

Minutes of the Meeting held on 03/06/2021

Members Present

1. Dr. Seemon Thomas (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. Praveen Thariyan
12. Prof. Bino P Jose
13. Mrs. Duemy John

The meeting was chaired by the College Principal. The chairman addressed the gathering and asks the members to make the college ready for accreditations in the coming year. Documentation process should be finished systematically for submission.

The IQAC will associate with the B.Voc and Botany departments for celebrating World Food Day and Environmental Day respectively. An Online workshop on latest online educational tools is also arranged. The departments are advised to conduct more programs online, start new add on courses by their own and make students get joined for MOOC Courses for specialisation.


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

Initiating more academic collaborations are to be made with other higher educational institutions and at least one activity should be conducted every year is a necessity of time.

More options for Campus Placements must be provided and Entrepreneurship skills of students must be developed.

The meeting congratulated the NSS team for coming up with a novel initiative for Covid Relief named Kooodeundu SDC under Karuthal Scheme, and conducting a webinar on Coping with Covid 19, for students, their families and well wishers.

The meeting also decided to record the activities that the college are regularly conducting on creation of a public awareness about national heritage and need of National integration as a healthy practice entitled NISP (National Integration through Social Participation)



Coordinator



PRINCIPAL
Principal
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 17/08/2021

Members Present

1. Dr. Seemon Thomas (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. Praveen Thariyan
12. Prof. Bino P Jose
13. Mrs. Duemy John
14. Ms Elsy Dominic-Office Superintendent
15. Allen Chacko -Student representative

The meeting started at 7.30 pm with a silent prayer. Prof Prathish Abraham, IQAC Coordinator welcomed the members and presented the various agendas of the meeting. Dr. Seemon Thomas, principal of the college addressed the IQAC members. In his address he emphasised that students of the college should be the focal point in all the activities. He also emphasised that all the members of the college should focus towards preparation for the next NAAC accreditation. After the principal's address, the IQAC coordinator presented the details of the feedback collected from 1115 students of the college and pointed out the areas in which improvements were needed. Dr. Manoj Joseph, Bursar of the college suggested that a staff meeting should be scheduled in the college after the Onam holidays to discuss on the areas to be rectified as per the feedback. The AQAR for 2018- 19 is approved by the meeting

Allen Chacko, student representative in the IQAC put forth the following facts before the meeting on the basis of the interactions done by him with the students of the college.

1. Students need a platform for expressing their creative abilities in the form of a college radio or podcast facility.
2. Second- and Third-year degree students feel totally disconnected from the college due to Covid. College should initiate activities in such a way that the students get the feel that they are actually in the college.

3. Students also suggested that the classes which are done live through Google Meet should be recorded and the recorded class should be made available in the Google Classroom so that students with connection problems can also benefit from the classes.
4. Students of the Botany department suggested that few students from each class should be called to the college so that they could interact with their teachers.
5. B.Voc students expressed their concerns regarding lack of proper lab facilities for doing their practical's.
6. Allen also suggested that from the existing student leaders WhatsApp group new class leaders should be added and the outgoing leaders should be deleted.

In the meeting hearing these suggestions the Principal assured that effective interventions will be done as soon as possible. The IQAC Coordinator pointed out the following things to be done in the various departments.

1. Class PTA should be conducted in online mode with one to one interaction, If possible with parents, students and teachers.
2. Departments should fill the AQAR form by the end of the month September.
3. Alumni registration Google form will be supplied to all the departments and the department members should take the initiative in getting all their pass out students registered. And one teacher should be entrusted in each department with regard to coordinating the Alumni registration activities.
4. Feedback regarding the syllabus should be collected from the students.
5. Existing MOU's in various departments should be renewed and new MOU's should be signed if possible.
6. Mentoring of students should be done properly and the outcome of the mentoring process should be clearly noted down by the teachers.

Prof Mary Pitunia was entrusted with regard to collecting the results of the mentoring process among students from the various departments and Syllabus feedback collection from the students of the various departments was entrusted with Prof Nelson Kuriakose. The Principal informed that the college has started this year's placement training, software training and English speaking training for the students of the college. He also spoke about the placement drive initiated by the career and placement cell. Dr. Manoj Joseph also


suggested that all the teachers of the college should take initiative in getting the students of the college get placed in various jobs.

The IQAC is arranging a webinar on IPR in association with Research Committee of the College. The meeting congratulated the NSS, Bhoomitrasena, PEC and various departments and clubs for conducting various innovative and useful programmes during the period. The History Department is planning an FDP for college teachers while college library is part of 30 day online workshop on Academic writing. There should be more initiatives under the Karuthal and NISP programmes, the best initiatives of the college.

Prof. Prathish Abraham thanked all the members for their participation and the meeting came to an end by 8.20 pm.


