

IQAC Meeting as 05/06/2020- Online**Agenda:**

- Advisory Board Meeting on 12/06/2020
- Audit 2019-20
- AAA Audit
- Initiatives undertaken by IQAC for 2020-21

The meeting started with a silent prayer. The IQAC Coordinator, Dr. Joy Joseph Puthussery briefed the agenda.

Ms. Bini, NAAC Coordinator informed the team that there will be a NAAC Advisory Board Meeting on 12/06/2020 from 1:30 p.m. - 4:00 p.m. to review the AQAR of 2018-19, as part of getting ready for uploading the institutional data. Criteria Leaders will be presenting their respective areas. The team comprising of all HoDs, Criteria leaders along with Dr. Jacob P M, Mr. Sabu Varghese, Ms. Teresa Parackal and Ms. Bindu G will be reviewing and finalizing the AQAR.

The complete audit of 2019-20 is planned from 10th June -19th June. The audit schedule was shared with criteria leaders and HoDs. Along with the files, the NAAC recommendation files with the HoDs, will also be audited. The audit team requested to make this audit, a onetime process as we are undergoing through a period of lockdown. And thanked the entire faculty team for the sincere support extended so far.

Dr. Joy, IQAC Coordinator informed an Academic and Administrative Audit is planned in the institution on 30th June 2020 where auditors from outside institutions will be coming to conduct the audit. The IQAC Coordinator informed all departments to be ready for the AAA audit of 2018-19 and 2019-20 data.

Certain initiatives taken by IQAC during the lockdown period was discussed:

- **Department and institution level planning for the academic year 2020-21** - IQAC coordinator thanked all dept heads for supporting to complete the planning process on time, even during the period of lockdown.

- **Revamping of the Handbook** - The team working to bring the handbook in line with NAAC requirements was appreciated and informed 90% of the work is completed and will be able to bring out handbook in two weeks' time. If the situation demands, we will go with online methodology to reach out the handbooks to the students.
- **Faculty training to Linways** - IQAC along with the support of IT department had initiated faculty training on "How to conduct examination through Linways". IQAC coordinator appreciated the whole faculty team for attending and utilizing the sessions to the fullest. As well suggested follow up will be done on 8 faculty members who couldn't attend the programme due to unavoidable circumstances, so that all raise themselves together in the way expected.
- **Students training to Linways** - In order to ensure full participation from students during the conduct of examination, IQAC had initiated student training programme on "How to appear examination through Linways". The session was given to all students through class in charges monitored by stream coordinators and HoDs. A mock demo session was conducted to all students to find out the difficulties faced by them while undergoing the online process of examination. And the reports from HoDs was cross verified and troubles identified was trouble shooted through class in charges and HoDs. IQAC coordinator expressed happiness and thanked all HoDs and class in charges for seeing 100 percent attendance in all examinations happened till date.
- **Conclave** - As we are undergoing through a period of uncertainty in all aspects of education, as recommended by Principal Rev. Dr. Paulachan K J IQAC had initiated a conclave on "Articulating Strategic Competencies for Higher Education Institutions Towards the Post Covid Scenario" to move ahead precisely in this period without fail. Seven eminent speakers gave an insight in the following areas.
 - Safety Protocols in the institution
 - Modes of teaching - learning process
 - Modes of examination
 - Empowering faculty members

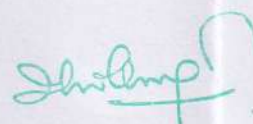
- Prudent Financial Measures
- Social and Community programs
- Campus Placement
- IQAC Coordinator informed that a three-day training will be conducted for the faculties from 8/6/2020 onwards, department wise on "Google Classrooms" to get familiarized with one more platform for the conduct of online classes. The schedule of the sessions was briefed to all HoDS. The CS department will facilitate the training sessions.
- The NAAC Coordinator briefed the division of faculty members into different criterion for the year 2020-21, to move ahead with the work of NAAC.
- A proof-reading team is set up from within the institution headed by Mr. Philp P. Principal entrusted the NAAC coordinator to see that the AQAR of the institution is going through the proof-reading team before uploading.
- Fr. Paul also suggested that there should be a clear-cut idea about conduct of Add on programs for the final year students. And entrusted the academic coordinator to consolidate the list of all Add-on/Certificate programmes in a week's time.

The meeting concluded at 7:45 p.m.



Ms. Bini Rani Jose

IQAC Secretary



Fr. Dr. Paulachan K J

Principal

Meeting was on 05/06/20.

Platform - Google Meet.
Time - 6:00 PM.

