

1.

Date: 26/06/2020

Venue: Seminar

Time: 11 A.M.

Hall

Agenda : 1. Discussion of academic activities of Semester Three - Online school internship

2. Induction of new members of the IQAC (2020-2022)

3. Signing of MOU with St. Joseph's College of Education, Mysuru

The meeting began with a short prayer. The principal welcomed the members. This was followed by presentation of the minutes and a briefing about the status of the action taken on the decisions of the previous meeting.

Action taken report

1. Online classes have commenced

2. A committee of three faculty has been formed for the refurbishment of the college website - Dr. Pratheesh Abraham has been assigned the task of the website. Dr. Sunu Austin and Mrs. Giddu G. Ettanniyil are the two members of the committee.

The members discussed the matters related to the signing of MoU with St. Joseph's College of Education, Mysuru. The members also discussed the internship to be conducted in online mode.

The principal expressed gratitude to the members of the committee whose term had ended.

The following decisions were taken:

1. An MoU <sup>must be</sup> signed with St. Joseph's College of Education, Mysuru

2. A time table for the smooth conduct of the online internship must be framed.

The meeting concluded with the proposal of vote of thanks by the IQAC coordinator

### Members present

1. Dr. Sr. Beenamma Mathew ✓
  2. Dr. T. C. Thankachan (Pm) (P)
  3. Dr. Lavina Dominic ✓
  4. Dr. T. M. Mollykutty ✓
  5. Dr. Sr. Mary Thomas ✓
  6. Prof. Jose P Mattam ✓
  7. Mr. P. Krishnakumar ✓
  8. Mr. Joffy Njarallil ✓
  9. Rev. Fr. Berchman's Kunnumpuram ✓
- Dr. Lavina Dominic [Co-ordinator]      Dr. Sr. Beenamma Mathew [Principal] Chairperson

2. Date 12/10/2020

Venue : Seminar  
Hall

Time 11.00 A.M.

Agenda : Action Plan for (VENTEL)  
Vocational Education Nai Talim-  
Experiential Learning in collaboration  
with Mahatma Gandhi National Council  
of Rural Education, Hyderabad (MGNCRE)

The meeting began with a short prayer.  
The principal welcomed the newly  
inducted members. The Action taken  
report on the decisions of the previous  
meeting was presented by the coordinator.

Action taken report

1. New members were inducted into  
the IQAC -

The new members are:-

Smt. Biji Tojo - Municipal Councilor  
Sri. Georgekutty Jacob - Head Master [St. Thomas H.S.S, Pala - Model School]  
Sri. Jose Mamparambil  
Sri. Justin Joy [Student Representative]

2. An MoU was signed with St. Joseph's College of Education, Mysuru on 1 July 2020.

The members discussed the need to prepare an Action plan for VENTEL at college. The members believed the VENTEL programme would be a good opportunity to promote the 'Green initiative' of the college. The meeting concluded at 12.30 p.m. The coordinator proposed a vote of thanks.

Members present

- 1. Dr. Sr. Beenamona Mathew 81
- 2. Dr. T.C. Shankachan Almond
- 3. Dr. Lavina Dominic LD
- 4. Dr. T.M. Mollykutty Almond
- 5. Dr. Sr. Mary Thomas Almond
- 6. Prof. Jose P. Mattam Almond
- 7. Mr. P. Krishnakumar Almond
- 8. Mr. Justin Joy Almond
- 9. Smt. Biji Tojo Biji Tojo
- 10. Sri. Georgekutty Jacob Georgekutty
- 11. Sri. Jose Mamparambil Jose
- 12. Rev. Fr. Berchmans Kunnumpusaras F Bmk

LD  
Dr. Lavina Dominic  
[Coordinator]

81  
Dr. Sr. Beenamona Mathew  
[Principal]  
Chairperson

# IQAC Meeting Minutes

3. Date: 10/12/2020

Time: 11.00 A.M.

Venue: Seminar Hall

- Agenda :
1. Commencement of the new B.Ed. <sup>M.Ed.</sup> batches
  2. Review of the academic programmes during COVID times
  3. MOU with Yuvakshetra College, Pallakad

The meeting began with a short prayer. The principal welcomed the members. The minutes of the previous meeting and the Action taken report were presented.

