

2019 - 2020

IQAC COMPOSITION

Chairpersons - Dr. Sr. Lizy C.I

IQAC Coordinator - Dr. Sr. Rini Raphael.

Teachers

: Ms. Lakshmi Salim

: Dr. Sr. Kochuthressa K.P

: Dr. Vidya Francis

: Ms. Reena TK

: Ms. Linda P Joseph

: Dr. Seetha Varghese / Ms. Riya Jose

Management Representative: Sr. Florence CMC

Administrative officers: Sr. Laly PP

Sr. Jasmi Jose

Local Society Representative: Mr. A.V. Thomas

Student Representative: Kum. Safa

Alumni Representative: Ms. Meena Peris.

Employer: Mr. Jomy PK

Industrialist: Mr. Wilson Kandamkulathy

Stakeholders: Mr. Thomas Cherian.

06/06/19 Date : 06.06.2019
 Venue : NAAC Room.

Agenda :

Reconstitution of the Action Taken Report of the previous meeting.

Recomposition of IQAC

Teaching Plan Submission.

Submission of Action Plan

Conduct of Bridge Course.

Participation in the Institutional Search the Ranking

Preparatory work of Reaccreditation Process.

Members.

Dr. Sr. Lizy CI

Dr. Sr. Kochuthressa KP

Dr. Vidya Francis

Ms. Reena TK

Ms. Linda P Joseph

Ms. Sathy Varghese.

Sr. Florence

Sr. Laly PP

Sr. Jasmi Jose

Ms. A.V. Thomas

Keem. Safa

Ms. Meena Provis.

Mr. Jomy PL

Mr. Wilson Kandankulathy

Mr. Thomas Cherian

Ms. Lakshmi Salis.

Sr. Rini Raphael.

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Decisions Taken.

- Principal entrusted the duty of IQAC Coordination to Dr. S. Rini Raphael, Assistant Professor, Dept. of Zoology and reconstituted the IQAC Team.
- Action Plan of IQAC for the year 2019-2020 is discussed and finalized.
- Evaluated the Action Taken Report and annual Report of IQAC of the previous year.
- It is decided to inform all the Departments and support Systems to submit their action plans to IQAC on or before June 10th 2019.
- Bridge Course has to be conducted in the departments and its syllabus, workload, and Teaching Plan should be documented.
- Decided to inform all the faculty members to submit teaching Plan to IQAC on or before June 12th 2019.
- Committee decided to submit data for Institutional Swatchtha Ranking - 2019.
- Resolved to organize preparatory work of Assessment. ~~Work~~ very fast.

Rini
Coordinator

Shreshya
Chairperson

Action Taken Report of the Meeting held on 06/06/2019

- Action Plan of Departments and Support Systems approved and returned to departments for implementation.
- All the Departments Conducted bridge Course and Submitted the documents to IQAC
- Teaching Plans were ~~time~~ Submitted Timely at IQAC
- The College participated in Institutional Swatcha Ranking 2019 and submitted the data in the month of July.
- Preparatory works for NAAC Accreditation and assessment is ongoing according to the plans. Data are collecting and compiling by the heads of Criteria.

~~Praveen~~
Coordinator

S. Chitra
Chairperson

01/08/2019 Date : 01/08/2019
 Time : 1.30pm
 Venue : NAAC Room.

- Agenda :-
- Submission of data for NIRF Ranking
 - Organization of NAAC Orientation Programme
 - Introduction of Certificate course
 - Financial mobilization for conducting National Seminars and Workshops.
 - Promotion of Faculty
 - Online Submission of AQAR

Members

Dr. Sr. Lizy CI d. elroy
 Dr. Sr. Kochuphressia KP Shochy
 Ms. Lakshmi Salim J
 Sr. Rini Raphael Kamr
 Dr. Vidya Francis
 Ms. Keena TK
 Ms. Linda P Joseph ~~See~~
 Ms. Seetha Varghese
 Sr. Florence
 Sr. Laly PP Laly PP
 Sr. Jasmi Jose Jasmi
 Mr. A.V Thomas Avt
 Kum. Saja
 Ms. Meena Pous Meena
 Mr. Jomy PL Jomy
 Ms. Wilson Kandamkulathy
 Mr. Thomas Cherian

