

Minutes of the Meeting held on 01/06/2020

Members Present

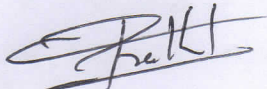
1. Dr. Ancy Joseph, Principal in Charge (Chairman)
2. Rev. Dr. Manoj Joseph, Bursar
3. Prof. Prathish Abraham (Coordinator)
4. Prof. Imme Maria Thomas (Secretary)
5. Prof. Jisha Jacob
6. Prof. Anoop Tom Thomas
7. Prof. Michael Thomas
8. Prof. Mary Pitunia C Mathew
9. Prof. Lekha Francis
10. Prof. Nelson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

The meeting was chaired by the College Principal. The meeting discussed about the conduct of classes via online. Following the webinar on Digital Class room Technology organised by IQAC, it was decided to conduct a Workshop for faculty on Google Classroom and Google meet. The IQAC and the committee for Virtual Learning will co ordinate the Programme.

The meeting entrusted the IQAC coordinator and Committee for Virtual learning to collect the data from all students about the accessibility to online tools and network issues faced by them. The college will provide necessary gadgets to needy students with the help of Management, teachers alumni and well wishers. It was decided to activate and use the College YouTube Channel effectively for connecting with students and stakeholders during the pandemic Period.

The coordinator briefed about the activities that were undertaken during the academic year 2019-20. The meeting discussed about various matters related to the new academic year. The meeting decided to continue all ongoing activities in online mode and proposed to review them periodically. Online possibilities are to be explored to the most extent for conducting programmes and organising Webinars.

Proper safety measures are to be ensured inside the campus against COVID 19. The teachers should be in constant support with each and every student and their situations will *be* monitored and proper support measures should be initiated. The meeting concluded with a decision to adapt and accommodate activities according to the directions given by government based on pandemic situation from time to time.


Coordinator



Seen
PRINCIPAL
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 7/09/2020

Members Present

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

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

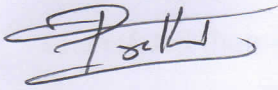
The members expressed their views on the conduct of online classes, attendance and online programmes. All teachers must be provided with institutional email id's which enables them to use more facilities of Google Classroom and Google Meet, the common tools used by faculty.

The meeting expressed satisfaction over the conduct of online programmes by departments. The official YouTube Channel has started functioning. It was decided to conduct a review meeting of activities so far done in this year. That meeting will discuss steps for further recharging the faculty and students with more possible programmes.

A seminar on National Education Policy will also be arranged to the faculty members by IQAC. The meeting decided to ask departments to use online tools to conduct national and international programmes. The conduct of merit day for honouring the meritorious students was also discussed. The departments must celebrate days on National and international

importance with online programmes. The meeting congratulated the Population Education Club for coming up with the OPPAM talk series, by which we assure our students that we are standing with them during these difficult times. The activities of Karuthal Scheme should be conducted more effectively during this period. The meeting decided to help the stakeholders and society in all possible ways during this time of pandemic. The conduct of internal examinations are also discussed and entrusted the internal examination coordinator to come up with the possible mode of conduct.

The committees formed for the preparation for the next NAAC Accreditation, should be start functioning actively and Criteria wise data requirements from each department should be decided by the committee and data requisition forms should be prepared by the committee.



Coordinator



PRINCIPAL
Principal
St. Dominic's College
Kanjirappally

IQAC MEETING MINUTES -9/11/2020

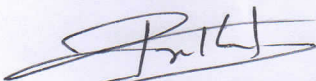
MEMBERS PRESENT

1. Dr. Ancy Joseph, Principal in Charge (Chairman)
2. Prof Prathish Abraham (Coordinator)
3. Prof Jisha Jacob
4. Prof Bino P Jose
5. Prof Praveen Thariyan
6. Prof Imme Maria Thomas
7. Prof Anoop Tom Thomas
8. Prof Michael Thomas
9. Prof Mary Pitunia
10. Dr Jojoy Thomas
11. Prof. Theresa John
12. Ms Duemy John

