. Fr. Jobi Jacob
4. Dr. Jimily C Jacob
5. Dr. Manjusha Mathew
6. Dr. Rejeesh C John
7. Dr. Denny Philip
8. Dr. Deepu Joseph

Minutes:

1. Decided to send a request to the NAAC to rectify the erroneous statements furnished in the NAAC report.
2. Decided to direct the previous NAAC steering committee to hand over all the relevant NAAC files and to settle the accounts at the earliest.
3. Decided to organize a Seminar for the teachers on the topic "Innovations in higher education".



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Minutes of IQAC Meeting

Date: 10/10/2017.

Venue: IQAC Room

Time: 3:30 pm

Agenda:


1. Conducting entry level test to IDC students.
2. Conducting socio-economic survey.
3. Finalizing the format for student progression report.
4. Organizing a demonstration programme for result analysis software.
5. Any other matter.

Members Present:

1. Dr. Saleena N J
2. Dr. Mini Joseph
3. Dr Denny Philip
4. Dr. Rejeesh C John
5. Dr. Anpin Raja
6. Deepu Joseph.
7. Sr. Sujamol Joseph.
8. Dr. Rency Kurian.
9. Dr. Deepamol Mathew.
10. Sr. Sonia Philomina V A
11. Camillo Joseph
12. Dr. Nygil Thomas
13. Dr. Joshy Joseph
14. Suja Maria Joshua
15. Manu K M
16. Dr. Sr. Celin Mathew

Minutes:-

1. Decided to conduct entry level test to IDC students in two phases. The first phase will be conducted on 19/10/2017; and should include questions from core and complementary subjects. The second phase will be a common test, to be conducted on 24/10/2017, that include questions form, English, GK, Current affairs etc.
2. Dr. Rejeesh C John, Deepu Joseph and Dr. Anpin Raja are assigned the duty of conducting the common test.
3. Decided to conduct online Socio-economic survey for the 1st Dc students. The format will be prepared by Sri Manu K M of Economies department in consultation with IQAC. Respective Tutors will be in charge of conducting the survey.
4. Sri. Deepu Joseph is entrusted to prepare the format for student progression report.
5. Decided to conduct a demonstration of result analysis software by Sri. Manu K M on 17/10/2017.
6. Budget proposals for the year 2017-18 should be submitted by the departments on or before 30/10/2017.


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Minutes of IQAC Meeting

Date: 10/11/2017.

Venue: IQAC Room

Time: 11.00 am

Agenda:


1. Collection of various reports from departments.
2. Conducting a student satisfaction survey.
3. Any other matters

Members Present:

1. Dr. Saleena N J
2. Dr. Mini Joseph
3. Dr. Denny Philip V
4. Fr. Joby Jocab
5. Dr. Rejeesh C John

Minutes:

1. Decided to collect monthly reports form all departments regarding their activities.
2. Decided to conduct semester wise student satisfaction survey about various facilities and Services provided by the college.
3. Decided to design and prepare a 'certificate of appreciation'.
4. Decided to print a receipt book for IQAC with college emblem and serial number.


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Action Taken Report

Meeting Date: 17/08/2017

Agenda:

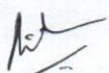
1. General discussions on future plans, based on the revised guidelines out NAAC.

Minutes:

1. Decided to conduct an orientation programme for 1st semester students under the joint auspices of Home Science Department and IQAC.
2. It is decided to prepare the student progression report of each batch, from 2014-2017 batch onwards. For this separate register books will be provided to each department; and a soft copy format will also be provided.
3. Each department should formulate and design extension activities for the next five years and the matter may be communicated to IQAC.
4. It is the duty of the department coordinators to keep an up-to-date file regarding all the departmental activities. The programme charts, brochures, photographs, videos, etc. of such programmes should also be kept intact. A report of the departmental activities will be collected by the IQAC at the end of each month.
5. The PRO of the collage should maintain proper reports and records of all common programmes being conducted by the college. The collage website monitoring body should be well informed about such programmes. The PRO should hand over a report of such activities at the end of each month.
6. Decided to conduct entry level tests to 1st semester students. Peer groups and buddy groups may be formed, based on the entry level tests. The results of the entry level tests along with copies of the question papers should be handed over to IQAC. All HODs should ensure that regular gathering of such groups are being conducted. The Principal may entrust a teacher-in-charge to monitor the activities of the groups.
7. Mrs Sujamariyamma Joshua has been assigned the duty of conducting and Coordinating Socio-Economic survey for the year 2017-18. Copy of the Survey results may be given to the concerned Departments and IQAC.
8. It is proposed to strengthen inter departmental collaboration in various activities, including teaching learning and evaluation process.
9. The final results of 2014-17 under graduate programme and that of 2015-17 Post graduate programmes may be collected from the concerned departments for uploading in the website.
10. Decided to purchase a computer hard disc to backup all previous and current NAAC data. Also decided to collect all files and documents from previous IQAC.

