

## MINUTES OF THE MEETING OF IQAC

DATE : 15<sup>th</sup> June, 2020.

VENUE : AUDIO VISUAL ROOM.

TIME : 10.00 A.M.

### AGENDA

1. Online certificate Course.
2. Work distribution online mode.

### Discussions.

IQAC co-ordinator Mrs. Rajesree welcomed all the members to the meeting.

- \* Evaluation of the programme parmarsh. was done and based on the programme. It is suggested to start online certificate course for the Academic year 2020-21 with subject related to the concerned dept. and to finish the course by Aug 30<sup>th</sup>.
- \* Work distribution criteria wise ~~was~~ online mode was discussed and the date schedule prepared & presented in the meeting and passed by all members.

|  |                             |
|--|-----------------------------|
| I criteria - valuation                     | 15 <sup>th</sup> July 2020  |
| certificate course                         | 10 <sup>th</sup> July 2020  |
| Academic calendar                          | 7 <sup>th</sup> July 2020   |
| Agency list for I.V                        | 10 <sup>th</sup> July 2020  |
| II criteria - Adv learners & slow learners | 10 <sup>th</sup> July 2020  |
| Teaching Plan                              | 15 <sup>th</sup> July 2020  |
| Student centric                            | 10 <sup>th</sup> July 2020  |
| Pass Percentage.                           | 10 <sup>th</sup> July 2020. |
| Mentoring list                             | 20 <sup>th</sup> July 2020. |
| Tutorial Record                            | 20 <sup>th</sup> July 2020. |
| III criteria - Extension Activities        | 20 <sup>th</sup> July 2020. |
| Seminars / workshop                        | 20 <sup>th</sup> July 2020  |
| Publication updates                        | 10 <sup>th</sup> July 2020. |
| Feenetin MOU.                              |                             |
| IV criteria - Capacity building            | 24 <sup>th</sup> July 2020. |
| Competitive examinal                       | 30 <sup>th</sup> July 2020  |
| Placement.                                 | 15 <sup>th</sup> July 2020  |

|                     |                               |                              |
|---------------------|-------------------------------|------------------------------|
|                     | Student progression           | 5 <sup>th</sup> August 2020  |
|                     | State / national level exam   | 10 <sup>th</sup> August 2020 |
|                     | Awards medal                  | 14 <sup>th</sup> August 2020 |
|                     | Sports / cultural             | 20 <sup>th</sup> August 2020 |
|                     | Alumni Assoc meeting          | 24 <sup>th</sup> July 2020   |
| <u>VI</u> criteria  | FDP                           | 10 <sup>th</sup> Aug 2020    |
| <u>VII</u> criteria | Gender equity                 | 30 <sup>th</sup> Aug 2020    |
|                     | National / international days | 30 <sup>th</sup> Aug 2020    |
|                     | Best practice.                |                              |

The meeting concluded with vote of thanks by Mr. Renab.

MEMBERS

1. Dr. Sr. Shing George
2. Mrs. Rajenee
3. Mr. Nimesh
4. Mrs. Bindu.
5. Mr. Nyeash
6. Mr. Renab.
7. Mrs. Roshna
8. Mr. Laveendran
9. Sr. Rani
10. Sr. Remya
11. Mr. Alwin.

SIGNATURE

Handwritten signatures of the meeting members, corresponding to the list on the left.

MINUTES OF THE MEETING OF IQACDATE : 07<sup>th</sup> Dec 2020.

VENUE : AUDIO VISUAL ROOM

TIME : 10.00 am.

AGENDA

1. Revised Naac criteria's and SOP
2. Orientation to the newly joined teachers & links.

The meeting was presided by IQAC coordinator and along with Principal conducted the meeting. IQAC co-ordinator welcomed all staff to the meeting and put forward the agenda for the meeting.

- \* Mrs. Rajasree presented the new revised formats of NAAC and discussed on the procedures to be accepted further to follow on the Naac guidelines.
- \* A brief orientation was given to all the members about Naac and its objectives. A small Resuffling was done in criteria co-ordinators & the links of the Department. It was put forward as following.

I criteria - Mr. Saji

II criteria - Mr. Nimesh. S.

III criteria - Mrs. Sneelakshmi

IV criteria - Mr. Vijeesh.

V criteria - Ms Annutha.

VI criteria - Sr. Rani G.

VII criteria - Mr. Renab. Narayanan.

LINKS OF THE DEPARTMENT.

