



# **CARMEL COLLEGE, MALA**

Nationally Re-accredited with 'A' grade (Third Cycle)

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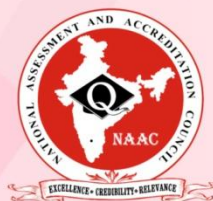


## **Criteria VI**

### **Governance, Leadership and Management**

**Details of regular IQAC meeting and Feedback System**

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**



## **CARMEL COLLEGE, MALA**

### **Details of regular IQAC meeting and Feedback System**



8/12/2016

Date &amp; Time : 8/12/2016 , 2.00 PM

Venue : NAAC Room

Agenda : Research & Development Activities  
 : Feedback & Evaluation.  
 : Schedule of Academic Audit  
 : Planning to discuss about Industrial visit  
 : Schedule of parents Teachers Association  
 for all the courses of First year  
 Students.

Members :

Dr. Sh. Lizy. C.I. Sh. LizyDr. Sr. Lizy. AD Sh. LizyMs. Lakshmi Salim Sh. Lizy

Dr. Steedevi. E.P.

Ms. Mary Philip MPDr. Vidhya Francis VF

Sr. Lizy. K.D

Smt. Baby. C.G CGSr. Joesilla. CMC Sr. JoesillaMr. A. V. Thomas. (AV)Ms. July Jacob JJMs. Kavya. P KavyaMs. Meena Chacko MeenaMs. Binny. K.F. BMr. Wilson Kandamkulatty (WK)

Sr. Susan. CMC.

All the IQAC members actively participated in the discussion. The functions and role of IQAC in sustaining the quality of the academic programmes of the College was highlighted. The following points were discussed in the meeting.



### Decisions:

1. Committee decided to collect feedback from the students and other stakeholders
2. decided to remind all the departments to conduct academic audits at department level.
3. Committee decided to encourage all the departments to arrange industrial visits and internships.
4. Committee decided to schedule the parent teacher meeting.

Ms. Lakshmi Salim IOAC coordinator informed the date for the next meeting, and it is unanimously decided in the second week of February 2017. The meeting ended with a formal vote of thanks.

Jaly  
Co-ordinator

Sri Lakshmi  
chairperson.



Action taken Report of the meeting held on 8th December 2016.

1. Feedback is collected from students, teachers and parents and Dr. Vidhya Francis assigned the duty of analyzing the evaluation.
2. All the departments have given exposure to students through industrial visits.
3. Department level parents teachers meeting was conducted in all the departments.

Lalu  
coordinator

S. Chitra  
chairperson
















20/02/2017

Date &amp; Time : 20/2/2017, 2.00PM

Venue : NAAC Room

Agenda : Review of analysed feedback taken from the stakeholders.  
 : Introduction of digitalised Monitoring  
 : To review the status of and audits on Eco friendly measures include steps to reduce consumptions of electrical energy.

Members:

Dr. Sr. Lizy. C.I.   
 Dr. Sr. Lily. A.D.   
 Ms. Lakshmi Salim   
 Dr. Sreedevi E.P.  
 Ms. Mary Philip   
 Dr. Vidhya Francis   
 Sr. Lily. K.D.  
 Smt. Baby. C.G.   
 Sr. Joseritta CMC   
 Ms. A.V. Thomas   
 Ms. July Jacob   
 Ms. Kavya. P.   
 Ms. Meena Chacko   
 Ms. Binny K.F.   
 Mr. Wilson Kandamkulathy   
 Sr. Susan. CMC.

Chairman welcome the members for the meeting. All the IQAC Members actively participated in the discussions. The following points were discussed in the meeting.



## Decisions :

1. Committee entrusted Dr. Vidya Francis, Member of IQAC to analyse the feedback taken from students and other stakeholders.
2. Committee decided to suggest to introduce a software programme called for ensuring the monitoring teaching learning activities in a regular way.
3. The review of and audits on status of eco-friendly measures are taken in campus in order to reduce consumption of electrical energy, where majority of the incandescent light bulbs, and fluorescent tube-lights are to be replaced by most effective, high efficient LEDs.
4. All team members wholeheartedly discussed on academic progress of our college and unanimously agreed to take steps to improve the same.

The meeting ended with a formal vote of thanks by Ms. Lakshmy Salim IQAC Co-ordinator.

Lakshmy  
Co-ordinator

Sethi  
Chairperson.



