




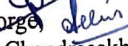












Minutes of the IQAC Meeting held on 01 August 2023

A meeting of the IQAC was held on 01 August 2023 at 11.30 am in the Principal's Office. The meeting was presided over by the Principal, Dr. Ranjith Mathew Abraham.

Members present

1. Dr. Anne Angeline Abraham (Vice-Principal) 
2. Dr. Lynnette Joseph (Convener) 
3. Adv. Stephen J. Daniel
4. Dr. Sabu George
5. Mr. David K Solomon 
6. Mr. Suresh Mammen Thomas 
7. Dr. D. Sajan 
8. Ms. Merin George 
9. Dr. Nair Anup Chandrasekharan 
10. Dr. Prakash G. Williams
11. Dr. Divya S. 
12. Dr. Deepa Thomas 
13. Dr. Ashish Varughese 
14. Dr. Yogesh Prasad 
15. Dr. Reeja Jose 
16. Dr. Sudha K Mary 
17. Dr. Reji G D 
18. Mr. Santhosh P. John, 
19. Ms. Ashiya C Benjamin 

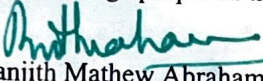
The meeting started with a silent prayer. Dr. Lynnette Joseph proposed the welcome speech. The Principal, Dr. Ranjith Mathew Abraham appreciated the team work of IQAC for submitting the NAAC SSR for the fourth cycle of accreditation before the due date. The IQAC convener Dr. Lynnette Joseph informed that the next stage is the Data Verification and Validation Process after which clarifications will be sought by the DVV partners.


The following discussions/decisions were made:

1. To organize Merit Day on 11 August 2023 and invite Dr. Radhakrishnan E K, Associate Professor, School of Business, MG University Kottayam and recipient of Kerala Government Kairali Awards and Alumnus of Bishop Moore College as the chief guest.
2. To organize Deeksharambh, Student Induction Programme during 7-10 August 2023 with Dr. Ashish Varughese, Mrs. Linda E Jacob and Mr. Rahul Jacob Kuruvilla as conveners.

3. To submit a proposal for the Eco-SDG Award of the APEX SDG consortium. Dr. Deepa, Dr. Prakash and Mr. Adarsh Philip Jacob were entrusted upon with the duty
4. Do follow-up of Green, Energy and Environment Audits. Dr. D Sajan was entrusted with it.
5. Feedback Analysis was presented and discussed. The space constraints of the college canteen turned out to be a matter of concern raised by students.
6. To give necessary guidelines for Departments to conduct one week Bridge Course with Dr. Nair Anup Chandrasekharan and Dr. Deepa Thomas as conveners.
7. To do the needful to submit the DVV clarifications on time.

Dr. Merin George proposed the vote of thanks. The meeting came to a close at 12.30 pm


Dr. Ranjith Mathew Abraham
Principal


Dr. Lynette Joseph
IQAC Convener

20 November 2023

ACTION TAKEN REPORT

1. Merit Day was organized on 11 August 2023. Dr. Radhakrishnan E K, Associate Professor, School of Business, MG University Kottayam and recipient of Kerala Government Kairali Awards and Alumnus of Bishop Moore College was the chief guest. The rank holders, College Toppers, bright achievers in arts festival, University sports meet and Young Innovators Programme were honored. Merit Scholarships for the deserving students were distributed.
2. Deeksharambh, Student Induction Programme was organized during 7-10 August 2023 with Dr. Ashish Varughese, Mrs. Linda E Jacob and Mr. Rahul Jacob Kuruvilla as conveners.
3. The proposal for the Eco-SDG Award of the APEX SDG consortium was submitted. College won the District Eco-Green Champions award
4. Green, Energy and Environment Audits. Dr. D Sajan was entrusted with it.
6. Detailed guidelines for Departments to conduct one week Bridge Course was provided. Dr. Nair Anup Chandrasekharan and Dr. Deepa Thomas monitored that the programme is conducted fruitfully for all Programmes
7. DVV clarifications were submitted on 23 August 2023.


Principal


IQAC Convener

Minutes of the IQAC Meeting held on 08 January 2024

A meeting of the IQAC was held on 08 January 2024 at 2.30 pm in the Principal's Office. The meeting was presided over by the Principal, Dr. Ranjith Mathew Abraham.