Dept of English : Mr. Rahul K.

Dept of Fashion : Sr. Manju Thomas

Dept of Economics : Ms. Archana Kamath.

Dept of com & mgmt : Ms. Krithika / Mrs. Rajalakshmi


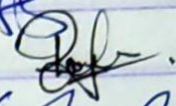
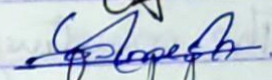
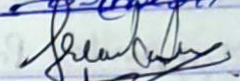
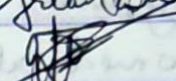
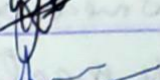

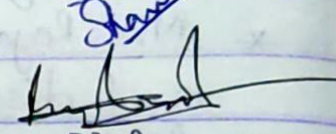

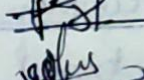
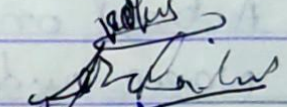
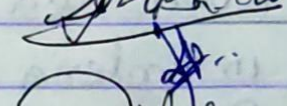
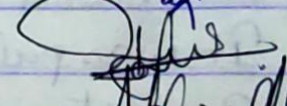
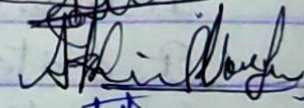
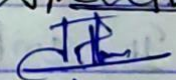

Dept of Social work : Mr. AKhil

Dept of Hotel mgmt : Ms. Jithin Joseph.

The meeting was concluded by vote of thanks by Mr. Nimesh.

MEMBERS

SIGNATURE

- |                         |   |
|-------------------------|---|
| 1. Dr. Sr. Shiny George |    |
| 2. Mrs. Rajasree        |    |
| 3. Mr. Nimesh S         |    |
| 4. Mrs. Sneelaleshmi    |    |
| 5. Mr. Vijeesh          |    |
| 6. Ms. Amrutha          |    |
| 7. Sr. Rani G           |   |
| 8. Mr. Renab Narayanan  |   |
| 9. Mr. Rahul R.         |  |
| 10. Sr. Manju Thomas    |  |
| 11. Ms Archana Kammath  |  |
| 12. Ms Krithika         |  |
| 13. Mrs. Rajlaleshmi S  |  |
| 14. Mr. Akhil           |  |
| 15. Mr. Jithin Joseph   |  |
| 16. Mr. Saji            |  |

## MINUTES OF THE MEETING OF IQAC

DATE : 02<sup>nd</sup> February, 2021      VENUE : AUDIO VISUAL ROOM.  
 Time : 10.00 am.

### AGENDA

1. Preparation of SSR.
2. Data validation & verification, mock inspection planning.
3. Qualitative Data file verification Dept wise.

### Discussions

Mrs. Rajasree V, IQAC coordinator welcomed the members to the meeting. College principal Dr. Sr. Shiny George presided over the meeting.

- \* The meeting discussed the preparation of SSR and the guidelines were provided accordingly. Updates from different criterias were analysed and details of data validation along with the current preparation guidelines were notified.
- \* The meeting planned the strategical methods advisable in verifying the prepared files and data.
- \* IQAC coordinator distributed the list of updates to be prepared by the individual departments and the needs to create internal monitoring systems.

The department links presented the status of the seven criteria within the departmental preparatory guidelines and evaluated the works to be completed or distributed.

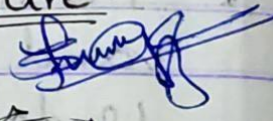
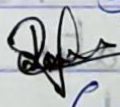


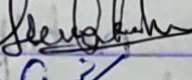


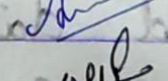
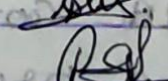
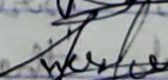
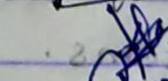


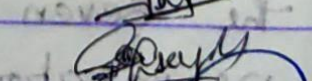

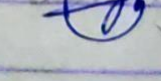
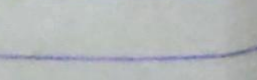
## Links of the Departments

|                            |                                   |
|----------------------------|-----------------------------------|
| Dept. of Economics         | - Ms. Archana Kamath              |
| Dept. of Com. & Management | - Ms. Krithika & Mrs. Rajalakshmi |
| Dept. of Social Work       | - Mr. Akhil                       |
| Dept. of Hotel Management  | - Mr. Jithin Joseph               |
| Dept. of Fashion           | - Sr. Manju Thomas                |
| Dept. of English           | - Mr. Rahul K.K.                  |

Mr. Nimesh Soman delivered the Vote of Thanks and the meeting was dispersed duly.

