

Minutes of the IQAC meeting held on 05.02.2014

Minutes of the IQAC meeting held on 05.02.2014 at 2.30 P.M in the Principals cabin.

The following members were present.

Dr.Sabu George, Dr. D Sajan ,Dr. Divya, Prof. Lynnette Joseph, Dr. Leelamma George, Dr.Ranjith Mathew Abraham, Dr. P.K.Varghese, Dr.Anne Angeline Abraham, Prof. George M Cherian.

The IQAC evaluated the quality aspects of all curricular and co-curricular activities in the college. The following decisions were taken in the meeting.

1. To improve the quality of teaching and learning ,it was decide to organise one day college level seminar for all the teachers on 6th 2014. It was decided to invite Dr.Justin Padamadan, a famous clinical psychologist to deliver a talk on 'Teaching and Learning- The Psychological factors'.
2. All the teachers must collect feedback on the quality of their teaching , by getting the student feedback on teacher form filled up by their respective students.
3. The student feedback on illustration is to be collected from outgoing students.
4. A solemn function to bid farewell to the final year students must be organized. They must be provided with divine food to meet exegenius in the rest of their life (Patheyam).
5. The members insisted upon improving the quality of men's toilet. It was decided to refurnish the men's toilet with floor tiles. New urinals is to be provided. A latrine for the men has to be constructed at the earliest.
6. The website of the college has to be reconstructed. A dynamic website is recommended.

7. All classrooms should be given adequate lighting and ceiling fans should be provided whenever found necessary.
8. The Golden jubilee projects of the college – the construction of a jubilee block should be taken up.
9. The Heads of the departments should monitor and ensure that all the syllabus is covered, assignments and project works are completed and all internal papers are evaluated and given back to students in time.

Dr. Leelamma George
Mathew Abraham

Dr. Ranjith

Principal
Coordinator

IQAC

Action Taken Report

1. The one day Seminar on Teaching & hearing was successfully organized on 6th 2014. Dr. Justin Padamadan delivered a talk on "Teaching and Hearing- The psychological Factors". All the teachers participated in the seminar.
2. Feedback forms were printed and distributed among the students. The teachers received the completed feedback forms on the respective teachers and also on the Institution.
3. 'Patheyam ' was organized on march 2014 in the college auditorium to bid farewell to the students. All the teachers and the Principal felicitated the outgoing students.
4. The men's toilet was renovated. The urinals were tiled and one latrine with Indian closet was completed for the men.
5. Talks were held with various agencies for constructing the website.
6. The class No.54,56,57 were equipped with lighting and ceiling fan facilities.
7. The construction of Chapel is under construction and the work is progressing satisfactorily.
8. All the syllabus was covered and the students were equipped for the final exams.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 21.11.2013

Minutes of the IQAC meeting held on 21.11.2013 at 2.30 P M in the Principals cabin.

The following members were present.

Dr.Thomas Kuruvilla ,Dr.Ranjith Mathew Abraham, Dr. P.K.Varghese, ,Dr.D Sajan, Dr. Leelamma George, Dr.Anne Angeline Abraham, Dr. Sabu George , Prof. Lynnette Joseph

The members discussed about the various activities of the college and the following decisions were made:

1. To prepare the Annual Quality Assurance Report (AQAR) of the college for the academic year 2012-13 and submit it to NAAC as early as possible.
2. The IQAC would ensure that the N-list facility of INFLIBNET is accessible to all teachers.
3. The IQAC also decide to collect a copy of the proceedings of the seminars /conferences conducted during this year.

Dr.Thomas Kuruvilla
Abraham

Principal

Dr. Ranjith Mathew

IQAC Coordinator

Action taken report:

1. The AQAR for 2012-2013 was submitted to NAAC on 10.12.2013.
2. The INFLIBNET is made accessible to all teachers.
3. The proceedings of the Seminars /conferences were collected.

Dr.Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 01.08.2013

Minutes of the IQAC meeting held on 01.08.2013 at 1.00 P M in the Principals cabin.

The following members were present.

