

Minutes of the IQAC meeting held on 26th May 2016

Minutes of the IQAC meeting held on 26th May 2016 at 2 P.M in the Principals office. The following members were present.

Dr.Sabu George, Dr.Jacob Chandy, Prof.George Kurian, Prof.V.I.Johnson, Dr.Anne Angeline Abraham, Dr. D Sajan, Dr.Sherly Annie Paul, Prof. Merin George, Dr. Asha Ramachandran, Prof. Anu Mathews, Prof. George M cheriyan.

The IQAC evaluated the quality aspects of all curricular and co-curricular activities of the college. A detailed discussion was held about the NAAC re-accreditation and the submission of hard copies of the Self Study Report. The following decisions were taken.

1. It was decided to submit the hard copies of the SSR within 15 days from the submission of LOI.
2. Fine hard copies and one soft copy must be submitted. The same must be dispatched through Speed post. The NAAC coordinator was entrusted with the responsibility of completing the formalities of the submission of LOI.
3. It was decided to make all preparation for the peer team Visit.
4. It was decided to upload the SSR on the college website and to retain it till the completion of the accreditation process.
5. All departments are to make planning of their activities for the new academic year.
6. Activity reports of the departments and clubs must be submitted to the IQAC to facilitate the submission of AQAR 2015-16.
7. Admissions for the new academic year must be transparent and all information must be provided to the students. Prospectus of the college should be printed and distributed to the applications.
8. The results of the academic year are to be evaluated and necessary steps are to be taken to improve the student learning levels.
9. The walk with the scholar (WWS) and the Scholar Support Programme (SSP) are to be implemented meticulously .
10. It was decided to give a white coat of paint to all exteriors of the structures of the college.
11. Three teachers Deepa Thomas, Jerin Susan and Vidhu Vijayan are to be deputed for FDP under the XIIth plan , to complete research leading to Ph.D.
12. The declaration by the student regarding Anti-Ragging is to be obtained from all the newly admitted students.

The meeting come to close at 3.30 P.M

Dr.Sabu George

Principal

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Action taken Report:

1. The hard copies(5) and soft copies(1) was sent to NAAC , Bangalore through Speed Post and acknowledgement received.
2. The uploaded SSR is being retained on the college website.
3. The university website and college website provides information to students regarding admissions.
4. The painting of the college is in progress.
5. Teachers deputed for FDP are not yet relieved .
6. Declaration regarding Anti ragging is being taken from all the new students.
7. The AQAR 2015-16 is not yet submitted.
8. The WWS and SSP are being implemented as per the norms of the KHEC.

Dr.Sabu George

Principal

Dr.Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 04.01.2016

Minutes of the IQAC meeting held on 04.01.2016 at 1 P.M in the Principals cabin. The following members were present.

Dr.Sabu George, Dr.Jacob Chandy, Prof.George Mathew, Dr.Laly Jacob, Prof.V.I.Johnson, Dr.Anne Angeline Abraham, Dr.P.K.Varghese

The Co-ordinator informed that the criterion-wise committees for the preparation of SSR have handed over their reports to the NAAC Steering Committee and that the steering committee has started the revision and consolidation of the reports. The following decisions were taken in the meeting.

1. The IQAC decided to finalise and print the Self Study Report 2016 and also to submit the 'Letter of Intent' to NAAC by the end of the academic year.
2. The IQAC would remind all the club co-coordinators to submit their activity report to the principal in March.
3. It was decided to host the National seminars planned to be organized by the Department of Physics, Economics and Political Science.
4. The committee decided to collect the conference proceedings of the National seminars organized by the concerned departments

The meeting came to a close at 2 p m.

