

## Minutes of the Meeting held on 01/06/2019

### **Members Present**

1. Rev. Dr. James Philip (Chairman)
2. Dr. Jojo George, Vice Principal
3. Rev. Dr. Manoj Joseph, Bursar
4. Prof. Prathish Abraham (Coordinator)
5. Prof. Imme Maria Thomas (Secretary)
6. Prof. Jisha Jacob
7. Prof. Anoop Tom Thomas
8. Prof. Michael Thomas
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas
13. Prof. Praveen Tharian
14. Prof. Bino P Jose
15. Mrs. Duemy John

The meeting was chaired by the College Principal. The College Manager was also present in the meeting and addressed the gathering on the need to work towards higher rankings in NAAC Accreditation, about having some session for him to interact with students classes and infrastructural developments inside the campus. The coordinator briefed about the activities that were undertaken during the academic year 2018-19. The meeting expressed its joy on the college being selected in the 100-150 band in NIRF 2019 Rankings.

The details about the committee formed for studying about autonomous institutions and their functions was explained in the meeting. The committee visited two autonomous colleges and made consultations about the implementation and conduct of autonomous institutions. The committee also visited the various facilities available at those colleges. A

detailed study report is on preparation stages. A one day orientation programme is arranged for teachers with sessions on *New Methodologies of Teaching, Learning & Evaluation* and on *Opportunities and Challenges of Autonomous status*.

The meeting discussed about various matters related to the new academic year and suggest steps that are to be taken in each issue. The meeting decided to continue all ongoing regular activities and proposed to review them periodically. The college should apply for new courses on each available possibility. Departments should ensure that subject wise expert lectures are to be organized by all departments. The management should make more budget allocations for research, extension activities and infrastructural fields.

The research activities including number of faculty doing research, publications in authorised journals and reserch projects should be enhanced.

Academic collaborations are to be made with other higher educational institutions and at least one activity should be conducted every year. The college premises should be kept clean and the use of plastics should be avoided at the best possible level. More options for Campus Placements must be provided and Entrepreneurship skills of students must be developed.

  
Coordinator



  
Principal



## Minutes of the Meeting held on 25/08/2019

### Members Present

1. Rev. Dr. James Philip (Chairman)
2. Dr. Jojo George, Vice Principal
3. Rev. Dr. Manoj Joseph, Bursar
4. Prof. Prathish Abraham (Co-ordinator)
5. Prof. Imme Maria Thomas (Secretary)
6. Prof. Jisha Jacob
7. Prof. Anoop Tom Thomas
8. Prof. Michael Thomas
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas
13. Prof. Praveen Tharian
14. Prof. Bino P Jose
15. Mrs. Duemy John

The meeting began with a silent prayer at 2.00 pm. The meeting was chaired by the College Principal. The meeting expressed satisfaction over the conduct of orientation programmes for faculties and administrative staff. The meeting congratulated the various rank holders and respective departments for the academic excellence. The merit day was conducted for honouring the achievers.

The meeting was informed that Applications for B.Voc Rubber Technology was submitted to UGC under NSQF Scheme. The IQAC is organising a workshop on Public Financial Management System (PFMS) on 30<sup>th</sup> August. FOSA is conducting a talk by Rtd. Justice Antony Dominic, an alumnus, on Human Rights.

The department should focus on conducting more certificate courses. Participation in online courses is to be encouraged. The mentoring process should continue systematically and student projects are done more efficiently. Internships should be promoted

The details needed for AQAR of the year 2018-19 is should be submitted by all departments. The data required will be informed to the Departments. The coordinators of various clubs and associations should arrange more innovative programmes. The continuous evaluation process must be done and the results should be timely analysed.



Coordinator

  
Principal

Minutes of the Meeting held on 7/11/2019

**Members Present**

1. Rev. Dr. James Philip (Chairman)
2. Fr. Varghese Parinthirikal (Manager)
3. Dr. Jojo George, Vice Principal
4. Rev. Dr. Manoj Joseph, Bursar
5. Prof. Prathish Abraham (Co-ordinator)
6. Prof. Imme Maria Thomas (Secretary)
7. Prof. Jisha Jacob
8. Prof. Anoop Tom Thomas
9. Prof. Michael Thomas
10. Prof. Mary Pitunia C Mathew
11. Prof. Lekha Francis
12. Prof. Nelson Kuriakose
13. Prof. Joji Thomas
14. Prof. Bino P Jose
15. Mrs. Duemy John (Librarian)
16. Ms Elsy Dominic (Office Superintendent)

The meeting started with a silent prayer at 12 pm. The Principal, Manager and Coordinator addressed the gathering and discussions were made on various agendas of the meeting.