Agenda:

1. NAAC accreditation review

Members present

1. Dr. Anne Angeline Abraham (Vice-Principal)
2. Dr. Lynnette Joseph (Convener)
3. Adv. Stephen J. Daniel
4. Dr. Sabu George
5. Mr. David K Solomon
6. Mr. Suresh Mammen Thomas
7. Dr. D. Sajan
8. Ms. Merin George
9. Dr. Nair Anup Chandrasekharan
10. Dr. Prakash G. Williams
11. Dr. Divya S.
12. Dr. Deepa Thomas
13. Dr. Ashish Varughese
14. Dr. Yogesh Prasad
15. Dr. Reeja Jose
16. Dr. Sudha K Mary
17. Dr. Reji G D
18. Mr. Santhosh P. John

The meeting started with a silent prayer. Dr. Lynnette Joseph welcomed the members to the meeting. Principal congratulated the IQAC members for the commitment of the team during all the procedures involved in the NAAC fourth cycle of re-accreditation. The Principal specially thanked the hard work put in by Dr. Varughese Anie Kurian, the general coordinator for the NAAC peer team visit arrangements.

Dr. Lynnette Joseph presented the NAAC peer team report.

The percentage score for each criterion as per NAAC analysis was presented:

Criterion I-Curricular Aspects	: 90%
Criterion II-Teaching Learning & Evaluation	: 86.57%
Criterion III-Research, Innovations and Extension	: 67.05%
Criterion IV-Infrastructure and Learning Resources	: 77.5%
Criterion V-Student Support & Progression	: 95.54%

Criterion VI-Governance, Leadership & Management : 92.25%

Criterion VII-Institutional Values & Best Practices : 85%

The key indicator (KI) wise performance with high performance in 22 KIs, Average Performance in 08 KIs and Low Performance in 02 KIs was presented:

High Performance Key Indicators:

1. Academic Flexibility
2. Curriculum Enrichment
3. Feedback System
4. Student Enrolment
5. Student Teacher Ratio
6. Teacher Profile & Quality
7. Evaluation Process & Reforms
8. Student Satisfaction Survey
9. Resource Mobilisation for Research
10. Innovation Ecosystem
11. Collaboration
12. Physical Facilities
13. Maintenance of Campus Infrastructure
14. Student Support
15. Student Progression
16. Student Participation & Activities
17. Alumni Engagement
18. Institutional value and Leadership
19. Faculty Empowerment
20. IQAC
21. Strategy Development & Deployment
22. Institutional Values & Social Responsibilities

Average Performing Key Indicators:

1. Curricular Planning & Implementation
2. Teaching Learning Process
3. Student Performance & Learning Outcome
4. Extension Activities

5. IT infrastructure
6. Financial Management and Resource Mobilisation
7. Best Practices
8. Institutional Distinctiveness

Low Performance Key Indicators:

1. Research Publications & Awards
2. Library as a Learning Resource

It was decided to develop an Institutional Development Plan and a workshop Vision 2030 during the next academic year.

Dr. Merin George proposed the vote of thanks. The meeting came to a close at 4.00 pm

Dr. Lynnette Joseph
IQAC Convener

Dr. Ranjith Mathew Abraham
Principal

Minutes of the IQAC Meeting held on 14 May 2024

A meeting of the IQAC was held on 14 May 2024 8.00 pm online. The meeting was presided over by the Principal, Dr. Ranjith Mathew Abraham.

Agenda:

1. Applying for Paristhithimithra award
2. Implementation of FYUGP
3. Feedback collection and analysis
4. Plan of action 2024-25
5. Internships for students
6. Academic Audit of 2023-24

Members present

1. Dr. Anne Angeline Abraham (Vice-Principal)
2. Dr. Lynnette Joseph (Convener)
3. Adv. Stephen J. Daniel
4. Dr. Sabu George
5. Mr. David K Solomon
6. Mr. Suresh Mammen Thomas
7. Dr. D. Sajan
8. Ms. Merin George
9. Dr. Nair Anup Chandrasekharan
10. Dr. Prakash G. Williams
11. Dr. Divya S.
12. Dr. Deepa Thomas
13. Dr. Ashish Varughese
14. Dr. Yogesh Prasad
15. Dr. Reeja Jose
16. Dr. Sudha K Mary
17. Dr. Reji G D
18. Mr. Santhosh P. John