Dr.Thomas kuruvilla, Dr. Sabu George, .Dr. Leelama George., Dr.Ranjith Mathew Abraham ,
Dr. P.K.Varghese, Dr.D Sajjan, Prof. Lynnette Joseph ,Prof.Divya S

The coordinator informed the concert of the honorable Governor of Kerala to inaugurate the Golden Jubilee celebrations of the college. The coordinator also informed the members that the University of Kerala has sanctioned the M.Sc. Botany course in the college, which should be commenced during this academic year. Discussions regarding the various activities in the college were also held and the following decisions were taken:

1. The formal inauguration of the Golden Jubilee celebrations of the college would be held on 5th August , following the convenient date of the Governor of Kerala.
2. It was decided to start the M.Sc. Botany course during this academic year. An M.Sc. Botany lab has to set up before the commencing of the first year M.Sc. classes. For this the IQAC would hold discussions with the Bursar and staff of the department of Botany.
3. The IQAC should monitor the UGC-Sponsored Add-on courses commencing during the year .The Add-on course on 'Web designing and office Automation' conducted by the department of Physics and Add-on course on 'Polymer Nanocomposites' conducted by the Dept. of Chemistry.
4. The IQAC should monitor the programmes under the new initiatives of higher education using 'Walk with Scholar ' and 'Scholar Support Programme', which the college takes up this year.
5. The IQAC has decided to approach teachers for contributing to the student Aid fund -the noon meal scheme for needy students. The members should make sure that deserving students apply for the scheme.
6. It was also decided to inform and motivate the young teachers to take up major and minor research projects of the UGC.
7. The meeting also decide to seek the support of all staff for the conduct of the 'International Conference on Perspectives in Vibrational Spectroscopy'(ICOPVS-2013) organized by the dept. of Physics and the 'National Seminar on Reading literature in the contemporary Critical Paradigms organize by the dept. of English'

The meeting came to a close at 2 pm.

Dr. Ranjith Mathew Abraham

Dr. Thomas Kuruvilla

IQAC Coordinator

Principal

Action Taken Report:

1. The Golden Jubilee celebrations were inaugurated by the honorable Governor of Kerala on 5th
2. The M.Sc. Botany lab for first year practical's has been set up.
3. The two Add- on courses have started in the department of Physics and Chemistry.
4. 'Walk with the Scholar' programme has started with P K Varghese as the coordinator and 'Scholar support Programme has started with Dr. D Sajan as the convener.
5. Teachers are giving monthly contributions for the students Aid fund and deserving students are benefitting from this scheme.
6. Several proposals for minor research projects have been forwarded to UGC.
7. ICOPVS- 2013 and the National conference were conducted successfully.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 05.06.2013

Minutes of the IQAC meeting held on 05.06.2013 at 2.30 P M in the Principals cabin.

The following members were present.

Dr.Thomas kuruvilla, Dr. Sabu George, .Dr. Leelama George., Dr.Ranjith Mathew Abraham , Dr. P.K.Varghese, Dr.Laly Jacob, Dr.Anne Angeline Abraham.

The members evaluated various activities of the college during 2012-13.The following decisions were made in the meeting:

1. The IQAC decided to bring out the college news letter including the activities of the various departments during the previous academic year.
2. It also decided to undertake a new initiative – ‘ The Mentee Chronicle’. This would be a comprehensive record to kept by a mentor/ warden regarding his/her mentees. The mentees chronicle for all first year wardens would be printed along the names and photos of the and mentees, once the first year admissions are complete. The IQAC entrusted the drafting and printing of the Mentees chronicle to Dr. P K Varghese.
3. The IQAC ,decided to seek the cooperation of all the teaching and non teaching staff during the process of admissions to the first year degree courses.
4. Since the college is celebrating the golden jubilee in 2014,it was decided to organize one year long ‘Golden Jubilee celebrations’ including various academic and extracurricular activities. It was also decide to initiate an environment personality to inaugurate the Golden Jubilee celebrations.
5. The IQAC also decided to submit a proposal to the department of Science and Technology(DST) for the FIST project for the up gradation of scientific research infrastructure. The proposal should be prepared jointly by the research departments of Physics and Chemistry.
6. It was also decide to give all support to the dept. of English for taking up to the 21 day ASAP TPS course(two batches) to identify and train soft skill trainers.
7. The IQAC decide to entrust the responsibility of bringing out the college hand book and calendar for the academic year with publication committee.
8. It was decided to conduct an orientation on curriculum delivery to the first year students and their parents on the day on which first year degree classes commence.

The meeting came to an end at 3.30 PM.

Dr.Thomas Kuruvilla
Mathew Abraham

Dr. Ranjith

Principal
Coordinator

IQAC

Action taken report:

1. The college newsletter including the activities of the previous academic year has been printed.
2. The collection of data regarding the first year students is under progress- to print the mentees Chronicle
3. The admission process is going on smoothly with the co-operation of the teaching and non-teaching staff.
4. A term from college would be initiating the Raj Bhavan to initiate the Honorable Governor of Kerala to inaugurate the Golden Jubilee celebrations.
5. The proposal for the DST FIST project is under preparation.
6. The ASAP TPS course has started and is going on well
7. The college handbook and calendar has been printed and distributed.
8. An orientation on curriculum delivery was conducted for the first year students and their parents .

Abraham

Dr.Ranjith Mathew

IQAC Coordinator