Decisions

- Committee verified the data for NIRF Ranking and entrusted IAAC coordinator to submit the same before governing Body
- Committee decided to organize a orientation program for faculty Members.
- It is decided to motivate the departments to offer more certification course.
- Committee resolved to submit Proposal for financial assistance to conduct national Seminars and workshops.
- Verified AAR 2018-2019 and entrusted IAAC coordinator to submit the same before Governing body.
- Promotion Proposals of Faculty Dr. Bindu K B, Dr. Roshini K. Thumpakam, Dr. Vidya Francis were verified, approved and submitted to office for further proceedings.

~~Bindu~~
Coordinator

Dr. Eliza
Chairperson

Action taken Report of the meeting held on 01/08/2019.

1. IQAC Organized an orientation programme for faculty on Revised Assessment and Accreditation Framework of NAAC - An Overview by Dr. S.V. Sudhakar, Professor - Director, UGC-HRDC, Kerala University on 04/11/2019.
2. IQAC in collaboration with Department of English started a three month certificate course on 'Essential Communication Skills' for first year students of various streams.
3. IQAC got sanction from Governing Body for financial assistance to conduct seminars/workshops.
4. Submitted AQAR 2018-2019 form to Governing Body.
5. Promotion Proposals of Dr. Bindu K.B, Dr. Roshini K Thampakara, Dr. Vidya Francis were verified, approved and submitted to office for further proceedings.

Roni
Coordinator

S. Ethay
Chairperson

Date : 05/11/2019
 Time : 10.00 am.
 Venue : NAAC Room.

Agenda

1. To organize NET coaching programme
2. Clubs & Forums
3. Promotion of Research and Development Activities
4. Submission of Teaching Plan
5. Promotion of experiential learning.

Members

Dr. Lizy C I
 Dr. Sr. Kochuthressa K P
 Ms. Lakshmi Salmi
 Sr. Rini Raphael
 Dr. Vidya Francis
 Ms. Reena TK
 Ms. Linda P Joseph
 Ms. Seethu Varghese
 Sr. Florence
 Sr. Laly PP
 Sr. Jasmi
 Mr. A. V Thomas
 Kum. Saja
 Ms. Meena Pious
 Ms. Jomy PL
 Mr. Wilson kandamkulathy
 Mr. Thomas Cherian

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 Laly P P
 Jasmi

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 Meena
 Jomy

Decisions

Decided to organize NET coaching programmes for PG students.
 Decided to encourage the research and development

activities and entrusted Dr. Sr. Kochathressa K P, Research Cell coordinator to organize activities of Research Cell.

- decided to amend the submission of teaching plan.
- Committee recommended all the departments to promote experiential learning like Industrial visit, field trip/ Study tour etc.

Primo
Coordinator

S. Srinivas
Chairperson

Action Taken Report of the Meeting held on
05/11/2019

IQAC and Department of Sociology jointly organized NET coaching for Arts and Humanities students. Coaching was given by Mr. Jomy P.L.

2 Research scholars were admitted to ph.D programme under Dr. Benjamin Thomas.

3. Faculty members submitted Teaching Plans of 9th even semester to IQAC.

4. Various departments conducted experiential learning like Industrial visits / Field Trips / Study tours etc.

5. IQAC and Dept. of Zoology jointly organized a workshop on IPR on 13.12.2019 with in academic collaboration with CUSAT.

~~RM~~
Coordinator

~~RM~~
Chairperson

Date : 13/01/2020
 Time : 2 pm
 Venue : NAAC Rooms.

Agenda :

- To discuss about the schedule of Academic audit
- promotion of the activities of Career Guidance and placement cell
- Alumnae Reunion.
- NAAC Orientation Session.
- Insight Process

Members.