## The Action taken report

1. AQARs of 2018-2019 and 2019-2020 are being prepared
2. The college has prepared an Action plan for VENTEL. As per the plan the

students have been divided into four groups, each under a faculty as mentor- Each group conducted several activities like distribution of seeds and saplings to students, organised a webinar on Integral Family Farming with local experts as resource persons for the local agrarian community

3. A webinar series 'Jagratha' in association with Archana Women's Society, Ettimmaroor is being conducted on women empowerment

4. As part of extension and social outreach programme a webinar on 'X and Y' generations - an interaction with the elders of the society and the youth was organised by the college VENTEL group.



The members discussed the academic events during COVID times and expressed satisfaction at the work done even within the restrictions of COVID protocol. The members discussed commencement of the new B.Ed. batch in COVID times. The signing of an MoU with Yuvakshetra College was discussed. The following decisions were taken:

1. The classes of the new batches would be conducted keeping in mind the COVID protocol issued by the government
2. As Dr. TC Thankachan had taken charge as principal of the college, Sri. Sunil Thomas would take charge as coordinator of RUSA.

The meeting concluded at 12.30 PM. The coordinator proposed a vote of

thanks.

Members present

1. Dr. T.C. Thankachan [Signature]
  2. Dr. Sr. Beenamma Mathew [Signature]
  3. Dr. Lavina Dominic [Signature]
  4. Dr. T.M. Mallykutty [Signature]
  5. Dr. Sr. Mary Thomas [Signature]
  6. Sri. Georgekutty Jacob [Signature]
  7. Mr. P. Krishnakumar [Signature]
  8. Mr. Soy Thomas [Signature]
- Dr. Lavina Dominic [Coordinator]
- Dr. T.C. Thankachan [Principal]  
Chairperson

## IQAC Meeting Minutes

A. 18/01/2021

Time 11.00 A.M.

Venue: Seminar  
HallAgenda : Preparation for IQA

The meeting began with a short prayer. The principal welcomed the members. This was followed by the presentation of the minutes and a briefing about the status of the action taken on the decisions of the previous meeting.

The Action taken report

1. The classes of the new batch were conducted offline in accordance with the COVID protocol issued by the government.
2. Sri Sunil Thomas took charge as coordinator of RUSA
3. Dr. Alex was given the charge of construction work.

2. A MoV was entered on 8 January 2021 with Yuvakshetra College, Pallakad. The members expressed the need to start preparation of SSR for submitting the IIQA. They opined that the faculty had to gear up for the NAAC visit preferably during the academic year 2021-2022.

The following decisions were taken:

1. The AQAR 2018-19 must be finalized and uploaded.
2. The members of the faculty assigned charge of the various criteria of the AQAR should start collecting data for AQAR 2019-2020. The work of SSR preparation should also start immediately.

The meeting concluded at 12.30 pm. The coordinator proposed a vote of thanks.

Members present

1. Dr. T.C. Thankachan Present
2. Dr. Sr. Beenamma Mathew 84
3. Dr. Lavina Dominic Present
4. Dr. T.M. Mollykutty Present
5. Dr. Sr. Mary Thomas Present
6. Sri. Georgekutty Jacob Present
7. Mr. P. Krishnakumar Present
8. Mr. Justin Joy Present

Present  
Dr. Lavina Dominic  
[Coordinator]

Present  
Dr. T.C. Thankachan  
[Chair person]

5. 23/03/2021

Venue - Seminar Hall

1.30 p.m.

1. Conduct of Value Added Courses

Agenda : 2. Preparation of S.S.R -

The meeting began with a short prayer. The principal welcomed the members. This was followed by presentation of minutes and a briefing about the action taken on the decisions of the previous meeting.

The Action taken report :

- \* AQAR 2018-2019 has been submitted.

The members discussed the preparation of the AQAR 2019-2020 to be submitted on or before 31 May 2021. Also, the members discussed the work to be done as part of SSR preparation.

The following decisions were taken:

1. It was decided to conduct frequent meetings to work together for discussion on SSR.
2. The faculty decided to come together during the vacation break for the SSR work.
3. The Value Added Courses were decided to be conducted in the month of April — after the college closes for summer vacation — The classes would be conducted in online mode.

The meeting concluded at 4.30 p.m.  
The coordinator proposed a vote of thanks.

