

IQAC 2022-23 COMPOSITION

- 1) Chairperson : Dr. Sr. Licy A.D. ✓
- 2) Members (Staff) :

Dr. Maya (Asst. Prof)	Maya
Dr. Geo Joseph (Asst. Prof)	Geo
Ms. Meenu (Asst. Prof)	meenu
Ms. Greatel (Asst. Prof)	G
Ms. Brighty (Asst. Prof)	Brighty
Ms. Beena (Asst. Prof)	Beena
Ms. Celin (Asst. Prof)	celin
Dr. Dhanya (Asst. Prof)	Dhanya
Ms. Lakshmi (Asst. Prof)	Lakshmi
Dr. Roshini (Associate Prof)	Roshini
- 3) (Management) Dr. Sr. Rosemary CMC Bas:
- 4) (Administration) So. Laly P.P. ~~Laly P.P.~~
- 5)
 - a) (Local society) Mr. A.V. Thomas ~~AVT~~
 - b) (Students) Ms. Mymoonah Koroth Mymoonah
 - c) (Alumni) Ms. Meena Pious Meena
- 6)
 - a) (Employers) Mr. Jomy P.L. J.P.L.
 - b) (Industrialist) Mr. Wisen Kandamkulathy Wisen
 - c) (P.T.A) Mr. Davies Kachapilly Davies
- 7) Co-ordinator : Ms. Mary Philip Mary

Date: 1/6/22
Venue: IQAC room

Time: 10.00 am

Agenda:-

- 1) Collection of Action Plan from departments
- 2) Final preparations for NAAC Peer Team Visit including conduct of orientation for the same.
- 3) Conduct of Mock Visit & arrangement of exhibition
- 4) Academic audit to be planned
- 5) Preparation of Teaching plans by all teachers

Members Present:-

Dr Sr. Lincy A.D.

Dr Maya
Ms Grentel
Dr Geo

Maya
Grentel

Ms Celis
Ms Brightly

Celis
Brightly

Ms Beena
Ms Mary Philip

Beena
Mary Philip

Discussions :-

A lecture series should be initiated by IQAC & in collaboration with various departments & cells, programmes should be organised

Decisions Taken:-

- 1) All the departments to be directed to submit their action plan in the first week itself along with teaching plans
- 2) An Orientation session on Peer Team visit to be arranged immediately.
- 3) Another round of final mock visit to be conducted by the IQAC before the NAAC visit & make arrangements for exhibition.
- 4) An orientation programme for final years to be arranged

Co-Chairman
Mary Philip

Chairperson
Lincy A.D.

Action Taken Report:-

- Action Plans from all the departments have been collected and verified
- An Orientation session on Peer team visit was conducted by the IQAC with Dr Ajins as resource person
- Mock visit to all the departments & all the necessary arrangements for the conduct of exhibition was done.
- Academic audit to be conducted next month and all the departments have been instructed to be prepared accordingly.
- 'Career opportunities after graduation', was the programme organised by the IQAC for final year students in association with 'Unacademy'
- An Impact lecture series was initiated by IQAC on 'Entrepreneurship' in association with IIC & Botany department.
- All the teachers have prepared their teaching plans for the present semester.

Chairperson

L. S. Ad

Date: - 19/7/22
 Venue: IQAC room

Time: 2.30 p.m.

Agenda:-

- 1) Organize workshops for staff & students on e-certification generation
- 2) Initiate a series of Quality Enhancement programmes
- 3) Orientation session on Autonomous implementation
- 4) Submission of AQAR 2020-21
- 5) Conduct of Academic audit for the year 2021-22

Members Present:-

Dr. Sr. Licy A.D.

Dr Roshini

Dr Maya

Ms Geetel

Dr Leo

Dr Dhanya

Ms Celin

Ms Brightly

Ms Beena

Ms Mary Philip






















Decisions:-

- 1) In order to train & familiarize the staff and students with the various aspects of technology being used for different works, a workshop on the generation of e-certificates for staff and students will be conducted.
- 2) As part of the Quality Enhancement Series, a seminar on the various aspects of publication, UGC-care list etc will

be organised.

- 3) An orientation session on the know-how of the implementation of autonomous is to be conducted with resource persons from the autonomous colleges.
- 4) All efforts to be made to complete the work of ADAR 2020-21
- 5) After checking the availability of faculty members, audit to be conducted

~~Chairman~~
Coordinator

~~Chairman~~
Chairperson

Action Taken Report:-

- Workshops for staff & students on e-certificate generation was conducted.
- A seminar covering various aspects of publication was conducted in association with the college library.
- An orientation session on the implementation of autonomous was conducted by the IRAC.
- ADAR 2020-21 submitted in the first week of August.
- Academic audit completed

~~Chairman~~

~~Chairman~~
AD

Date: 12/8/22
Venue: IRAC room

Time: 2.30 p.m.

- Agenda: -1) SSR submissions for the year 2021-22 for preparing AQAR
2) Training sessions for newly appointed staff
3) Commencement of extension activities by departments
4) Final year students to be sent for CUSSP
5) Conduct of value education sessions
6) Session on IPR

Members present:

Dr. Licy A. D.




Dr. Maya


Dr. Roshini

Ms. Geetal

Ms. Brightly


Ms. Mary Philip






Decisions:-

- 1) It was decided to collect the final SSR after updations and corrections from the departments.
- 2) An MIS training session for the newly appointed faculty members
- 3) Departments to be directed to send final year students for CUSSP
- 4) Value education sessions to be conducted timely
- 5) The functioning of the autonomous batch to be monitored closely
- 6) An awareness session on IPR to be organised.


