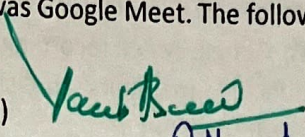
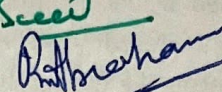

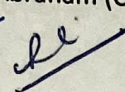

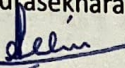





Minutes of the Online IQAC meeting held on 01 June 2020 at 2.30 pm

Agenda

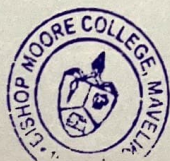
1. Issue of Hard copy of Certificate to participants of KSHEC sponsored FDP
2. Reconstitution of Committee Against Sexual Harassment Against Women to Internal Complaints Committee
3. Induction programme for the five newly appointed teaching staff.
4. Promotion of "Go Digital" Campaign among Teachers and Students
5. Feedback collection from Stakeholders
6. Steps towards release of Newsletter and College Handbook & Calendar
7. Other matters

The platform used for the meeting was Google Meet. The following members were present online for the meeting.

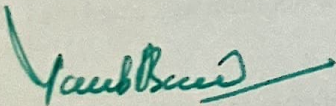
1. Dr. Jacob Chandy (Chairman) 
2. Dr. Ranjith Mathew Abraham (Convener) 
3. Dr. D. Sajan 
4. Dr. Lynnette Joseph 
5. Dr. Nair Anup Chandrasekharan 
6. Mrs. Merin George 
7. Dr. Divya S. 
8. Dr. Ashish Varughese 
9. Mr. Jackson Joseph (Stakeholders's Representative)
10. Mrs. Mercy Paul (Administrative Staff) 
11. Mr. Jyothish Raj (Student Representative)

The meeting commenced with a silent prayer and Dr. Ranjith Mathew Abraham welcomed the members. The following decisions were taken.

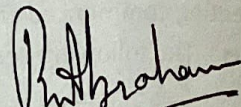
1. It was decided to make available the hard copies of the certificates to the participants of the Online Faculty Development Programme organized by IQAC during 23-29 May 2020 by 15th of July 2020.
2. It was decided to re-constitute the Committee for Sexual Harassment Against Women to the Internal Complaints Committee with Dr. Reeja Jose, Assistant Professor in Zoology as the Chairperson and with eight other members as per the UGC guidelines.
3. It was decided to conduct induction programme for the five newly appointed teaching staff. Ms. Merin George was entrusted upon to convene the Programme.
4. It was decided to promote "Go Digital" Campaign among Teachers and Students, so that the restrictions imposed due to lock down will not affect the teaching-learning activities of the various Departments/Clubs. As part of it the following decisions were made:



- It was decided to encourage the Departments and Extension Clubs to organise teaching as well as enrichment programmes through online platform. It was further decided to extend the service of IQAC members at any time to assist the Departments, teachers and students in this regard.
 - It was decided to organise a series of online programmes on the topics related to Emerging Trends in Higher Education. The inaugural programme of the series was decided to be organised on 10 July 2020 on the topic "Effective Teaching". Prof. Edamana Prasad, former Head of teaching Learning Centre, IIT, Madras to be invited as the Resource Person. More online programmes to be conducted as part of it, associating with various Departments of the college.
 - It was decided to seek for association with Teaching-Learning Centres of National Reputes for hosting Faculty Development Programmes on New Teaching-Learning Methodologies, beneficial to the teachers of the college as well as other colleges. Dr. D. Sajan was entrusted upon the responsibility of the same.
 - It was decided to subscribe to the G-Suite for Education plan for the college so that Google Classroom facilities, Google Meet recording and several other features of the package can be used by faculty members and students. Dr. Lynnette Joseph was entrusted upon with the responsibility of it.
 - It was decided to encourage the teachers to use the MOODLE platform of the college and to create courses.
5. It was decided to initiate feedback collection from the Passing Out batch of students. The respective mentors to take responsibility of the same.
6. It was decided to take necessary actions to release the college Newsletter for the previous academic year and the Handbook & Calendar for the current academic year. Dr Nair Anup Chandrasekharan was assigned the responsibility of co-ordinating the same.



PRINCIPAL



IQAC Co-ordinator

ACTION TAKEN

1. The hard copies of the certificates counter-signed by the KSHEC Member Secretary was dispatched to the participants of the Online Faculty Development Programme on "Higher Education During and After COVID times: Opportunities and Challenges" by 15th July 2020.
2. Orientation Programme for newly appointed Faculty members by IQAC was organised during 08-15 June 2020
3. The Committee for Sexual Harassment Against Women was re-constituted as the Internal Complaints Committee with effect from 08.06.2020, with Dr. Reeja Jose, Assistant Professor of Zoology as Chairperson.
4. IQAC assisted the conduct of all online programmes of Departments and Clubs.
5. Inaugural lecture of the IQAC Webinar Series on Emerging Trends in Higher Education was delivered by Prof. Edamana Prasad, former Head of teaching Learning Centre, IIT, Madras on the topic "Effective Teaching" on 10 July 2020. A two day Days FDP on Exam Reforms was organised by Department of Commerce in association with KSHEC, Thiruvananthapuram. Panel Discussion on National Education Policy 2020 was organised by Department of Commerce on 13 August 2020.
6. G-Suite for Education was enabled for the college. Teachers and students were provided with official account in the domain.
7. IQAC prepared online Feedback Entry form for students, teachers and alumni. Mentors instructed the respective mentees to submit the form.
8. 11 more new courses were created by teachers in the MOODLE platform.
9. Handbook and Calendar 2020-21 was released.

Dr. JACOB CHANDY
PRINCIPAL
BISHOP MOORE COLLEGE
MAVELIKARA



Dr. Ranjith Mathew Abraham.