Coordinator




PRINCIPAL
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 9/11/2021

Members Present

1. Dr. Seemon Thomas (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. Praveen Thariyan
12. Mrs. Duemy John
13. Ms Elsy Dominic-Office Superintendent
14. Allen Chacko -Student representative

The meeting started with a silent prayer at 12 pm. The Principal and Coordinator addressed the gathering. The chairman asked the members to focus on various criteria of NAAC accreditation and lead the data consolidation and filing in respective departments. As offline classes had started after the pandemic, more care should be taken to handle the student community, especially first year students, who had lost almost two years of regular classes due to pandemic. Students showing any sort of stress or discomfort are to be identified and proper counselling and support should be ensured.

Various Criterion wise committees meet and discuss the modalities of data collection and presentation. It was decided that the IQAC coordinator will present the finding to the staff through a staff meeting. The meeting decided to ask departments to initiate more academic collaborations through MoU and should conduct programmes regularly on existing collaborations. The manual of NAAC accreditation and data templates will be shared to official e-mail id of the departments and departments should arrange data accordingly. The department visit by IQAC team for academic audit will be conducted as per schedule.


Bridge courses and subject induction programmes are to be conducted by departments, through offline mode this year. The entry level examinations for identifying the advanced and slow learners should be conducted

The AQAR for 2019 -20 is approved by the meeting and the meeting was informed that AQAR – 2018 -19 has been uploaded

The meeting congratulated the Department of History for conducting an FDP for college teachers in association with MG University. All others Departments should also come up with similar programmes that are beneficial to the college and academic community. The employability enhancement Programme of HRD Cell, Programme on Gender equity by Gender Justice Forum, National Webinar on IPR by Research Committee, Hair Donation by NSS (Under Karuthal) and Jai Bharat Quiz of History Department (under NISP) are also conducted and the organisers are appreciated. The meeting assured all support to the 30 days online workshop by our College Library in association with other college libraries


Coordinator




Principal
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 12/1/2022

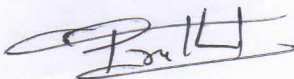
Members Present

1. Dr. Seemon Thomas (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. Praveen Thariyan
12. Prof. Bino P Jose
13. Mrs. Duemy John
14. Allen Chacko -Student representative

The meeting began with a silent prayer at 11.00 am. The meeting was chaired by the college principal. The meeting was informed that AQAR – 2019-20 has been uploaded and that the AQAR of 2020 - 21 needs to be been uploaded at the earliest. The new AQAR needs supporting documents for validation and departments will support the data given in templates with respective supporting documents. The Reports of the academic audit is being prepared and will be released soon.

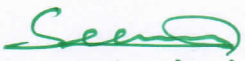
The PTA meeting of all classes are completed and feedbacks are to be consolidated at the earliest. The teacher evaluation process and student satisfaction survey should also be conducted and should be evaluated. The Green and energy Audits should also be completed at the earliest.

The meeting came to an end by 11.45 pm.



Coordinator




PRINCIPAL
St. Dominic's College
Kanjirappally

Minutes of the Meeting held on 9/11/2021

Members Present

1. Dr. Seemon Thomas (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. Praveen Thariyan
12. Mrs. Duemy John
13. Ms Elsy Dominic-Office Superintendent
14. Allen Chacko -Student representative

The meeting started with a silent prayer at 12 pm. The Principal and Coordinator addressed the gathering. The chairman asked the members to focus on various criteria of NAAC accreditation and lead the data consolidation and filing in respective departments. As offline classes had started after the pandemic, more care should be taken to handle the student community, especially first year students, who had lost almost two years of regular classes due to pandemic. Students showing any sort of stress or discomfort are to be identified and proper counselling and support should be ensured.

Various Criterion wise committees meet and discuss the modalities of data collection and presentation. It was decided that the IQAC coordinator will present the finding to the staff through a staff meeting. The meeting decided to ask departments to initiate more academic collaborations through MoU and should conduct programmes regularly on existing collaborations. The manual of NAAC accreditation and data templates will be shared to official e-mail id of the departments and departments should arrange data accordingly. The department visit by IQAC team for academic audit will be conducted as per schedule.


Bridge courses and subject induction programmes are to be conducted by departments, through offline mode this year. The entry level examinations for identifying the advanced and slow learners should be conducted

The AQAR for 2019 -20 is approved by the meeting and the meeting was informed that AQAR – 2018 -19 has been uploaded

The meeting congratulated the Department of History for conducting an FDP for college teachers in association with MG University. All others Departments should also come up with similar programmes that are beneficial to the college and academic community. The employability enhancement Programme of HRD Cell, Programme on Gender equity by Gender Justice Forum, National Webinar on IPR by Research Committee, Hair Donation by NSS (Under Karuthal) and Jai Bharat Quiz of History Department (under NISP) are also conducted and the organisers are appreciated. The meeting assured all support to the 30 days online workshop by our College Library in association with other college libraries


Coordinator




Principal
St. Dominic's College
Kanjirappally