

## Minutes of the IQAC meeting held on 05.06.2013

A meeting of the IQAC was held on 05.06.2013 in the principal's room at 1.00 pm. Prof. Mathew Varghese presided over the meeting.

- Principal informed that he has nominated Dr. Inji Cherian as the Convenor of Criterion V, due to the personal inconvenience of Dr. Rajan David, and Prof. A. Abraham as the joint co-ordinator.

- It was decided to conduct academic auditing at the earliest. It was decided to invite Dr. Rajan Varghese (former Principal, U.C. College, Aluva & NAAC peer team member) and Dr. George Zachariah (former Principal) as external auditors.

- As per the instruction given by the Principal and IQAC, the departments submitted the year plan and IQAC co-ordinator prepared an Academic Plan based on the same. It was given approval by the IQAC.

- Club convenors were entrusted to chalk out the programmes of their respective clubs.

- Principal urged the departments to organize seminars, invited talks etc. Three departments (Physics, Chemistry and English) have applied for National Seminars.

- Programmes to be conducted by each department and Physical education department as part of the Golden Jubilee celebration.

- The coordinators were assigned to prepare a proforma for each department for academic auditing.

The meeting came to an end at 1.30 pm.

*Mathew Varghese*

*John George Athyal*

Minutes of the IQAC meeting held on 22.07.2013.

A meeting of the IQAC was held on 22.07.2013 in the principal's room at 2.30 pm. Prof. Matthew Vayhere presided over the meeting. The following decisions were taken after discussion.

\* Detailed questionnaire to prepare the AQAR was given to each convenor. They were also asked to convene a meeting of their committee concerned at the earliest.

\* Since UAC has modified the rules & regulations regarding the self-appraisal of teachers, it was decided to give a copy of the self-appraisal form to each department as and when UAC upload the same.

\* It was decided to prepare an appraisal form - evaluation by the principal or superintendent - for the non-teaching staff. Entrusted the Co-ordinators to prepare the same.

\* Principal suggested to organize an induction programme for the first year degree students. Also suggested to organize counselling session for students.

\* Teachers in charge of various short term certificate courses have to be reminded of the classes they have to initiate as and when the first year students arrive.

\* Principal informed the programme to be conducted by the Dept of Malayalam - stage performance - folk art - by Sri. Ambalappuha Suresh Varma - on -

\* Decided to convert Degree final year classrooms to smart classrooms

Prin

22/07/13

## Minutes of the IQAC meeting held on 3 September 2013

A meeting of the IQAC, along with the external audit of Academic Auditing was held on 3 Sept. 2013 at 2:00 pm in the Audio-visual Room. Prof. Mathew Vazhappan presided over the meeting. IQAC coordinator offered a warm welcome to Dr. Rajan Vazhappan and Dr. George Zachariah. The meeting was specially convened to discuss the observations of the external auditors based on their visit to the departments, office, library, NSS, NCC, Physical Education Dpt. etc. They expressed their concern in the following areas:-

- Research:- more research departments should be there
- Possibility of starting self-financing courses
- More computers in the library - Computer laboratory with more computers
- Career Orientation & Coaching:- NET Coaching - to seek sources to organize classes
- Professional Development programmes especially for the non-teaching staff
- ICT enabled classrooms
- long term plan essential.

A detailed report of the assessment will be given by the experts and the same should be communicated to all the departments. Principal expressed sincere thanks to Dr. Rajan Vazhappan and Dr. George Zachariah.

Principal informed the preparations being done for the Global Alumni Meet in the month of September.

Dept. of English has received the sanction from UAC to organize a national seminar.

10/10/13

10/10/13  
03/09/13

## Minutes of the IQAC meeting held on 13.09.2013

A meeting of the IQAC was held on 13.09.2013 in the Principal's room at 11.00am. Principal presided over the meeting. The following decisions were taken:-

- \* Three members of the teaching staff were incorporated in Criterion II - Teaching, Learning and Evaluation. Dr. Tiju Joseph Mathew, Dr. Aneel Samaraj and Prof. Sujesh Baby.

- \* Coordinator expressed sincere thanks to all the IQAC members for their support & cooperation in conducting the academic audit.

- \* Computer training programme for non-teaching staff to be conducted in the month of October.

- \* To arrange mentoring sessions for the students - Dr. Johnson Baby given the charge to arrange mentoring sessions.

- \* Principal reported that two new programmes were sanctioned by the Government of Kerala - M.Sc Zoology and B.Com with Computer Application. Sanction was given to begin M.Sc Zoology in the current academic year and B.Com during the next academic year.