The meeting started with a silent prayer. Dr. Lynnette Joseph welcomed the members to the meeting. Principal congratulated the IQAC members for the commitment of the team during the academic year 2023-24 with special mention on the NAAC fourth cycle of re-accreditation. He further congratulated the efforts made by Dr. Prakash G Williams and Bhoomithrasena club members in preparing the People's Biodiversity Register in association with Thazhakkara Gramapanchayat. The Principal also informed that all the technical faults of the Rain Water Harvesting Unit of the college has been rectified.

The following matters were discussed in the meeting.

1. To apply for Paristhithimithra award instituted by St. Stephen's College Uzhavoor. Dr. Praksash G Williams was entrusted up on the duty to coordinate the same.
2. The measures for successful implementation of the Four Year Undergraduate Programme was discussed. It was decided that the monitoring of the updation of courses in the College Basket in the University Portal has to be done and the master time table has to be re-worked upon to

accommodate the flexibility that has to be guaranteed while the FYUGP is implemented. It was decided to conduct an orientation programme for higher secondary school students online on 20th May 2024 and an offline orientation session on 28 May 2024 at the college ladies' hostel. Dr. Merin George and Dr. Nair Anup Chandrasekharan was entrusted with the duty.

3. It was discussed that students have to be sent for their internships during fourth semester of FYUGP batch. It was decided that a faculty member from each Department has to be designated as Students Internship Coordinator.
4. It was discussed that the college has to take measures to be upgraded as an autonomous college. It was decided that the recommendation has to be put forward in the Governing Council.
5. It was decided to conduct the Academic Audit of the Academic year 2023-24 during July with the Manager Rt. Rev. Dr. Malayil Sabu Koshy Cherian as the external expert.
6. It was decided to do monthly monitoring of the Learning Management Portal Embase. Dr. Sudha Mary Thomas was entrusted with the duty.
7. It was discussed that the measures have to be taken such that the new Library wil function by January 2025.
8. It was discussed that the college is celebrating its Diamond Jubilee during the year and a committee has to be formed for planning and executing the related activities.
9. It was decided to conduct Merit Day to felicitate the University rank holders, college toppers, students with outstanding performance in extra curricular activities and the staff members Dr. D. Sajan (best teacher award winner instituted by SB College Changanassery) and Dr. Sivaprasd A (Kerala University Senate Member) during the month of July. Dr. Reeja Jose was entrusted with the duty.
10. It was decided to conduct orientation for S1 UG students during the first week of their commencement of classes.

Dr. Merin George proposed the vote of thanks. The meeting came to close at 9.30 pm

Dr. Lynnette Joseph
IQAC Convener

Dr. Ranjith Mathew Abraham
Principal

Action Taken Report:

1. College applied for Paristhithimithra award instituted by St. Stephen's College Uzhavoor.
2. Successful updation of courses in the College Basket in the University Portal was done and the master time table was modified to accommodate the flexibility that has to be guaranteed while the FYUGP is implemented. An orientation programme for higher secondary school students was conducted online on 20th May 2024. 75 students participated. The offline orientation session was held on 28 May 2024 at the college ladies' hostel. Dr. Merin George and Dr. Nair Anup Chandrasekharan were the resource persons.
3. It was discussed that the college has to take measures to be upgraded as an autonomous college. It was decided that the recommendation has to be put forward in the Governing Council.
4. Academic Audit of the Academic year 2023-24 was held on 12 July 2024 in the Board Room of the college. Manager Rt. Rev. Dr. Malayil Sabu Koshy Cherian and Bursar Mr. Philip M. Varghese served as the external expert.
5. Monthly monitoring of the Learning Management Portal Embase was done
6. The Diamond Jubilee committee was formed with Dr. Varghese Anie Kurien and Dr. Anne Angeline Abraham as conveners. The logo was released on 12 July 2024
7. The Merit Day was held on 12 July 2024. Rt. Rev. Malayil Sabu Koshy Cherian was the chief guest.
8. The orientation for S1 UG students were held from 01 July 2024 to 12 July 2024 in the College Auditorium. Dr. Ashish Varughese, Dr. Nair Anup Chandrasekharan, Dr. Divya S and Dr. Yogesh Prasad coordinated the programme.