Action Taken Report:

1. Conducted an orientation programme for first semester students on 15/09/2017.
2. The IQAC reviewed Department level activities including file preparation, progress report and extension activities physically.
3. The PRO is entrusted the duty of overseeing and monitoring of college level activities brought out through different media including website.
4. Entry level test is conducted on 19/10/2017 and 24/10/2017.
5. The socio-economic survey of newly enrolled is completed under the supervision of Dr. Sujamariyamma Joshua.


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- Documents of previous accreditation of the college is preserved for future use in an extra hard disc backup.



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Action Taken Report

Meeting Date: 18/08/2017

Agenda:


1. Follow up of suggestions made in the previous meeting held on 17/08/2017
2. Entry level tests- formulation of criteria
3. Discussion on revised NAAC criteria.

Minutes:

1. Decided to conduct life skill training for students. A pool of resource persons will be prepared for the same.
2. Entry level tests may be completed by the end of September 2017. Each department should prepare separate question papers for the tests. A series of tests, relating to core subject, complementary subjects, General English, General knowledge, Reasoning, Aptitude etc. should be conducted by each department. Free hours may be effectively utilized for the conduct of entry level test series.
3. Socio-Economic survey will be completed by the end of 1st semester.
4. Each department should submit a detailed report on result analysis on or before 31/08/2017.

Action Taken Report:

1. Resource pool for the conduct of skill training for students is constituted and Mr. Deepu Joseph is appointed as the co-ordinator.
2. Entry level test is conducted on 19/10/2017 and 24/10/2017.
3. Socio-economic survey has been completed on 30/10/2017.
4. Department level result analysis for the academic year 2016-17 has been completed by 31/08/2017.


IQAC Co-ordinator




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Action Taken Report

Meeting Date: 20/09/2017

Agenda:


1. Conducting a seminar for the teachers.
2. Any other matter.

Minutes:

1. Decided to send a request to the NAAC to rectify the erroneous statements furnished in the NAAC report.
2. Decided to direct the previous NAAC steering committee to hand over all the relevant NAAC files and to settle the accounts at the earliest.
3. Decided to organize a Seminar for the teachers on the topic "Innovations in higher education".

Action Taken Report:

1. Sent a request to NAAC to rectify the erroneous statements furnished in the NAAC report.
2. The previous NAAC steering committee handed over all relevant documents and accounts for settlements.
3. A seminar on innovation in Higher education has been conducted for the teachers on 09/10/2017.


IQAC co-ordinator




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Action Taken Report

Meeting Date: 10/10/2017

Agenda:


1. Conducting entry level test to IDC students.
2. Conducting socio-economic survey.
3. Finalizing the format for student progression report.
4. Organizing a demonstration programme for result analysis software.
5. Any other matter.

Minutes:

1. Decided to conduct entry level test to IDC students in two phases. The first phase will be conducted on 19/10/2017; and should include questions from core and complementary subjects. The second phase will be a common test, to be conducted on 24/10/2017, that include questions from, English, GK, Current affairs etc.
2. Dr. Rejeesh C John, Deepu Joseph and Dr. Anpin Raja are assigned the duty of conducting the common test.
3. Decided to conduct online Socio-economic survey for the 1st Dc students. The format will be prepared by Sri Manu K M of Economics department in consultation with IQAC. Respective Tutors will be in charge of conducting the survey.
4. Sri. Deepu Joseph is entrusted to prepare the format for student progression report.
5. Decided to conduct a demonstration of result analysis software by Sri. Manu K M on 17/10/2017.
6. Budget proposals for the year 2017-18 should be submitted by the departments on or before 30/10/2017.

Action Taken Report:

1. The Entry level test is conducted in two phases, on 19/10/2017 and 24/10/2017.
2. Online socio-economic survey for 1st DC students is conducted on 30/10/2017.
3. Mr. Manu K M presented the result analysis software on 17/10/2017.
4. All departments submitted the financial requirements by 30/10/2017.


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Action Taken Report

Meeting Date: 10/11/2017

Agenda:

1. Collection of various reports from departments.
2. Conducting a student satisfaction survey.
3. Any other matters

Minutes:

1. Decided to collect monthly reports form all departments regarding their activities.
2. Decided to conduct semester wise student satisfaction survey about various facilities and Services provided by the college.
3. Decided to design and prepare a 'certificate of appreciation'.
4. Decided to print a receipt book for IQAC with college emblem and serial number.

Action Taken Report:

1. Department level monthly reports where submitted by 30/11/ 2017.
2. Conducted a SSS by the end of November 2017.



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