Members Present:

1. Rev. Fr. Dr. Peralachan K.J.
2. Dr. Jay Joseph Pulickal
3. Ms. Bini Rani Jose
4. Ms. Sanitha Devi
5. Ms. Binju Uja
6. Ms. Noble Devassy
7. Mr. Sebastian
8. Ms. Shajitha
9. Ms. Senia Thomas
10. Ms. Anitha Mary Adan.
11. Ms. Maria Antony. Maria

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IQAC Meeting as 04/08/2020- Online

Agenda:

- Submission of AQAR 2018-19 to NAAC Portal
- Reviewing of AQAR 2019-20
- NAAC Advisory Board Meeting
- AAA Audit
- Initiatives taken up in the month of July
- Initiatives for the month of August

Minutes:

- Dr. Joy, the IQAC Coordinator, congratulated the team for successful completion of AQAR of 2018-19. The uploading to the NAAC portal was completed on 03/08/2020. The deviation report was received on the same day and the NAAC Team is working on the same.
- Review of AQAR 2019-20 is in progress. After the review, the criteria heads will present their criteria in the Advisory Board Meeting on 14/08/2020.
- AAA Audit is still pending
- Initiatives taken up in the month of July by IQAC:
 - o A training was provided to the faculty by the IT department on conduction of classes through Linways on 08/06/2020
 - o A training was provided by Mr. Towin Mathai, to the faculty team on uploading of files for NAAC and how to compress files for the same. The training session was arranged on 16/07/2020
 - o Splash- Online inauguration of the clubs was successfully conducted on 13th July 2020. The program was well organized by the coordinators Ms. Jeena Antony and Ms. Vandhana C H
 - o 5 National webinars were successfully hosted by different streams in association with the IQAC:

Date	Topic	Coordinators
10/07/2020	Building Emotional Maturity to Handle Stress and	Ms. Reni V Kalayil

		Anxiety during Covid - 19	
15/07/2020		Covid Aftermath on the Balance Sheet	Mr. Jiss Jose
17/07/2020		Marketing in VUCA World	Mr. Joseph James
22/07/2020		Evolution of Managerial Skills fit for the dynamic work environment	Mr. Tony VM
25/07/2020		Post Covid Business Environment: Challenges and Opportunities	Dr. Antony George

Taglio- Career Guidance program was organized by the Placement Cell on 29/07/2020 where 5 experts from various domains addressed our student placement coordinators of all final year classes, MBA Director, faculty and student coordinators of MBA, Academic council members and all final year class in charge. The second session of the program is planned for the coming week.

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Fr. Paul suggested that the certain activities which we were being conducted regularly is where we are lagging now.

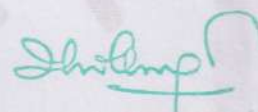
- o Research – FEP to be restarted
- o Institutionalization of CSS – Plan to be thought about what could be done with this regard.
- o Placement of students- Plan of action to be chalked out on what could be done to improve

Fr. Paul suggested that Criteria 3 has to be seriously looked into and a plan regarding what could be done has to be decided upon during the coming year. A separate meeting could be called up with the Criteria Head to discuss about the same.

The meeting concluded at 2:45 p.m.



Ms. Bini Rani Jose
IQAC Secretary



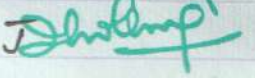
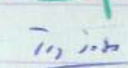
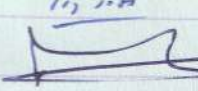
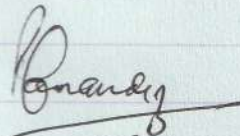
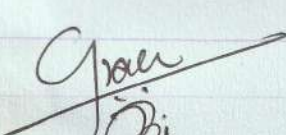


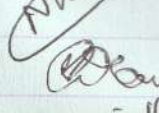
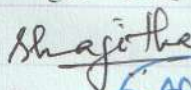
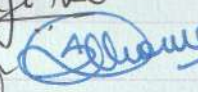
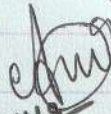
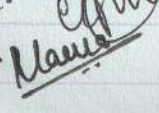
Fr. Dr. Paulachan K J
Principal

Meeting was on 04/08/20

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Platform - Google Meet.
Time - 2:00 pm.

Members Present :

1. Rev. Fr. Dr. Pambachan K. J. 
2. Dr. Joy Joseph Puthussery 
3. Dr. Mathu Jose K. 
4. Dr. Sabu Varghese
5. Mr. Robert Fernandez. 
6. Ms. Tresa Pennackal
7. Mr. Jayakrishnan S.
8. Ms. Grace K. Benny. 
9. Ms. Bini Rani Jose
10. Ms. Sanitha Devi 
11. Ms. Binu Seju 
12. Ms. Noble Duncas 
13. Mr. Sebastian
14. Ms. Shajitha TB. 
15. Ms. Sonia Thomas 
16. Ms. Anitha Mary Allen. 
17. Ms. Maria Antony. 

