

Date : 13/01/2020

Time : 2 pm

Venue : NAAC Rooms.

Agenda :

- To discuss about the schedule of Academic audit.
- promotion of the activities of Career Guidance and Placement Cell
- Alumnae Reunion.
- NAAC Orientation Session.
- Insight Process

Members.

Dr. Sr. Lily CI	<i>Lily CI</i>
Dr. Sr. Kochuthressa KP	<i>Kochuthressa KP</i>
Ms. Lakshmi Salim	<i>Lakshmi Salim</i>
Sr. Rini Raphael	<i>Rini Raphael</i>
Dr. Vidya Francis	<i>Vidya Francis</i>
Ms. Reena TK	<i>Reena TK</i>
Ms. Linda P Joseph	<i>Linda P Joseph</i>
Ms. Riya Jose	<i>Riya Jose</i>
Sr. Florence	<i>Florence</i>
Sr. Laly PP	<i>Laly PP</i>
Sr. Jazmi	<i>Jazmi</i>
Mr. A.V. Thomas	<i>A.V. Thomas</i>
Keem. Safa	<i>Safa</i>
Ms. Meena Pious	<i>Meena Pious</i>
Ms. Jomy PK	<i>Jomy PK</i>
Ms. Wilson Kandamkulathy	<i>Wilson Kandamkulathy</i>
Mr. Thomas Cherian	<i>Thomas Cherian</i>

## Decisions

Committee decided to ask all the departments to submit the report for academic audit on or before March 10<sup>th</sup>.

Entrusted the ~~duty~~ of Ms. Preety John P, Career Guidance Cell and Placement Cell to organize career promoting activities in the campus.

Alumni reunion was decided to conduct on Jan

Decided to organize an interactive session on revised accreditation process of NAAC

Decided to conduct Insight Programme, an initiative of IRAC

~~APRIL~~  
Coordinators

~~APRIL~~  
Chairperson

## Action Taken Report of The Meeting held on 13/10/2020

- All the departments submitted the annual Report for verification and Internal academic audit at IRAAC.
- Career Guidance and Placement Cell organized an 'Education Expo' for Higher Secondary and College Students. Also organized a 3-day Training programme and placement drive for the outgoing students.
- Alumnae reunion was held at 18/1/2020.
- Organized an interactive session on the revised accreditation process of NAAC was led by Mrs. Jain J Therattel, Assistant Professor of Zoology, St. Aloysius College, Altharuth.
- Organized an Insight programme in Collaboration with Dept. of Botany by Mrs. Prabhu P.M, Assistant conservator of Forest.

~~\_\_\_\_\_~~  
Coordinators

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Chairperson

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

### Agenda

Evaluation of activity Reports of Departments

Feedback Submission

Green audit.

Academic Audit.

### Members

Dr. Sr. Lincy C I	Lincy
Dr. Sr. Kochuthrossai KP	Kochup
Ms. Lakshmi Salim	Lakshmi
Sr. Rini Raphael	Rini
Dr. Vidya Francis	Vidya
Ms. Keena T.K	Keena
Ms. Linda P Joseph	Linda
Ms. Riya Jose	Riya
Sr. Florence	Florence
Sr. Laly P P	Laly P.P
Sr. Jasmi	Jasmi
Mr. A.V Thomas	AVT
Kum. Safa	Safa
Ms. Meena Peres.	Meena
Mr. Jomy PL	Jomy
Mr. Wilson Kandankulathy	Wilson
Mr. Thomas Cheran.	Thomas

### 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 analyses 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.

Home  
Coordinator

Leena  
Chairperson

ACTION TAKEN REPORT OF THE MEETING HELD ON.  
12/03/2020

Analysed the activity reports of the Departments and Submitted to Principal.

- Analysed feedback from various stakeholders and Submitted to Principal.
- Internal academic audit of the Departments is Completed
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Coordinator.

Leithey  
Chairperson

Date and Time : 09-06-2020 - 3.30pm to 5.30pm.  
 Venue : IQAC Conference Hall.

Agenda

1. To organize Webinar Series
2. Faculty Development Programme
3. Verification of SSR
4. Reconstitution of IQAC
5. Teaching Plan, Action Plan Submission
6. NAAC Preparations

Members Present

- |                              |   |
|------------------------------|---|
| 1. Dr. Sr. Licy A. D         | ✓ |
| 2. Ms. Lakshmi Salim         | ✓ |
| 3. Dr. Vidya Francis         | ✗ |
| 4. Ms. Reena T. K            | ✗ |
| 5. Ms. Riya Jose             | ✗ |
| 6. Ms. Ushusmol. E. V        | ✗ |
| 7. Ms. Greeshma. K. V        | ✗ |
| 8. Sr. Susan                 | ✗ |
| 9. Sr. Laly P. P.            | ✗ |
| 10. Sr. Jashni Jose          | ✗ |
| 11. Mr. A. V Thomas          | ✗ |
| 12. Kum. Safa                | ✗ |
| 13. Ms. Meena Pious          | ✗ |
| 14. Mr. Jomy. P. L           | ✗ |
| 15. Mr. Wilson Kandamkulathy | ✗ |
| 16. Mr. Thomas Cheriaan      | ✗ |
| 17. Dr. Sr. Rini Raphael.    | ✗ |