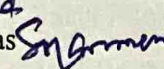


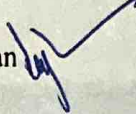









Other activities:

1. MoU signed with ASAP on 29 August 2024 for establishing skill development centre
2. Ranked 62 in NIRF
3. Job Fair was conducted on 17 August 2024
4. Alumni Association and Literary Club conducted Katharatham Short Story Fest on 21 August 2024

Minutes of the IQAC Meeting held on 20 November 2023

A meeting of the IQAC was held on 20 November 2023 at 2.30 pm in the Principal's Office. The meeting was presided over by the Principal, Dr. Ranjith Mathew Abraham.

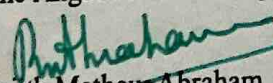
Members present

1. Dr. Anne Angeline Abraham (Vice-Principal) 
2. Dr. Lynnette Joseph (Convener) 
3. Adv. Stephen J. Daniel
4. Dr. Sabu George
5. Mr. David K Solomon 
6. Mr. Suresh Mammen Thomas 
7. Dr. D. Sajan 
8. Ms. Merin George, 
9. Dr. Nair Anup Chandrasekharan 
10. Dr. Prakash G. Williams
11. Dr. Divya S. 
12. Dr. Deepa Thomas 
13. Dr. Ashish Varughese 
14. Dr. Yogesh Prasad 
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17. Dr. Reji G D 
18. Mr. Santhosh P. John, 
19. Ms. Ashiya C Benjamin 

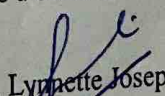
The meeting started with a silent prayer. Dr. Ranjith Mathew Abraham welcomed the members and informed that the NAAC peer team visit to the college has been scheduled on 14 and 15 December 2023. He specially welcomed the whole hearted cooperation of all the stakeholders in the preparations for the visit. The IQAC convener Dr. Lynnette Joseph detailed the expected procedures and in the light of which the preparations had to be done prior to the visit.

Various committees were formed assigning specific tasks towards the preparations. Dr. Sabu George, the alumni representative offered the whole hearted cooperation from the Alumni Association. Mr. David K Solomon offered all support in the capacity of local society representative. Adv. Stephen J Daniel addressed the meeting in the capacity of the Management Representative and offered all cooperation during the NAAC peer team visit.

Dr. Anne Angeline Abraham proposed the vote of thanks. The meeting came to a close at 3.30 pm


Dr. Ranjith Mathew Abraham

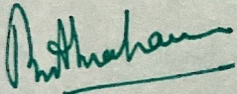
Principal


Dr. Lynnette Joseph
IQAC Convener

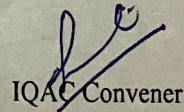
20 November 2023

ACTION TAKEN REPORT

1. Merit Day was organized on 11 August 2023. Dr. Radhakrishnan E K, Associate Professor, School of Business, MG University Kottayam and recipient of Kerala Government Kairali Awards and Alumnus of Bishop Moore College was the chief guest. The rank holders, College Toppers, bright achievers in arts festival, University sports meet and Young Innovators Programme were honored. Merit Scholarships for the deserving students were distributed.
2. Deeksharambh, Student Induction Programme was organized during 7-10 August 2023 with Dr. Ashish Varughese, Mrs. Linda E Jacob and Mr. Rahul Jacob Kuruvilla as conveners.
3. The proposal for the Eco-SDG Award of the APEX SDG consortium was submitted. College won the District Eco-Green Champions award
4. Green, Energy and Environment Audits. Dr. D Sajan was entrusted with it.
6. Detailed guidelines for Departments to conduct one week Bridge Course was provided. Dr. Nair Anup Chandrasekharan and Dr. Deepa Thomas monitored that the programme is conducted fruitfully for all Programmes
7. DVV clarifications were submitted on 23 August 2023.