## Members

## Signature

|                            |   |
|----------------------------|---|
| 1 Dr. Sr. Shing George     |  |
| 2 Mrs. Rajasree            |  |
| 3 Mr. Nimesh S.            |  |
| 4 Mr. Vijeesh              |  |
| 5 Mrs. Sreelakshmi         |  |
| 6 Sr. Rani                 |  |
| 7 Mr. Renab Narayanan P.T. |  |
| 8 Ms. Amrutha Modcy        |  |
| 9 Sr. Manju Thomas         |  |
| 10 Mr. Rahul K.K.          |  |
| 11 Ms. Archana Kamath      |  |
| 12 Ms. Krithika            |  |
| 13 Mrs. Rajalakshmi S.     |  |
| 14 Mr. Akhil               |  |
| 15 Mr. Jithin Joseph       |  |
| 16 Mr. Sai                 |  |
| 17 Mr. LADAR MALAKKAN      |  |

## Minutes of the meeting-ICAC

Date: 29.03.2021

Time: 9.00 Am

### Agenda

- 1 Criteria wise presentation.
- 2 File verification
- 3 Updation of quality related programmes

### Discussions

The meeting was initiated by the welcome speech from Mrs. Rajasree, the ICAC coordinator. College principal Dr. Sr. Shiny George, Manager Dr. Lincy Cherian and Fr. Anto Vellankuzhiyil, Vice principal, St. Joseph College, Deragiri addressed the meeting and briefed the new advents in the SSR and file preparation methodologies.

The meeting continued with the criteria wise presentations from each department and college criteria coordinators. Mr. Limseer Athi, Assistant Professor, MES College Ponnani scrutinized, evaluated and remarked on the presentations. Discussions on how to improve and enhance the academic and extra-curricular quality of programmes and methods to upgrade student participation and exposure were conducted.

After the file verification there was an open discussion highlighting the qualitative parts of the conducted programmes and based on that an action plan was created.

The presentations were done by the Criteria Coordinators and department heads.

### Criteria Coordinators

- I Criteria - Mr. Saji
- II Criteria - Mr. Nimesh S.
- III Criteria - Mrs. Sreelakshmi B
- IV Criteria - Mr. Vijesh
- V Criteria - Mr. Amrutha
- VI Criteria - Sr. Rani G
- VII Criteria - Mr. Renab Narayanan

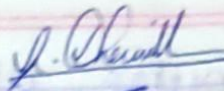

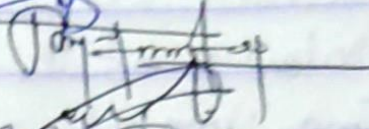
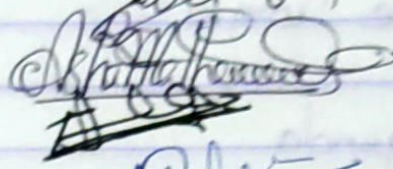
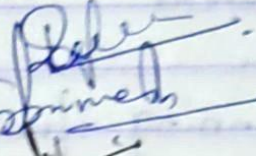

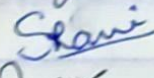
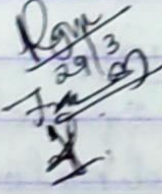
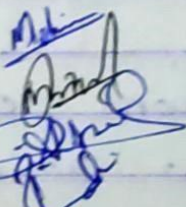

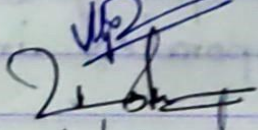
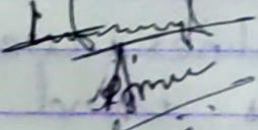
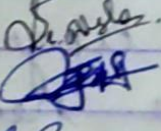
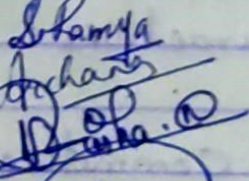

### Heads of the Departments

- Dept. of Social Work : Mrs. Bindhu Nambiar  
 Dept. of English : Mr. Saji Joseph  
 Dept. of Fashion : Mrs. Sreelakshmi  
 Dept. of H-M : Mr. Nimesh Soman  
 Dept. of Com. and Management : Mr. Martin Bernard  
 Dept. of Economics : Sr. Ramya. M. D

Mr. Nimesh Soman delivered the vote of thanks.