Decisions

1. It is decided to conduct a webinar Series in the context of Pandemic
2. Faculty Development programme is to be organized to improve the professional competency of faculty

Date and Venue : 09.06.2020

3. Members analyzed the self study Report and suggestions were put forward for the finalization of the same
4. IQAC is reconstituted and new members are welcomed
5. It is decided to remind HOD's to submit Teaching plans for the odd Semesters before 10.06.2020.
6. NAAC preparations are analyzed and entrusted NAAC, IQAC co-ordinators and team to coordinate the same.

Ravi  
Coordinators


W. J. Ab  
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON.  
09/06/2020

- IAAC organized a webinar series 'Perceptions' held on 18.06.2020, 22/6/2020 and 24/6/2020.
- Faculty Development Programme entitled 'Teachers the Transformers' for faculty from 17.08.2020 to 24.8.2020
- Teaching plans are submitted to IAAC before the first week of June.

  
Coordinator

  
Principal

Date and Time : 24.08.2020, 3.30pm to 5.30pm.  
 Venue : IQAC Conference Hall

### Agenda

1. Conduct of Green Audit
2. Organization of Insight Programme
3. Professional Development programme for Administrators
4. Certificate Course
5. Feedback of the Departments.

### Members Present

Dr. Sr. Licy. A.D

Ms. Lakshmi Salim

Dr. Vidya Francis

Ms. Reena T.K

Ms. Riya Jose

Ms. Ushusmd. E. V

Ms. Greeshma. K.V

Sr. Susan

Sr. Laly P.P

Sr. Jaimi Jose

Mr. A.V Thomas

Kum. Saja

Ms. Meena Pious

Mr. Jomy. P.L

Mr. Wilson Kandamkulathy

Mr. Thomas Cherian

Dr. Sr. Rimi Raphael

Riya

Lishu

Js

Dr. Susan

Laly P.P

Jaimi

AVT

Saja

Meena

JPL

Wils

Thomas

Rimi

### Decisions Taken

1. It is decided to conduct Green audit of the Campus with the guidance of external agency
2. Resolved to encourage departments to organize experts meet through Insight programme

3. It is decided to conduct professional development programme for administrative staff
4. It is decided to encourage to start new certificate courses by the departments
5. Decided to ask Heads of Departments to take the feedback on Teaching learning process of the respective departments.

~~HRM~~  
Coordinator

~~hr~~ AD  
Principal

### Action Taken Report of the meeting held on 24.08.2020

- Green Audit for the year 2019-2020 was carried out by IQAC in collaboration with the Nature's Green Guardians Foundation.
- "Envision your ideal Vocation" by Ms. Neethu Kamal IPS, SP, CBI in the Ministry of personnel and training (DOPT), Govt. of India was jointly organised by (Speaker's Forum, Department of English in collaboration with IQAC under INSIGHT Programme on 19.09.2020.

Heene  
Coordinator

hegde  
Principal

Date and Time : 26.10.2020, 3.30pm to 4.30pm  
 Venue :

### Agenda

1. Student Induction Programme
2. Webinar Series related to research promotion
3. Conduct of Academic Audit
4. IAAC Feedback on Curriculum
5. Submission of teaching plan for II, IV, VI

### Members Present

Dr. Sr. Licy A.D ✓

~~Dr. Vidya Francis~~ ✗

Ms. Reena P.K.

Ms. Riya Jose

Ms. Ushamol E.V.

Ms. Greeshma K.V.

Sr. Susan.

Sr. Laly P.P.

Sr. Jasmi Jose

Mr. A.V Thomas

Kum. Safa

Ms. Meena Pious

Mr. Jomy P.L.

Mr. Wilson Komdamskulathy

Mr. Thomas Cherian

Dr. Sr. Rimi Raphael

Riya

Ushamol

Greeshma

Sr. Susan

Laly P.P.

Jasmi

A.V Thomas

Safa

Meena

Jomy

Wilson

Thomas

Rimi

### Decisions Taken

1. It is decided to organize Student Induction programme for freshers in November.
2. Decided to motivate research committee to conduct webinars to promote research activities in the campus
3. Even though academic audit was decided to conduct

during the month of July Covid created inconvenience for the same. Hence, it was discussed to and decided to extend the date to the month of December.

4. Resolved to collect feedback on I, III, V Semester Curriculum and to ask departments to submit the teaching plan for the coming Semesters.