Members present

- 1. Dr. T.C. Thankachan Oknd
- 2. Dr. Sr. Beenamona Mathew OK
- 3. Dr. Lavina Dominic OK
- 4. Dr. Sr. Mary Thomas OK
- 5. Prof. Jose P. Mattam OK
- 6. Mr. P. Krishnakumar OK
- 7. Dr. T.M. Mallykutty OK
- 8. Ms. Jestin Joy OK

OK  
Dr. Lavina Dominic  
[Coordinator]

Oknd  
Dr. T.C Thankachan  
[Chairperson]



6. 12/05/2021 (Online)

10.30 AM

- Agenda :
1. Discussion on an extension service to lend a helping hand during pandemic times
  2. SSR preparation

The meeting began with a short prayer followed by the welcome speech by the principal. This was followed by the review of the action taken on the decisions in the previous meeting.

#### The Action taken report

1. The Value Added Courses were conducted in the month of April -
2. The faculty conducted a series of meetings from 26 to 29 April in the online mode for discussion on preparation

of SSR.

The members expressed the need for an extension service on the part of the college during the pandemic times. They felt the college could provide counselling services to the needy students (school) and their parents. The faculty of the college were qualified and the students too had undergone a course in 'Adolescent Counselling' as part of the Value Added Courses.

Many students and parents faced a need to share their woes. The college could do a lot in this regard.

The members of the various criteria of SSR presented their reports. They discussed the gaps and the various strategies for effective documentation of

the various events (co scholastic and scholastic) at college. The coordinator noted the suggestions and major points discussed in the meeting. The meeting concluded with a prayer.

### Decisions taken

1. A counselling programme for students and their parents of the locality has to be conducted utilising the expertise of the faculty with the assistance of the student teachers.
2. Further meetings of the faculty have to be conducted for discussions on SSR preparation.

The meeting was attended by :

- 1. Dr. T.C. Thankachan Amal
- 2. Dr. Sr. Beenamamma Mathew ~~Amal~~
- 3. Dr. Lavina Dominic ~~Amal~~
- 4. Dr. Sr. Mary Thomas ~~Amal~~
- 5. Dr. P.P. Shajimon ~~Amal~~
- 6. Mr. Justin Joy ~~Amal~~
- 7. Dr. T.M. Mollykutty ~~Amal~~
- 8. Sri. Georgekutty Jacob ~~Amal~~

Dr. Lavina Dominic  
[Coordinator]

Amal  
Dr. T.C. Thankachan  
[Chairperson]

7. 22/05/2021 (Online)

10.30 A.M

Agenda :

1. Conduct of Faculty Exchange programmes
2. Installation of LMS and MIS in college

The meeting began with a short prayer. The principal welcomed the members. This was followed by a review of the action taken on the decisions in the previous meeting.

The Action taken report

1. An extension programme 'Sparsham' - a counselling programme was launched on 14 May, 2021 to lend a helping

hand to the needy students and parents in the wake of the pandemic induced emotional problems.

2. A series of meetings from 19 to 21 May were conducted as part of discussion of SSR preparation.

The chairperson expressed the need to initiate faculty exchange programmes to provide rich and varied national and international experience to the faculty and students of the college. The members discussed the ways to implement the programme. The members welcomed the view of the Chairperson.

Also, members discussed the installation of LMS and MIS in college to make the college administration digital and make


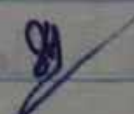
the teaching and learning process smooth.

The following decisions were taken:

1. Conduct Faculty Exchange Programmes - inter college, inter university (national and international levels)
2. Instal LMS and MIS in college - Seek the help of possible agencies, St. Joseph's Engineering College, Choonachery, etc

The meeting concluded with a prayer.

Members present

1. Dr. T. C. Shankaran 
2. Dr. Sr. Beeramma Mathan 

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- 3. Dr. Lavina Dominic ~~Dr~~
- 4. Prof. Jose P. Mattam ~~Prof~~
- 5. Dr. T.M. Mollykutty ~~Dr~~
- 6. Dr. Sr. Mary Thomas ~~Dr~~
- 7. Sri. P. Krishnakumar ~~Sri~~
- 8. Sri. Georgekutty Jacob ~~Sri~~

~~Dr~~  
 Dr. Lavina Dominic  
 [Coordinator]

~~Dr~~  
 Dr. T.c Thankachan  
 [Chairperson]