Action taken Report of the meeting held on 20<sup>th</sup> February 2017.

1. Analysed feedback report is evaluated by the team and submitted to principal.
2. Preliminary steps are taken to introduce a mobile app called "Carmel app" under the guidance of Bussal and system administrator.
3. Bussal initiated the process of replacing incandescent bulbs with LED bulbs and measures to avoid water wastage, electricity power wastage etc.

Jaly  
Coordinator

Leetkey  
Chairperson



18/12/17

Date &amp; Time : 18/12/2017, 3.30-4.30 PM

Venue : NAAC Room

## Agenda.

1. Remedial coaching for weak students
2. One day Seminar on Women empowerment.
3. Feedback from stakeholders.

## Members :

Dr. Sr. Lizy. e. I. ~~...~~Ms. Lakshmi Salim ~~...~~Dr. Vidhya Francis ~~...~~Ms. Mary Philip ~~...~~Dr. Sr. Kochuthressia. K.P. ~~...~~

Smitty V. Isidore.

Ms. Greated Francis ~~...~~Sr. Josphita eme ~~...~~

S. Lissy. K.D.

Sr. Waly P.P. ~~...~~Mr. A.V. Thomas ~~...~~Fathima Immana ~~...~~Meenu Thomas ~~...~~Ms. Meena Chacko ~~...~~Ms. Bincy R.F. ~~...~~

Mr. Wilson Kandankulathy (WK)

Sr. Susan. eme.



## Decisions.

1. It is decided to ensure remedial coaching for weak students to improve the overall result of college.
2. Resolved to collect feedback from all stakeholders and entrusted this duty to Vidhya Francis.
3. It is decided to conduct one day Seminar on women empowerment in collaboration with department of sociology.

Jaly  
Coordinator

Leethy  
Chairperson



## Action Taken Report of the meeting held on

1. IQAC coordinator informed all the department HOD's to conduct remedial coaching for weak students.
2. One day seminar on women empowerment was organised in collaboration with the department of sociology.
3. Feedback was collected and analysis report was prepared by Dr. Vidhya Francis and Team.

Jalu  
Coordinator

J. Vijaya  
Chairperson



15/2/2018

Date & Time: 15/2/2018, 3.30 - 4.30 PM  
 Venue : NAAC Room.

### Agenda :

- 1) Submission of feedback analysis report.
- 2) Academic Administrative and Green Audit.

### Members:-

Dr. Sr. Lizzy. C.T. Dr. Lizzy  
 Ms. Lakshmi Salim L  
 Dr. Vidhya Francis V  
 Ms. Mary Philip Mp  
 Dr. Sr. Kochuthessia K.P. Dr. K.P.  
 Smitty V. Isidore.  
 Ms. Greatel Francis G  
 Sr. Joseyitta CMC. Sr. Joseyitta  
 Sr. Lily. K.D.  
 Sr. Wally. P.P. W  
 Mr. A.V. Thomas A.V.  
 Fathima Jumana Fathuma  
 Meenu Thomas Meenu  
 Ms. Meena Chacko Meena  
 Ms. Binny K.F. B  
 Mr. Wilson Randamkulatty WK  
 Sr. Susan. CMC.



Decisions

1. Team evaluated the feedback report and decided to submit to Principal.
2. Academic administrative audit and Green Audit have to be completed before 15 March 15<sup>th</sup>
3. For the conduct of AAA, all departments should submit their self study Report before 28-2-2018.
4. Green Audit have to be completed before 23-3-2018.

Jalal  
Coordinator

W. Akbar  
Chairperson



## Action Taken Report of the meeting held on

1. IQAC Coordinator Submitted the feedback report to Principal.
2. Departments submitted their self study Report and conducted audit in time.
3. Green Audit was completed in the month of March.

Jale  
Coordinator

Lehry  
Chairperson



DATE : 01-01-2019

VENUE : NAAC Room

AGENDA :

- (i) Collection and Analysis of students, <sup>Teacher</sup> Alumni and Parents feedback.
- (ii) Collection of Department SSR by IQAC.