~~Rame~~  
Coordinator

~~h. j. AD~~  
Principal

## Action Taken Report of the meeting held on 26.10.2020

- Student Induction programme - Sathyanaya - 2020 has been organized from 3.11.2020 to 6.11.2020 with various activities.
- Facilitated Research Committee to organize research promotion activities and various programmes are intimated to be held on with the upcoming days.
- Feedback on curriculum is collected
- Teaching Plans are submitted to IQAC for verification.

~~Prin~~  
Coordinator

~~Prin~~  
Principal

Date & Time : 08.01.2021, 3.30 pm to 5.30 pm  
 Venue : IQAC - Conference Room.

### Agenda

1. Orientation Session for faculty
2. Career Orientation Programme
3. Seminars on 'Research Methodology'
4. Orientation on Curriculum
5. Skill enhancement / Capacity building programmes
6. Academic Audit evaluation

### Members Present

Dr. Sr. Licy A D ✓

Dr. Vidya Francis ✓

Ms. Reema P.K. ✓

Ms. Riya Jose ✓

Ms. Ushasmol. E. U ✓

Ms. Greeshma. K. V ✓

Sr. Susan ✓

Sr. Laly P.P. ✓

Sr. Jasmi Jose ✓

Mr. A.V Thomas ✓

Kum. Saja ✓

Ms. Meene Pious ✓

Mr. Jomy P.L. ✓

Mr. Wilson Kandamkulathy ✓

Mr. Thomas Cheriau ✓

Dr. Sr. Rini Raphael ✓

Raja

Lishu

Cjs

Dr. Sr. Susan

Laly P.P.

Jasmi

AVT

Saja

Meena

Joy

wife

Thomas

Rini

### Decisions Taken

1. Decision is taken to organize an orientation on NAAC preparation for the faculty
2. It is resolved to ask Departments and career guidance and placement cell to conduct various programmes



Date & Time for Career promotion.

3. It is decided to organize seminar on Research methodology.
4. Resolved to promote Skill enhancement / Capacity building programmes.
5. Academic Audit reports of Departments are evaluated and suggestions and actions were formulated based on the Report.

~~Amr~~

Coordinator

~~h. j. ad~~  
Principal

## Action Taken Report of the meeting held on 08.01.2021

- Faculty Orientation on NAAC preparation was held on 28-01-2021 in which the Ms. Deepa N, Assistant Professor of Sociology, Mercy College, Palakkad delivered the topic 'Sociology'.
- Seminar on 'Practical Methodology of Social Science Research' was conducted in collaboration with Department of Sociology on 18-02-2021. Dr. P S Ajith Kumar, Associate Professor, SNDP College, Kollam was the resource person.
- Batch wise skill enhancement / capacity building programmes was organized on positive mental strength, National digital library etc on 19.03.2021
- On 6th Feb. 2021, Dr. Jomy P L & Dr. T. M Jagadheesh handled the Career Guidance sessions on 'careers Exploration and Planning' to first year students.

*[Signature]*  
Co-ordinator

*[Signature]*  
Principal

Date & Time : 04.03.2021, 3.30 pm to 5.00 pm  
 Venue : IQAC / Conference Room.

### Agenda

1. Feedback on curriculum, overall performance of college from various stakeholders.
2. Submission of annual report of departments for the year 2020-2021
3. Evaluation of Activity reports of departments.

### Members Present

Dr. Sr. Licy . A D ✓

~~Dr. Vidya Francis~~ ✗

Ms. Reena T.K. ✓

Ms. Riya Jose

Ms. Ushusmol. E.U

Ms. Greeshma K.V

Sr. Susan

Sr. Laly P.P

Sr. Jashni Jose

Mr. AV Thomas

Kum. Saja

Ms. Meena Pious

Mr. Jomy . P.L

Mr. Wilson Kandamkulathy ✓

Mr. Thomas Cherrion

Riya

Ushusmol

Sr. Susan

Sr. Susan

Laly P.P

Jashni

AV

Saja

Meena

Jomy

Wilson

Thomas

### Decisions Taken

1. Decided to collect feedback on curriculum, overall performance of college from students, teachers, parents, Alumnae, employers.
2. Decided to collect annual report of departments before 31.03.2021
3. General evaluation of the departments have done

and suggestions put forward by the team.

~~Princ~~  
Coordinator

~~Princ~~  
Principal

Action taken report of the meeting held on 04.03.2021

- Feedback on curriculum was collected from various stakeholders like faculty, students, Alumnae, Employers & Parents and analyzed the report was decided to submit to Management through Principal
- Annual Report of departments were collected at IAAC
- Overall evaluation on the performance of college was done at IAAC, College council and it is decided to formulate strategic plan for the next academic year.

*[Signature]*

Co-ordinator

*[Signature]*

Principal