

2016-17Minutes of the meeting held on 15.06.2016.

A meeting of the IQAC and HoDs was held on 15.06.2016 in the Principal's room at 11.30 am. Dr. Achamma Alex presided over the meeting. The following decisions were taken:-

- \* To arrange an Induction programme and a Bridge Course for the first year degree students - entrusted the department of English to chalk out the programme
- \* Departments are asked to submit a year plan on or before 29th June - detailed one to prepare the academic plan of the college. It was decided to include the details of club activities in the plan.
- \* All departments are asked to organize NET coaching classes
  - \* Mentoring sessions to be conducted systematically.
  - \* Short-term certificate courses to be arranged by the departments concerned for the 1st year students.
  - \* Revised Teachers' Diary (First Draft) was introduced and approved by IQAC
  - \* The need to update the college website was also discussed. The committee for the College website to be convened at the earliest.

  
John George Athyal

  
A. Anand

## Minutes

A meeting to discuss the upgradation of the college website was held on 20.06.2016 in the principal's room at 3.30 pm. Principal presided over the meeting.

It was decided to update the website and redesign the same at the earliest. The website committee with Dr. A. Abraham as convener is entrusted to do the same - decided to include the history and brief report of each department and activities of various clubs. Principal directed the IQAC coordinators to give the specifications regarding the website to the convener of the Website Committee.



Dr. John George Athya





## Minutes of the meeting held on 04.07.2016.

A meeting mainly to discuss the implementation of the preparatory workshop (Bridge course) for first year students was held on 04.07.2016 at 11:30 am.

The workshop will have input sessions in English language, numerical ability, logic & reasoning and general awareness. The following teachers were given charge of the sessions - Numerical ability - Prof. E. Daniel, Logic & reasoning - Prof. Jim Chacko, General awareness - Dr. Abhitash R. The workshop starts on July 12<sup>th</sup>. Dr. Anuj Somasaj is nominated as the Convener of the programme - CCPW. The teachers concerned are asked to prepare questions based on the said topics and forward the same to the convener.

The consolidated reports of the feedback by teachers on syllabus, feedback on teachers' performance by students etc were presented by the teachers concerned. The individual report of each teacher is given to the principal.

The meeting discussed the results of B.A/B.Sc/B.Com/PG English-71%, History-31%, Eco-41%, Maths-77%, Bot-27%, Zoo-39%, Physics-48%, Chem:-41%, PG-Eng $\rightarrow$  63%, Eco-58, Phy-85, Chem.77, Zoo.93%.


Necessary initiatives should be taken by the departments to improve the result. Slow learners should make use of the facilities provided by SSP.

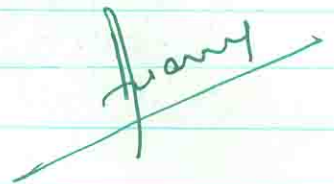
IQAC suggested to initiate value added courses for students and entrusted the responsibility to the committee for Short Term Certificate Courses (Academic Council). Courses like Yoga & Meditation, Computer Course, Home Science etc should be taken into consideration.

Principal informed that the 13<sup>th</sup> National Youth Parliament Competition by the Ministry of Parliamentary Affairs, Govt of India, will be conducted in the College in the month of September. Dr. Biju Thomas has been entrusted to organize the programme and train students for the same.

IQAC directed the Coordinators to convene the meeting of Academic Council - Short Term Certificate Course - at the earliest. Convenors of various clubs are asked to organize programme - Innovative programmes.

Academic plan for the year was presented.

  
Dr. John George Athiyal





## Minutes of the meeting held on 10.11.2016.


A meeting of the IQAC-sub-committee convenors and joint convenors was held on 10.11.2016 in the Audio-visual Room at 2:30 pm. Dr Achamma Alex presided over the meeting.

The convenors of the sub-committee were directed to convene meetings of their respective committee on or before 23rd November. List of teachers in each committee was given to the convenors. A copy of the format of SSR (questions) was handed over to the convenors and directed them to present a detailed plan of action.

Department of English informed their intention to celebrate the 400th Birth Anniversary of William Shakespeare with a variety of programmes.

A board - the Mirror was erected for students to give vent to their reflections.

As per the decision of the Academic Council for Short Term Certificate Courses, 2 new courses - LaTeX and Tax Structure in India - under the auspices of Departments of Mathematics and Commerce - and 4 Value added courses - will be started in this academic year - (Recorded in the Minutes of Academic Council)

  
Dr. John George Athyal



## Minutes of the meeting held on 23 November 2016.

A meeting of the IQAC was held on 23.11.2016 in the Audio-visual Room at 11.30 am.