Dr.Sabu George

Principal

Dr.Ranjith Mathew Abraham

I IQAC Coordinator

Action Taken Report of the meeting held on 4th January 2016

1. The Self Study Report has been uploaded in the college website and the 'Letter of Intent' was submitted online to NAAC on 25th May 2016.
2. The reports of all club activities have been submitted by the concerned coordinators.
3. The following seminars/conferences have been conducted successfully.
4. The National seminar on 'Experimental and Theoretical Approaches to Photonic Materials' (ETAP 2016) organized by the department of Physics on 6-8 January 2016.
5. The National workshop on SPSS and Research Methodology was organized by the Department of Economics.

6. The National seminar on ' Human Rights Perspective on Development' and Displacement was organized by the Dept. of Economics History and Political Science on 22-23 Feb. 2016.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 22.10.2015

Minutes of the IQAC meeting held on 22.10.2015 at 1 P M in the Principals cabin

The following members were present.

Dr.Ranjith Mathew Abraham, Dr. P.K.Varghese, Dr.Laly Jacob, Prof.V.I.Johnson, Dr. Jacob Chandy, Dr.Anne Angeline Abraham.

The committee evaluated the quality aspects of the College, discussed about the ongoing preparation of the Self Study Report and the following decisions were taken.

1. The IQAC decided to prepare and submit the Annual Quality Assurance Report (AQAR) for the academic year 2013-14 and 2014-15.
2. It was decided to oversee the selection procedure of the "Best Outgoing Student" of the College, taken up by the STARS Committee.
3. All support would be rendered to host the lecture workshop on 'Spectroscopic Techniques and Applications' organized by the Indian Academy of Sciences on 11-13 November 2015.
4. Decided to make plans and arrangements for the National seminar on 'Malayala Vyakarana Padanam- Vyathyastha Sameepanangal' organized by the Department of Malayalam on 9-11 Decemeber, 2015 and the National seminar on 'Evolving Media in Post-Liberalisation India' organized by the Department of English on 28-29 Decemeber 2015.
5. The committee decided to provide facility for ICT enabled teaching in all the departments.

The meeting came to a close at 2 pm.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Action Taken Report

1. The AQAR for 2013-14 was submitted to NAAC on 9th November 2015 and the AQAR for 2014-15 was submitted on 16th November 2015.
2. The procedure for the selection of the 'Best Outgoing Students has been initiated.
3. The following seminars/workshops were successfully conducted.
4. Science Academies lecture workshop on Spectroscopic Techniques and Applications organized by the Indian Science Academies and hosted by the Department of Physics on 11-13 November 2015.
5. The National Seminar on 'Malayala Vyakarna Padanam -Vyathyastha Sameepanangal organized by the Department of Malayalam on 9-11 December 2015.
6. The National seminar on 'Evolving Media in Post-Liberalisation India' organized by the Department of English on 28-29 December 2015.

One Projector enabled classroom is being equipped in each of the departments.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

Minutes of the IQAC meeting held on 31.07.2015

Minutes of the IQAC meeting held on 31.07.2015 at 2.30 P M in the Principals office.

The following members were present.

Dr. Sabu George, Dr.Ranjith Mathew Abraham, Prof.Jacob Chandy, , Prof. George Mathew, Prof.V.I.Johnson, Dr. Anne Angeline Abraham, Prof. Jessy Ann Philip, Prof.Lynnette Joseph.

The committee reviewed the various quality aspects of the college and discussed about the steps to the followed for NAAC re-accreditation .The following decisions were taken:

1. The IQAC decided to organize a retreat for teachers on 06.08.2015. Dr. Rubee Raj, Principal, Marian college of Engineering ,Kuttikkanam has consented to lead the retreat.
2. The IQAC has constituted a NAAC Steering committee with the following teachers as members:-

Dr. Nair Anoop Chandrasekharan.

Dr. Ann Angeline Abraham

Ashish Varghese

1. Divya S

Dr. Asha Ramachandran.

Lynnette Joseph.

Merin George.

The IQAC ccoordinator, Dr. Renjith Mathew Abraham, will be the convenor of the NAAC steering committee. The steering committee would consolidate the Self Study Report after receiving the reports from the criterion-wise committees.