Regarding the constitution of IQAC as per new NAAC norms, the coordinator informed the members that the present IQAC is constituted almost as stated according to the new norms. In the meeting it was decided that if any changes are to be done it should be done by the IQAC Co-ordinator.

It was decided that committees should be formed for the preparation for the next NAAC Accreditation. The responsibility with regard to criteria based formulation of committees and its members were vested with the Dr. James Philip (Principal) and Prof. Prathish Abraham (IQAC Coordinator). It was also decided that all the staff members should be made actively involved in one committee or the other. Criteria wise data requirements from each department



should be decided by the committee and data requisition forms should be prepared by the committee and should be send to the department heads.

Prof. Prathish Abraham requested that any further activity or programmes which is being organized in the college should be informed in detail to the Principal by filling a duly created form prepared by the IQAC so that it can be filed properly with the photos of the activity for further needs.

In the meeting a discussion happened with regard to entering data in the earlier kept big red book. The members stated that there is no further need for that book and it is better that all the staff members update their data profile kept at IQAC.

In the meeting Ms Duemy John(Librarian)brought out the following needs for the library

1. Digitalization of the library and also stated that an amount of Rs 30,000 is needed regarding the matter. 2. Library should be uplifted in a manner that its facilities are accessible for blind students and students with other disability. 3. Swiping cards for teachers.


Regarding the above said requirements of the library, Manager of the college assured that funds will be provided whenever required but usage of the facilities provided should be made optimum. He insisted that Library should be open till 6pm every day and if possible, library facilities should be made available 24 hours. He also suggested that work shift should be applied to library staffs if needed. He also insisted that all the staff members who have not yet started their research activities should pursue research and the new expensive Science lab should be fruitfully used for research activities. He also insisted that teachers should inculcate reading habits among students and teachers should also be provided swiping cards as soon as possible.

Prof Mary Pitunia briefed the members regarding the progress made with regard to Unnath Bharath Abhiyan programme undertaken by the college and assured that the final report will be prepared as soon as the activities undertaken are finished.

The conduct of Amara Gandhi Programme was appreciated in the meeting. The PTA meeting of all classes are to be conducted and feedbacks are to be consolidated at the earliest. The meeting came to an end by 1pm

  
Coordinator



  
Principal

## Minutes of the Meeting held on 12/3/2020

### Members Present

1. Rev. Dr. James Philip (Chairman)
2. Dr. Jojo George, Vice Principal
3. Rev. Dr. Manoj Joseph, Bursar
4. Prof. Prathish Abraham (Co-ordinator)
5. Prof. Imme Maria Thomas (Secretary)
6. Prof. Jisha Jacob
7. Prof. Anoop Tom Thomas
8. Prof. Michael Thomas
9. Prof. Mary Pitunia C Mathew
10. Prof. Lekha Francis
11. Prof. Nelson Kuriakose
12. Prof. Joji Thomas
13. Prof. Praveen Tharian
14. Prof. Bino P Jose
15. Mrs. Duemy John (Librarian)

The meeting began with a silent prayer at 11.00 am. The meeting was chaired by the college principal. The coordinator reported that the AQAR 2018-19 was to be submitted immediately as per new orders. Earlier, it was informed that the AQAR window will be open only by 27 March 2020. The draft of AQAR for the year 2018-19 was approved by the committee.

The subcommittee should start studying the new assessment process in general and their allotted criteria in specific. The PTA meeting of all classes are completed and feedbacks are to be consolidated at the earliest.

NIRF data uploading is completed and verifications are progressing. The teacher evaluation process and student satisfaction survey should also be conducted and should be evaluated. The Academic and Green Audits should also be completed at the earliest.

The meeting came to an end by 11.45 pm.

  
Coordinator



  
Principal