MEMBERS:

Dr. Sr. Lizy C.T. Elizabeth  
 Sr. Rimi Raphael R  
 Dr. Vidhya Francis V  
 Dr. Kochuthressia KP K  
 Mc. Mary Philip M  
 Ms. Linda Joseph L  
 Sr. Smilthy V. Isidhose Smilthy  
 Sr. Joserilka Sr. Joserilka  
 Sr. Leena Thomas K. Leena K.T  
 Sr. Jalmi Jose Jas  
 Mr. A.V. Thomas Ant  
 Kum. Akshara K.C. Akshara  
 Mc. Meena Pious meena  
 Ms. Jomi P.L. Jomi  
 Ms. Lakshmi Salim. L



## DECISIONS TAKEN:

- (i) It was resolved to depute Memu Jose, Assistant Professor of statistics to assist Sr. Lini Raphael for the preparation of the confidential report of feedbacks collected from various stakeholders.
- (ii) Departments were asked to submit the RSR before 15-02-2019.

Jale  
Coordinator

S. Ethey  
Chairperson



## ACTION TAKEN REPORT:

- (i) Students' feedback on college performance and curriculams are collected in the structural format and analysis was carried out by the feedback teams.
- (ii) Departments submitted their Self study Report to IQAC.

Jalun  
Coordenator

Lehny  
Chairperson



DATE: 05.03.2019

VENUE: NAAC Room

AGENDA:

- (i) To organize NET Coaching programmes for PG students.
- (ii) Submission of analyzed feedbacks
- (iii) Academic Audit

MEMBERS:

Dr. Sr. Lizy C.I.	<u>Lizy</u>
Sr. Rini Raphael	<u>Rini</u>
Dr. Vidhya Francis	<del>Vidhya</del>
Dr. Kochu Thressia	<del>Thressia</del>
Mr. Mary Philip	<u>Mary</u>
Mr. Linda Joseph	<u>Linda</u>
Sr. Smilty V. I. I. Sidhose	<u>Smilty</u>
Sr. Joseeritta	<u>Sr. Joseeritta</u>
Sr. Leena Thomas K.	<u>Leena K.T</u>
Sr. Jaimi Jose	<u>Jaimi</u>
Mr. A.V. Thomas	<u>AVT</u>
Kum. Akshara K.C.	<u>Akshara</u>
Mr. Meena Pious	<u>Meena</u>
Mr. Jomni P.L.	<u>Jomni</u>
Mr. Lakshmi Salim.	<u>Lakshmi</u>



## DECISIONS TAKEN:

- (i) It is decided to conduct NET coaching for Arts and Science students separately.
- (ii) Committee resolved to submit the analyzed feedback report to Principal.
- (iii) Academic Audit should complete before 26.03.2019.

*Joshi*  
Coordinator

*S. Chitambar*  
Chairperson



## ACTION TAKEN REPORT:

- (i) IQAC organized UGC NET/JRF Orientation programme M.A students on 20.03.2019 and M.Sc students on 28.03.2019.
- (ii) Analysed feedback submitted to Principal.
- (iii) Academic and Administrative audit completed in time.

Datta  
Coordinator

S. Chakraborty  
Chairperson



Date and Time 12/3/2020 - 2.00 pm  
 Venue NAAC Room.

### Agenda

Evaluation of activity Reports of Departments

Feedback Submission  
 Green audit.  
 Academic Audit.

### Members

Dr. Sr. Licy C I *Licy*  
 Dr. Sr. Kochuthrasseri KP *Kochu*  
 Ms. Lakshmi Salim  
 Sr. Rini Raphael *Rini*  
 Dr. Vidya Francis *Vidya*  
 Ms. Keena T.K. *Keena*  
 Ms. Linda P Joseph  
 Ms. Riya Jose *Riya*  
 Sr. Florence  
 Sr. Laly P P *Laly P.P*  
 Sr. Jasmi *Jasmi*  
 Mr. A.V Thomas *AVT*  
 Kum. Safa  
 Ms. Meena Pooji *Meena*  
 Mr. Jomy PL *Jomy*  
 Mr. Wilson Kandankulathy  
 Mr. Thomas Cherian.

### Decisions

Committee evaluated the activity report and decided to prepare internal academic audit report in the prescribed format.



- IQAC Coordinator conveyed her words of appreciation to the Departments for organizing National level Seminars and Workshops.
- Committee discussed and reviewed the analysis of Teacher evaluation feedback and decided to submit to Principal.
- As the pandemic Covid-19 is spreading, all members unanimously suggested to conduct the academic audit - 2019-2020 in the next academic year and decided to be the same.
- Decided to conduct Green audit of the year 2019-2020 in the next academic year

Rama  
Coordinator

Arthy  
Chairperson