3. It was decided to ask the criterion –wise committee conveners to submit the report to the NAAC steering committee.
4. The IQAC decided to renovate the women’s centre, construct a new hand wash area near the women’s centre and install incinerators in the women’s centre and ladies hostel.
5. The committee decided to renew the subscription to INFLIBNET.
6. The IQAC would monitor the procurement of instruments and upgradation of research infrastructure under the DST-FIST scheme.
7. Ramps and hand rails for the benefit of differently abled students were decided to be constructed at different locations in the campus.
8. It was also decided to construct a toilet for the differently abled.
9. The IQAC decided to provide lights and fans in all classrooms.

The meeting came to a close at 3.30 P.M.

Dr.Sabu George
Mathew Abraham

Principal
Coordinator

Dr. Ranjith

IQAC

Action taken Report:

1. One day retreat was organized for teachers on 06.08.2015, which was led by Dr. Ruble Raj.
2. The NAAC steering committee has held its first meeting and has discussed plans for the completion of SSR.
3. The women’s centre was renovated , a new hand wash area was contributed and incinerators were installed in the women’s centre and ladies hostel.
4. The INFLIBNET subscription has been renewed.
5. Ramps, handrails and a toilet for differently abled students has been constructed.

6. All the class rooms have been fitted with lights and fans.

Dr. Ranjith Mathew Abraham IQAC Coordinator

Minutes of the IQAC meeting held on 03.06.2015

Minutes of the IQAC meeting held on 03.06.2015 at 1 P M in the Principals cabin

The following members were present.

Dr. Sabu George, Dr.Ranjith Mathew Abraham, Prof. Giggy P Koshy, Prof. George Mathew, Dr.Laly Jacob, Prof.V.I.Johnson, Dr. Divya S, Prof. Jessy Ann Philip.

The committee discussed about the academic activities during the previous academic year. The different quality aspects and developed agenda for the new academic year were discussed and the following decisions were taken:

1. The IQAC decided to bring out the college newsletter including the activities of the previous academic year . Dr. Nair Anoop Chandrasekharan would be entrusted with this.
2. It was decided to inform the Publication committee to bring out the college handbook and the calendar.
3. The committee decided to collect signed statements regarding the anti-ragging policy of the college from students at the time of admissions.
4. The IQAC would render all support to the Dept. of English for organizing three batches of the ASAP TPS course to identify and train soft skill trainees and the ASAP skill development programme to impart job oriented skills.
5. It was decided to collect the teaching plan for odd semester from all teachers.
6. The application showing the interested open courses would be collected from the S5 students and Dr.Brijithlal N. D and Ms. Linda Jacob would process the applications.
7. It was decided to ask the teachers to increase their contributions towards the students aid fund so that more students can avail non meal scheme.
8. The IQAC decided to monitor the WWS and SSP programmes .The selection of first year students to the programmes should be done as soon as the admissions to the first courses are completed.
9. It was decided to convert the Commerce staff room into the IQAC office and make necessary furnishings.
10. The committee decided to set up a new computer lab for the B.Com(Computer applications) course.

The meeting came to a close at 2.00 P.M.

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Dr. Ranjith Mathew

IQAC Coordinator

Action taken Report:

1. The college newsletter for 2014-15 has been brought out.
2. The college handbook and calendar has been printed and distributed
3. Signed anti-ragging statements are collected from students during admissions.
4. The ASAP courses are being conducted successfully.
5. Applications for open courses have been collected and 55 students have been assigned their open courses.
6. Teachers have increased their contributions to the Student Aid Fund.
7. Student selection to WWS and SSP is under process.
8. The new IQAC office and B.Com computer lab were dedicated by the Manager, Rt. Rev. Thomas K Oommen.

Dr. Ranjith Mathew Abraham

IQAC Coordinator