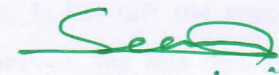
The meeting started with a silent prayer at 11:00 am. IQAC Coordinator Prof Prathish Abraham welcomed Principal Dr. Ancy Joseph and invited for the Presidential address. Principal in her address to the gathering congratulated IQAC Coordinator for undertaking the activities of the IQAC in a fruitful manner and for doing the documentation activities of the college in an effective manner. She also congratulated all the department members for undertaking various activities of the department in the most effective manner even during the Pandemic time. In her talk she encouraged all members to undertake inter-departmental collaborative programmes. She also reminded all the members regarding the need for proper documentation of all activities. Principal also insisted that all departments should conduct monthly class meetings in all classes. She also insisted on giving mentoring and counseling for the students. She also emphasized on enhancing the soft skills of the students. Principal congratulated librarian Deummy John regarding thinking of an add-on course and also congratulated Prof Anoop Tom Thomas of the Commerce Department for encouraging both students and teachers in participating in various development programmes. Principal also asked IQAC coordinator to make a criteria wise presentation for all the teachers so that they will be more aware of facing the next NAAC accreditation.

After her speech, IQAC coordinator informed all the participants that AQAR forms of 2019-20 & 2020-21 will be emailed to department HOD's and the 2019-20 data sheet should be filled and submitted on or before November 30th. He also informed that FOSA of our college should function as a registered organization and we have to strengthen department wise alumni associations. He also said that IQAC is planning to conduct a class with regard to career advancement for teachers in December. The members were informed that those teachers should clearly state course outcomes and programme outcomes of both UG & PG courses. He also pointed out the need for collecting data from the students with regard to their participation in competitive exams. The updated criteria wise committee members list was formed. 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. Praveen Thariyan, in the meeting pointed out the need for putting forth project proposals under Unnat Bharat Abhiyan and also suggested that every department should focus on giving add on course proposals through NSQF. In the meeting college librarian Duemy John said that she is planning to do the add-on course in collaboration with Library council & St. Thomas college Kozhencherry. Prof Imme Maria Thomas pointed out the need to look into the suggestions for improvement given by the last NAAC peer team and try to rectify them. In the meeting the date of presentation to be done by the IQAC coordinator was fixed as November 24th 2020. In the meeting it was also decided that IQAC meetings should be held more frequently. The meeting also suggested Prof. Prathish Abraham & Prof. Bino P Nose to jointly work towards preparing feedback forms for students, parents and teachers. The meeting concluded with the vote of thanks given by IQAC secretary by 12.30 pm.


Coordinator




PRINCIPAL
Principal
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 15/2/2021

Members Present

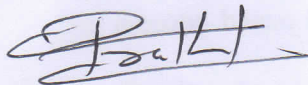
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The meeting began with a silent prayer at 11.00 am. The Coordinator welcomed Dr. Seemon Thomas, the new principal and Chairman of IQAC, and invited him to address the meeting. He spoke about the strategies and changes that are to be adopted by the college for facing the challenges in Higher education. He also urged the IQAC should start data consolidation and preparatory works related to NAAC Assessment which is due next year, at the earliest. He also expressed his interest to visit all departments with IQAC team to evaluate the progress of activities. Departments should conduct more career oriented programs and also research oriented programs. Courses on Communication skills and IT skills are to be started.

The coordinator reported that the AQAR 2019-20 was to be submitted at the earliest. The draft of AQAR for the previous year was approved by the committee. NIRF data uploading is completed and verifications are progressing. The PTA meeting of all classes are to be completed and the feedback reports are to be submitted to the IQAC at the earliest. Departments should give extra attention to slow learners for upcoming final year examinations. The Academic Audits, teacher evaluation process, feedbacks and student satisfaction survey should also be conducted and should be evaluated.

Departments should make action plans for next academic year, submit them to the IQAC and must implement it efficiently. Departments should start filing of data for NAAC assessment, according to the template and check list that will be issued to them. Departments and faculty members should try to bring more funded projects. Collaborative activities must be enhanced. The implementation of National Education Policy and Outcome Based Education should be a point focus of on the discussions of the Departments.

The meeting congratulated the Departments and associations for successful conduct of various webinars and other online programmes. The meeting came to an end by 11.45 pm.



Coordinator



Principal

PRINCIPAL
St. Dominic's College
Kanjirappally