Principal



IQAC Convener

Minutes of the IQAC meeting held on 09th May 2023 online

A meeting of the Internal Quality Assurance Cell was held online on Google meet on 09th May 2023 at 2.30 pm. The following members attended the meeting.

1. Dr. Ranjith Mathew Abraham (Chairman) *Ranjith Mathew Abraham*
2. Dr. Anne Angeline Abraham *Anne Angeline Abraham*
3. Dr. Sabu George
4. Adv. Stephen J Daniel
5. Mr. Suresh Mammen Thomas *Suresh Mammen Thomas*
6. Dr. D. Sajan *D. Sajan*
7. Dr. Lynnette Joseph (Convener) *Lynnette Joseph*
8. Mr. David K Solomon
9. Dr. Nair Anup Chandrasekharan *Nair Anup Chandrasekharan*
10. Dr. Merin George *Merin George*
11. Dr. Divya S. *Divya S.*
12. Dr. Ashish Varughese *Ashish Varughese*
13. Dr. Sudha Mary Thomas *Sudha Mary Thomas*
14. Mr. Yogesh Prasad *Yogesh Prasad*
15. Dr. Deepa Thomas *Deepa Thomas*
16. Dr. Reeja Jose *Reeja Jose*
17. Mr. Santhosh P John *Santhosh P John*
18. Dr. Prakash G Williams
19. Ms. Ashiya C Benjamin *Ashiya C Benjamin*

The meeting started with a silent prayer. Dr. Lynnette Joseph welcomed the members. Chairman, Dr. Ranjith Mathew Abraham delivered the introductory address in which he mentioned the importance of the upcoming academic year during which the college is planning to undergo the fourth cycle of NAAC re-accreditation.

The activities of IQAC held during June 2022 to March 2023 was reviewed. Principal appreciated the efforts put in by IQAC during the academic year 2022-23. The Action Plan of IQAC for 2023-24 was discussed with the following important points.

1. To submit IIQA by the last week of May 2023.
2. To complete NAAC works by May 2023, with special attention to placements and progression. Department representatives to collect the pending documents related to the respective Departments.
3. To organize an event for HSS students during January 2023-24. Dr. Yogesh, Dr. Ashish, Dr. Anup and Dr. Reeja to form the core committee members of the organizing committee.

4. To organize Skill Development Programmes for students under MIST during 2023-24. Dr Merin George and Ms. Neethu K Daniel to coordinate the activities.
5. To advise all Departments to take initiative to send advanced learners for internship at reputed institutes during vacations.
6. To conduct the presentation of annual report 2022-23 with Action Plan 2023-24 of all Departments/Extension Clubs/ Cells during the first week of June.
7. Dr. Ashish Varughese to coordinate activities of distance learning including Coursera and SWAYAM
8. To publish Newsletter and Handbook 2023-24
9. To promote teachers to publish articles in reputed (Scopus/UGC Care) journals under PRERNA.
10. To proceed with signing MoU with New Castle University and GAD TLC Delhi.
11. To submit a proposal for DST FIST next academic year.
12. To submit AQAR 2021-22 before 31 May 2023.
13. To do feedback analysis by June last week.
14. To submit NIRF report within the due date
15. To submit AQAR 2023-24 by 31 December 2023
16. To organize Merit Day in August 2023
17. To organize annual get together of stakeholders YADAH in December 2023
18. To organize an Induction Programme and Bridge Course for first semester students in August 2023.
19. To strengthen the activities of Moore Initiative for Sustainable Development, especially through Association Activities of Departments and Extension Clubs

Dr. Merin George proposed the vote of thanks. The meeting came to a close at 4.00 pm.


QAC Coordinator

Action Taken Report
01 August 2023


Chairman

21 Aug 2023

ACTION TAKEN REPORT

- 1 IQA for NAAC Fourth Cycle of Accreditation was submitted on 20 May 2023 following to the NAAC SSE submitted on 29 July 2021
- 2 Annual report 2022-23 with Action Plan 2023-24 of all Departments and Extension Clubs was presented on 16 June 2023 in the IQAC room
- 3 Newsletter 2022-23 was published
- 4 AQAR 2021-22 was submitted on 23 May 2023
- 5 College Handbook and calendar was published

Prithvika
Principal

IQAC Co-ordinator