Co-ordinator


Chairperson

Action Taken Report:-

- 1) Departments have mailed the SSR to the IOAC mail
- 2) A training session for familiarizing newly appointed teachers with linways & its application was organised
- 3) Final year students are going for CUSSP
- 4) Value Education classes and orientation sessions were conducted.
- 5) A session on IPR with Dr Joyce Jose as resource person was conducted for students and teachers.

Signature

AD







Date: 1/9/22

Time: 3.30 p.m.

Venue: IRAC room

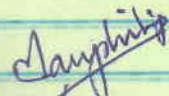
- Agenda :-
- 1) A session on Bloom's Taxonomy
 - 2) Activities under the MoUs signed by the college
 - 3) A seminar on Research Methodology
 - 4) Session on career guidance for graduate students

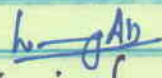
Members present :-

Dr. Sr. Lily A. D	
Mary Philip	
Ms Maya	
Ms Beena	
Ms Meenu	
Dr Geo	

Decisions taken :-

- 1) It was decided to conduct a workshop on Bloom's Taxonomy and creation of question bank.
- 2) Departments to be encouraged to collaborate and conduct activities under the various MoUs signed by the college
- 3) In order to boost research activities, a seminar on Research Methodology to be conducted.
- 4) Career guidance sessions for final year students


Secretary


Principal

Action Taken Report :-

- 1) The workshop on Blooms' Taxonomy and question bank generation was conducted.
- 2) Many of the departments in collaborations with the ICAC conducted programmes under various MoUs.
- 3) In association with the Research Cell, a seminar on Data analysis and Reporting was conducted.
- 4) A career orientation session by an Internationally certified trainer was conducted by Easylink academy.

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Date: 17/10/22
Venue: IQAC room

Time: 3:30 p.m.

- Agenda :-
- 1) Training on OBE, PSO & COs mapping
 - 2) Completion of seminar & related exams & activities
 - 3) CVSSP for the next semester (2 & 4 to be started)
 - 4) Dept files to be updated & the various excel sheets to be completed.

Members present:

- Dr Sr. Licy A.D.
 - Ms Mary Philip
 - Ms Beena
 - Ms Meena
 - Ms Maya
 - Dr Geo
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- Decisions :-
- 1) A training will be arranged for teachers to explain the PSO & CO mapping
 - 2) All the departments to be directed to complete their semester related activities & files.
 - 3) All The programmes conducted by the dept, clubs & committees to be updated in excel sheets shared by the IQAC.
 - 4) The I & II year students and those students of III year who have not completed their CVSSP, are to be directed to complete the same in a timely manner.

Mary Philip
Secretary

L. A. D.
Principal

Action Taken Report

- 1) A training session by the Onemarti was organised for explaining the PSO & CO mapping
- 2) The students of semester I, II, III & IV are in the process of completing their COSSP.
- 3) The excel sheets are being updated by the various depts

~~Mapping~~

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Date: 1/12/22
 Venue: IOAC room

Time: 3.30 p.m.

- Agenda :-
- 1) Revision for Semester end exam of autonomous batch
 - 2) Conduct of Social linkage
 - 3) Complete all the exam related works so that semester end exam can be conducted in January
 - 4) Activities under the Moll to be completed.

Members present:-

Dr. Sr. Lily A.D
 Do Geo Joseph
 Ms Mary Philip
 Ms Marya
 Ms Meenu
 Ms Beena

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 Meenu
 Beena

Decisions taken:-

- 1) Since the first year autonomous batch students will be appearing for the exam for the first time, proper revision & preparations to be completed on time.
- 2) Social linkage to be conducted as per the list assigned by the Principal
- 3) All preparations related to the conduct of the first semester end exam to be monitored by the IOAC
- 4) The various activities by the departments under the Molls are to be completed


 Secretary


 Principal

Action Taken Report :-

- 1) Revision for the first autonomous batch has been completed.
- 2) Social linkage has been completed by all the departments
- 3) Some of the depts conducted activities under collaboration with other colleges

Chayphilip

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Date :- 2/2/23

Time : 3.30 p.m.

Venue :- IRAC room

Agenda :-

- 1) Conduct of a State Seminar for Non-Teaching staff
- 2) Academic & administrative audit to be completed next month
- 3) All the file updations & PPT presentations of the depts to be completed by March third week.
- 4) Completion of all the documents & submission thereof.

Members present:

- 1) Dr Sr. Liya A.D
- 2) Dr Leo
- 3) Ms Meenu
- 4) Ms Beena
- 5) Ms Maya
- 6) Ms. Mary Philip

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 Meenu.
 Beena.
 Maya
[Signature]

Decisions taken :- 1) A state seminar in honore of the retiring staff is to be conducted in the last week of March.

- 2) Academic & administrative audit to be scheduled before the last week of March
- 3) Depts to be directed to complete their file work.
- 4) Depts to be informed about a PPT presentations of all their activities for the academic year 2022-23

[Signature]
Secretary

[Signature] AD
Principal

Action Taken Report

- 1) The State seminar for the ministerial staff was conducted on 24/2/23
- 2) Academic audit was completed for all the departments.
- 3) Administrative audit has been postponed to May due to Audit work in the month of March
- 4) PPT presentation was completed by all the depts.

Chairperson

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