- \* A dialogue on 'Communal Harmony' by the SCM unit of the college in association with Kerala SCM is scheduled to be held in the month of October. (Sanction has been given by the Principal)

- \* Convenors were requested to forward the filled in questionnaire to the Coordinator at the earliest to prepare AQAR which has to be submitted (online) before Sept 30th.

- \* Printed parents feedback forms and entrusted departments to collect it from parents at the time of PPS meetings.

*Calvin*

*John*  
13/09/13

## Minutes of the IQAC meeting held on 26 Sept. 2013.

A meeting of the IQAC was held on Sept 26 at 1:00 pm in the Principal's room. Prof. Mathew Varghese presided over the meeting.

The prepared rough draft of the AQAR was presented and approved after necessary amendments. It was suggested to upload it at the earliest.

Mentoring sessions to start in the month of October (especially for the 1st yr)

Departments of Physics and Chemistry received sanction order from UAC to organize national seminars.

Department of Botany plan to organize a Debate on Genetic Modification vs faith in the month of October.

Results of B.A/B.Sc examination April 2013 was published. English - 91.7%, History - 59.45, Economics - 63.63%, Maths - 45.83, Physics - 59.25%, Chemistry - 42.85, Botany - 52.63, Zoology - 54.16%. As per the direction of the Governing Board the departments have to convene departmental meetings to analyse the results.

M. Mathew

John  
26/09/13

## Minutes of the IQAC meeting held on 18 Nov. 2013.

A meeting of the IQAC subcommittee convened was held on 18 Nov. 2013 at 2:30pm. in the Principal's room. Prof. Mathew Varghese presided over the meeting. The meeting was mainly arranged to discuss the suggestions given by the external auditors. The following decisions were taken:-

- to arrange a computer training programme for non-teaching staff - to get them familiarized with the recently installed software. Prof. Hysen Thomas has been entrusted the responsibility of arranging classes for them
- to start NET coaching classes by the PG departments - initially for the 1st paper - (General paper)
- to convene a meeting of HoDs to discuss NET coaching, interinstitutional programmes and short term certificate courses.
- departments to initiate community extension activities

Principal informed two major invited talks being foreign speakers being organized by the Department of English in the month of December.

As part of the Golden Jubilee Celebrations, the Physical Education dept. organizes Prof. M.D. John Memorial Staff Shuttle Tournament in the month of January.

Principal informed the request of Mar Thomas Higher Education Commission to organize the Annual State level Conference. The IQAC co-ordinators and members of our college will be the organizers of this conference.

*K. K. K.*

*[Signature]*

Minutes of the IQAC meeting held on 11/02/2014

A meeting of the IQAC was held on 11 February 2014 at 2.30 pm in the Principal's Room. Prof. Mathew Mayhew presided over the meeting. The IQAC of the college has been assigned the responsibility of arranging the Annual Teachers' Conference of March 2014. The Higher Education Commission. The convenor briefed the details of the conference.

Main Title :- Dr. Jayaganeshan - former V.C.

Kanchi University & NAAC peerteam Member

Date 21-22 Feb 2014.

:- Dr. Babu Paul, IAS (former Chief Secy)

:- Rev. Abey T. Mammes

Brochures have been sent to various colleges.

Venue :- Santhigiri Ashram, Alwaye. 20 teachers are deputed from the college to attend the programme.

As part of the Golden Jubilee Celebrations, it was decided to organize an Intercollegiate Seminar on 'Role of Non-Teaching Staff in Quality Enhancement in Higher Education' in the month of March.

Principal informed that Dr. Madhavan Nair, former Chairman, ISRO, will be the chief guest for the Science Day Celebrations.

Mathew

John

## Minutes of the IQAC meeting held on 17/03/2014

A meeting of the Internal Quality Assurance Cell of this college was held on 17 March 2014 at 2:30 pm in the Principal's room. Prof. Mathew Varghese presided over the meeting.

- DST-FIST Grant:- it was decided to convene the meeting of the HoDs of (Departments of) Physics, Chemistry and Zoology to discuss the grant of UAC - the last date of submission is on or before 31 May 2014.

- Dr. Johnson Baby and Prof. K.G. Varghese are directed by the Principal to conduct students' feedback on teachers, at the earliest.

- Since UAC has uploaded the self-appraisal form for teachers, it was decided to give teachers a copy of the same and get it filled in before 27 March 2014.

- Prof. E. Daniel is entrusted to collect feedback from students - especially final year students - regarding the syllabus.

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