1. SR LINDY CHERIAN
2. DR SR SHINY GEORGE
3. FR. ANTO NELLAMKUZHIYIL
4. MR. LIMSEER ALI
5. DR. ASHA MATHEW
6. MR. EBIN.
7. MS RAJASREE V
8. MR NIKESH SOMAN
9. MR JITHIN JOSEPH
10. MR VIJESH
11. SR RANI GNANAM
12. MS RAJALAKSHMI
13. MS FRANKLY
14. MS KRITHIKA MADAMBATH
15. MR MELVIN
16. DR MARTIN BERNARD
17. MR AKHIL <sup>VARHESE</sup> SEBASTIAN
18. MS BINDU NAMBIAIAR
19. MS SREELAKSHMI
20. SR HANJU THOMAS
21. MS ROSHNA PRASANTH
22. MR RENAB NARAYANAN
23. MS AHRUTHA MOJCEY
24. SR NISHA PAPACHAN
25. MR SAJI JOSEPH
26. SR RAMYA
27. MS ARCHANA KAMATH
28. MS NISHA N
29. MR LAZAR MALAKKAL

## Minutes OF the Meeting OF IQAC

Date : 3.05.2021

Time : 10 am

### Agenda

- 1 Planning for the New Academic Year.
- 2 Documentation according to new guidelines
- 3 Formation of various Committees.

### Discussions

Welcome speech was delivered by Mrs. Rajasree IQAC coordinator HCIMT.

Discussions on plans to be executed during the new academic year was initiated. More programmes based on skill development and Capacity building were decided to be incorporated into the Curricular-distribution,

Guidelines were provided to department heads and links on how to alter and upgrade the documents according to the new changes in the Submission parameters

The committees for Channelising student oriented activities were to be re-constituted and reformed to function in alliance with the latest possible opportunity oriented programmes.

It was decided that the Committees should incorporate quality and skill facilitating programmes there by creating or holistic self-development conscious spots of evident progress in the student community.

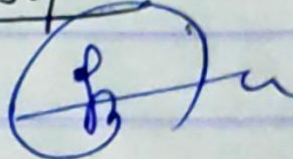
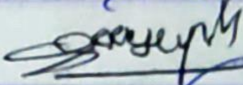
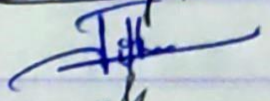
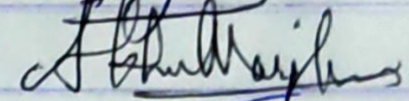
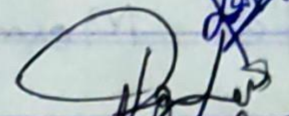
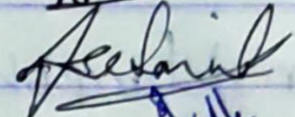
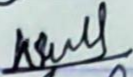
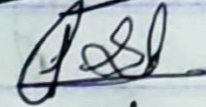
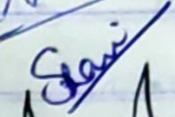
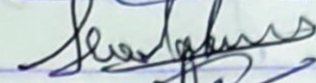
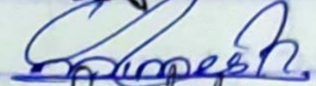
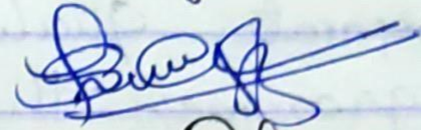
Student participation from each department was decided to be increased including more female participation in planning, preparing and culminating the programmes.

Mr. Nimesh Soman, Head, department of Hotel Management delivered vote of thanks.

# Members

# Signature

- 1 Dr. Sr. Shiny George
- 2 Mrs. Rayasree
- 3 Mr. Nimesh.S
- 4 Mrs. Sreelakshmi
- 5 Mr. Vijeesh
- 6 Ms. Amrutha
- 7 Sr. Rani G.
- 8 Mr. Renab Narayanan
- 9 Mr. Rahul.K.K
- 10 Sr. Manya Thomas.
- 11 Ms. Archana Kamath
- 12 Ms. Krithika
- 13 Mrs. Royalakshmi.S
- 14 Mr. Akhil
- 15 Mr. Jithin Joseph
- 16 Mr. Sai
- 17 Mr LAZAR MACIARKAL



## Minutes of the Meeting

Date: - 1/10/21

Venue: - Audio Visual Room.