Dr. Sr. Lily C I	<i>Lily C I</i>
Dr. Sr. Kochuthressa K P	<i>Kochuthressa K P</i>
Ms. Lakshmi Salim	
Sr. Rini Raphael	<i>Rini</i>
Dr. Vidya Francis	<i>Vidya Francis</i>
Ms. Keena TK	<i>Keena TK</i>
Ms. Linda P Joseph	
Ms. Riya Jose	<i>Riya Jose</i>
Sr. Florence	
Sr. Lily P P	<i>Lily P P</i>
Sr. Jasmi	<i>Jasmi</i>
Mr. A.V. Thomas	<i>AVT</i>
Keem. Safa	
Ms. Meena Pious	<i>Meena Pious</i>
Ms. Jomy PL	
Mr. Wilson Kandamkulathy	
Mr. Thomas Chevan.	<i>Tommi</i>

Decisions

Committee decided to ask all the departments to submit the report for academic audit on or before March 10th.

Entrusted the duty of Mrs. pretty John P, Career Guidance Cell and Placement Cell to organize career promotion activities in the campus.

Alumnae reunion was decided to conduct on Jan

Decided to organize an interactive session on revised accreditation process of NAAC

Decided to conduct Insight Programme, an initiative of IQAC

~~Frank~~
Coordinators

J. Chelvi
Chairperson

Action Taken Report of The Meeting held on 13/01/2022

- All the departments submitted the annual Report for verification and Internal academic audit at IQAC.
- Career Guidance and Placement Cell organized an 'Education Expo' for Higher Secondary and College students. Also organized a 3-day Training programme and placement drive for the outgoing students.
- Alumnae reunion was held at 18/1/2020.
- Organized an interactive session on the revised accreditation process of NAAC was led by Mrs. Jain J Therattel, Assistant Professor of Zoology, St. Aloysius College, Elthuruth.
- Organized an Insight programme in Collaboration with Dept. of Botany, by Mrs. Prabhu P.M, Assistant conservator of Forest.

Rome
Coordinators

Getkey
Chairperson

Date and Time : 12/3/2020 - 2.00 pm
 Venue : NAAC Room.

Agenda

Evaluation of activity Reports of Department

Feedback Submission
 Green audit.
 Academic Audit.

Members

Dr. Sr. Lincy C I *Lincy*
 Dr. Sr. Kochuthrassai KP *Kochup*
 Ms. Lakshmi Salim
 Sr. Rini Raphael *Rini*
 Dr. Vidya Francis *Vidya*
 Ms. Keena T.K. *Keena*
 Ms. Linda P Joseph
 Ms. Riya Jose *Riya*
 Sr. Florence
 Sr. Raly P P *Raly P P*
 Sr. Jasmi *Jasmi*
 Mr. A.V Thomas
 Kum. Safa *Safa*
 Ms. Meena Pooj. *Meena*
 Mr. Jomy PL *Jomy*
 Mr. Wilson Kandankulathy
 Mr. Thomas Chennan.

Decisions

Committee evaluated the activity report and decided to prepare internal academic audit report in the prescribed format.

- IQAC Coordinator conveyed her words of appreciation to the Departments for organizing National level Seminars and Workshops.
- Committee discussed and reviewed the analysis of Teacher evaluation feedback and decided to submit to Principal.
- As the pandemic Covid-19 is spreading, all members unanimously suggested to conduct the academic audit - 2019-2020 in the next academic year and decided to be the same.
- Decided to conduct Green audit of the year 2019-2020 in the next academic year.

Renu
Coordinator

Devi
Chairperson

ACTION TAKEN REPORT OF THE MEETING HELD ON.
12/03/2020

Analysed the activity reports of the Departments and Submitted to Principal.

- Analysed feedback from various stakeholders and submitted to Principal.
- Internal academic audit of the Departments is Completed
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Kiran
Coordinator.

Leibey
Chairperson