The inauguration of Green Auditing would be conducted on 2nd December 2016. An MoU has to be signed between the College and the Tropical Institute of Ecological Studies (TIES), Kottayam. Dr. Punnos Kurien, Director of TIES would lead the training session.

Academic Audit to be conducted at the earliest.

Convenors of each sub-committee presented the report of their respective committee. They were directed to submit a detailed report, suggestions and requirements to the IQAC on or before 7<sup>th</sup> December 2016.

Principal informed the Governing Council's decision to increase the remuneration of guest lecturers to Rs. 8000/- per month.

PG students of English Department intends to organize a seminar on 'Third Gender in literature and Humanities' on 25 November 2016.

Principal requested the support of all the teaching staff for the smooth conduct of NSS Camp.

It was decided to organize an International Conference under the auspices of the Science (PG) Department. Dr. Sunila Abraham, HoD of Physics, will serve as the Convenor.

IQAC felicitated Dr. Tiju Joseph Mathew for being awarded the C.V. Raman Fellowship and Dr. R. Jayalokshnan, for being selected as a member of Institute of Physics.



Dr. John George Athiyah


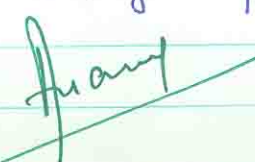




Minutes of the meeting held on 09 ~~February~~<sup>January</sup> 2017

A meeting of the IQAC and HoDs was held on 09.01.2017 in the Principal's room at 2.30 pm. The following decisions were taken after discussion:-

- \* To conduct Academic Audit on 31 January 2017.
- Decided to invite the IQAC Co-ordinators of Devagiri College, Kozhikodu & Catholicate College, Pathanamthitta, as external experts to assess the performance of departments & office.
- \* Departments are asked to prepare the following files on or before 27 January - Input-Output data, Innovative practices, extension activities, Dept. library & Associative activities. Teachers were also asked to submit Teachers' Diary on or before 27<sup>th</sup> Jan.
- \* Departments are requested to submit the filled in proforma for academic audit on or before 20<sup>th</sup> Jan. 2017.
- \* Coordinator mentioned the decision of the Website Committee to update the Website.
- \* Coordinator informed the details of GO stating the presence of IQAC co-ordinator in the College Council as special invitee and to start a special committee to monitor the performance of WWS & SSP.
- \* Prof. Lily Titus Memorial lecture organised by the Dept. of English will be held in the month of February.
- \* Conveners of Criterion I & II are requested to conduct collect feedback from students (especially 3<sup>rd</sup> yr) regarding Syllabus & Teachers' performance.

  
Dr. John George Arthyal  


Minutes of the meeting held on 09/02/2017.

A meeting to discuss the feedback received from the External Academic Auditors was held on 09/02/17. Dr. Achamma Alex presided over the meeting. IQAC members and heads of all departments were invited. The Coordinator briefed the commendations and suggestions of the Auditors - Dr. H.K. Baby (Devgiri College, Kozhikode) and Dr. Philiposeommen (Catholicate College, Pathanamthitta). Measures to be taken, especially to improve the academic result, academic extension activities, involvement of students in academic/non academic fields etc were discussed in detail.

HODs were requested to submit the proforma for the next accreditation on or before 30 April 2017.

To organize Very Rev. A.A. Pylee Memorial Talk in the month of February (Dept. of History).

The Co-ordinator informed the decision of the WMS to organize a motivational visit to prestigious institutions (Bombay) in the month of March.

The Coordinator also informed the intention of German boy to visit our campus as part of the Youth Exchange Programme - in the month of March.

The meeting came to an end at 3.30 pm.

John  
09/02/2017  
Frank

A meeting of the mentors was convened on the same day at 3.30 pm. They were given directions regarding the conduct of mentoring sessions by Dr. Achamma Alex and Dr. Johnson Baby.

John  
09/02/17  
Frank



## Minutes of the meeting held on 31.03.2017.

A meeting of the convenors of the IQAC sub-committees and HODs was held on 31.03.2017. Principal presided over the meeting.

The coordinators informed the change in the framework of the proforma to be submitted to NAAC as per the notification of NAAC (08 March 2017). Guidelines to collect necessary data for the preparation of SSR was also given to the convenors. Principal urged the departments to initiate the preparation of files at the earliest. As per the request of the committee, principal suggested to convene a general body meeting of the teaching staff to inform them the necessity of initiating the accreditation process.

ASAP to be conducted in the months of April and May.

  
Dr. John George Athap

  
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Minutes of the meeting held on 28th April 2017.

A meeting of the IQAC was held on 28/04/17. The meeting was presided over by the Principal. Convenors of various subcommittees were given sample questionnaires for the preparation of the list of files to be maintained by each department on each criterion. Convenors presented their views and suggestions regarding the process of implementing the proposed programmes.



Dr. John Lyons Athyol