IQAC Meeting as 09/10/2020- Online

Agenda:

- Status of AQAR 2019-20
- NAAC audit process 2020-21
- Workshops organised in the month of August and September
- Research enhancement activities conducted
- Outreach activities conducted
- Status of institutionalisation
- Taglio sessions
- Activities for the upcoming month

The meeting started with a silent prayer. Dr. Joy presided over the meeting and the following matters were discussed:

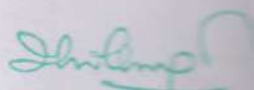
- AQAR submission of 2019-20 is in progress and 90% of the work has been completed. The finance data will be received from the Finance Manager within days and the AQAR for 2019-20 will be submitted by 15th October 2020
- Regarding the audit for 2020-21 data, all the departments were requested to complete the Audit data sheet sent with the activities conducted in their respective areas
- Initiatives of IQAC in the months of August and September:
 - o A webinar was hosted by the IQAC on the New Education Policy (NEP) 2020 on 11/09/2020.
 - o 2 Sessions were organized with Dr. Anne Mary Fernandez.
 - A One- day workshop on How to take forward research in line with NAAC on 27/08/2020
 - A Workshop on outcome-based education on 22/09/2020
 - o The 2nd version of R-Collective was organized as 2-day session
 - Day 1 – Research paper writing
 - Day 2- Session 1- Advanced research writing (exclusively for C Department)
 - Session 2- Funded project writing

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- o Taglio- Session 2 and 3 were conducted in the following months. The coordinator of the program, Ms. Saritha, put into notice that she requires guidance from the IQAC team on how to move forward with the same.
- o Just like the IQAC, a Research Quality Assurance Cell (RQAC) was set up to ensure that the research work of the faculties was moving on well and fine. Ms. Anitha put forward a suggestion that a Student Quality Assurance Cell (SQAC) could also be set up.
- o Dr. Joy briefed about the outreach activities conducted during the months:
 - o Elderly Day competitions were carried out in the campus
 - o the institutionalization activities are going on and events are being planned by different classes with the institutions assigned.
 - o The Attapadi house building mission was complete and the blessing of the same was carried out on 03/10/2020
- o Regarding the Upcoming activities for the following months, Dr. Joy briefed:
 - o A workshop on Outcome setting is planned on 13/10/2020 for all the HoDs and First year course facilitators. The session will be handled by Ms. Binju, Criteria 2 head.
 - o A webinar on the New Agricultural Bill is planned for 19/10/2020 by the IQAC
 - o The extension activities for the following month are being planned by Mr. Jiss Jose.

The meeting concluded at 4:00 p.m.

Ms. Bini Rani Jose
IQAC Secretary


Fr. Dr. Paulachan K J
Principal

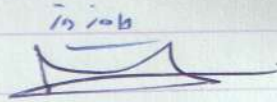
Meeting was on 09/10/2020.

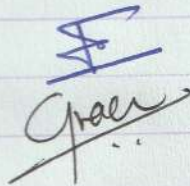
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Platform - Google Meet.
Time - 8:30 PM.

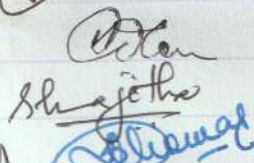
Members Present:

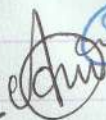
1. Dr. Jay Joseph Pulickal.
2. Dr. Mathew Jose K.
3. Ms. Tansa Parakkal
4. Mr. Jayakrishnan S.
5. Ms. Grace K. Benny
6. Ms. Bini Rani Jose.
7. Ms. Seriltha Duri
8. Ms. Binju Uaju
9. Ms. Noble Denassy
10. Mr. Sebastian Poonchy
11. Ms. Shejitha T.B
12. Ms. Sonia Thomas
13. Ms. Amitha Mary Alex.
14. Ms. Maeria Antony. Maeria

In job



Grace


Maeria


Shejitha


Maeria

IQAC Meeting as 11/12/2020- Online

Agenda:

- Programmes conducted- Finishing touches of final years; Webinar organized cyber security; Antidrug Webinar; Differently abled day celebration
- Funded project status
- Institutionalization of outreach activity status of departments
- Upcoming events
- Planned probes of NAAC audit for the academic year 2020-21
- AAA Audit
- Outcome setting second training session
- Naipunnya Educational and Excellence Award

Minutes:

Meeting started with a silent prayer

- The minutes of previous meeting was read and approved by the team
- Dr. Joy, IQAC Coordinator, presided over the meeting.
- Programmes conducted in the previous 2 months were reviewed:
 - o Webinar on IPR was conducted for the faculty team on 30/10/2020. Dr. Jipp Jacob was the resource person for the session
 - o Webinar on Anti Ragging was conducted on 02/11/2020 for the second-year students and Adv. Bino was the resource person for the same
 - o Finishing Touches program for the final year students were organized by the training department. It was organized as a week-long training as 2 sessions on 23/11/2020 for Commerce and HM department and 02/12/2020- CS and Language Department
 - o 2 further sessions of the Taglio were conducted by the placement team on 27/11/2020 and 30/11/2020.

- o A webinar organized by the IQAC in association with CS Department on 30/11/2020
- o The World Differently Abled day was celebrated in the college on 03/12/2020
- **Funded projects-** Regarding the same, discussions are made with Sahrdya College and Dr. Antony is given the charge and 5 teams are working under him for the same.
- **Outreach activity-** Many activities are still pending for many classes. The activities are to be completed by the end of March
- **Upcoming activities:**
 - o **NAAC Audit-** For the academic year 2020-21, the programs are classified into 2 – **Activities and Academics**
 - o **Activities-** Audit sheet was prepared on the basis of the mails sent and the event calendar and edit option is provided to faculties. The sheet is maintained department wise and in charges are expected to upload the evidences as a link in the sheet. All reports should be in the required format; categorization will be done by the NAAC team during the month of April.
 - o **Criteria heads put across a grievance regarding the non-availability of scanners and color printers in the college for the completion of works.**
 - o **Academics:** All the records regarding academics are shifted to Linways from this year onwards:
 - § Criteria 1.1.1 had 18 filed which were filed as copies in the departments every year
 - § In linways, the course file provides all the information regarding each subject taken by all the teachers. Certain columns were not filled, and the actual plan has to be renamed as work register and certain new columns has to be incorporated like Walk with the scholar, Weak student identification etc.
 - § Teacher's diary maintained every year is not maintained this year. A sitting with the IT director will be done to discuss more about these matters.
 - § Syllabus- It is uploaded in linways

- § University Calendar/College Calendar- To be incorporated into linways
- § Timetable- Only common and class timetable to be filed
- § Workload- Same procedure
- § Lesson Plan-Course file
- § Work register- Google sheet of each class has to be provided to the Criteria 1 members
- § Monitors diary- Each department has to provide the google sheet to the criteria 1 members
- § Industrial Visit- To be continued as before years
- § Open house meeting- Hardcopies has to be filed in the departments
- § Seminars- in linways
- § Question banks- Work in progress under the guidance of Academic Coordinator and after its done will be put be college website
- § Field projects/Projects- Hardcopies to be maintained as before
- § All the other areas have to be done before itself.
- § Criteria 2 – 2.5- Internal examination report- Screenshots from linways
 - Consolidated results- Screenshots from linways
 - Internal to university- Screenshots from linways.
 - Exam timetable- Hardcopies to be filed
 - Progress report- Screenshots from linways
- § 2.5- Outcome setting- 2nd session of the same will be conducted in the month of January

AAA Audit is planned for 5th January 2021. Criteria heads suggested to postpone the audit to a later date so that they can get more time to work on the files. The final decision will be taken after consulting Principal.

Naipunnya Education and Excellence Award- Rather than providing 1 awards like year before, 2 awards in the areas of Academic Excellence and Social justice in connection with outreach activities will be provided during the year

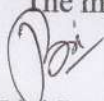
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Discussion was made regarding the criteria for the awards and the suggestions and opinions of the team were discussed.

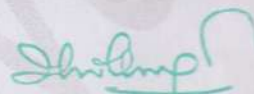
The Audit dates were decided as follows:

- Audit of the Audit sheet will be held on 16th and 17th of December 11, 2020
- Department Audits will be conducted on 30th and 31st December 2020.

The meeting concluded by 4:00PM



Ms. Bini Rani Jose
IQAC Secretary



Fr. Dr. Paulachan K J
Principal

Meting was van 11/12/20.

Platfeum - Google Meet

Time - 2:30 PM.

Members Present:

1. Rev. Fr. Dr. Paulachan K.T
2. Ms. Emily Ithiathan
3. Dr. Jay Joseph Pulickal
4. Dr. Mathew Jose K.
5. Ms. Robert Fernandez.
6. Ms. Teresa Panickal
7. Ms. Grace K Benny
8. Ms. Bini Rani Jose.
9. Ms. Sauritha Dini
10. Ms. Binju Raju.
11. Ms. Noble Demassy
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