Time: - 2 pm.


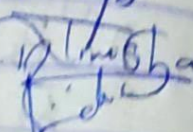




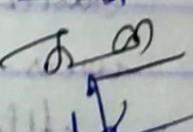
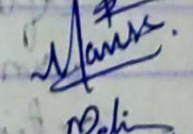
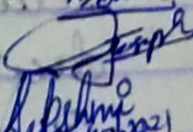
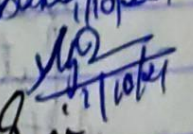

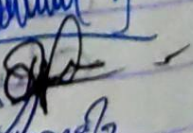
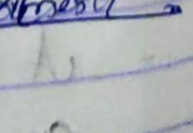
### Agenda

- 1) Presentation of work status by department heads and department coordinators
- 2) Presentation of work done by Criteria Coordinators
- 3) Feedback on file verification
- 4) Clarification of doubts.
- 5) Working plan discussion.

### Discussion

- Mrs. Rajasree welcomed the meeting. Presentations were done by the HOD's and links. A detailed discussion over the department files and documentation was done by the IQAC coordinator.
- After the presentations by the criteria coordinators an amalgamated study of the cross-sectional action procedure was initiated and it was decided that a focus on qualitative aspects should undoubtedly find a place in the future ventures.
- After the feedback session on file verification, the links and HOD's had a discussion with the IQAC coordinator regarding the areas of disputes and clarifications were sought for the same.
- A working plan was tentatively designed and approved by the members of the meeting.
- Mr. Lazar Maliakkal proposed vote of thanks.

- 1) Dr. S. Shiny George
- 2) LAZAR MALIKKAL
- 3) Martin Bernard
- 4) Sr Lanya M.D
- 5) Dr. Nisha C. Nair
- 6) Bindu P. Nambiar
- 7) Akhil Varghese
- 8) Amulka Mody
- 9) Shalini Aryan
- 10) Reneb Narayanan P.T
- 11) Rahul. K.K
- 12) Sudheesh T
- 13) Tinto Anil
- 14) Deepthi C. L
- 15) Frankly
- 16) Krithika Madambath
- 17) Manasa Merine Tom
- 18) Melvin Layan
- 19) Saji Joseph
- 20) Sreedakshmi
- 21) Sr Manju Thomas
- 22) Regina Jagannath V
- 23) Sr. Rani
- 24) Nithyashree
- 25) Rajasree V
- 26) Nuresh S.

  
 Anil  
 Sr Lanya  
  
  
  
  
  
  
  
  
  
  
  


Minutes of the meeting to verify the documentation of NAAC accreditation.

Date :- 4/12/2021.

Time :- 10 am to 3 pm.

### Agenda:

1. Analysis of the functioning of the Action Plan.
2. Discussions on progressive, holistic development oriented programmes.
3. Updates and Status Study of the Committees.
4. Detailed analysis of reports by Mentors.

### Discussions

Mrs. Rajasree the IQAC coordinator welcomed the meeting.

- A criteria wise detailed presentation was facilitated. Mr. Himseer Ali guided the meeting by giving instructions and suggestions on the prepared documents and gave directions to improvise the action plan to elaborate the extension of student oriented programmes.
- The HOD's, links and Criteria coordinators had a close knit discussion enabling the clarifications of doubts based on the study reports evolved from individual departments.
- The meeting invited the contribution from the mentors in activating add-on courses, Skill oriented programmes and student progressive initiatives.

After a productive discussion, the meeting was concluded by vote of thanks by Mr. Martin Bernard.

- |     |                     |                      |
|-----|---------------------|----------------------|
| 1)  | Ragesh. K.M         | <del>Signature</del> |
| 2)  | Dr. Manji Thomas    | <del>Signature</del> |
| 3)  | Tinto Anil          | <del>Signature</del> |
| 4)  | Akhal Varghese      | Asa                  |
| 5)  | Jose Mathew K       | Joe                  |
| 6)  | Siji Joseph         | Siji                 |
| 7)  | Shalini A.V         | Shalini              |
| 8)  | Rahul-ble           | Rahul                |
| 9)  | Vijeesh M           | Vijeesh              |
| 10) | SR. NISHA PADPACHAN | Nisha                |
| 11) | RENAB NARAYANAN P.T | Renab                |
| 12) | Amrutha Mody        | Amrutha              |
| 13) | Martin Bernard      | Martin               |
| 14) | Dr. Nmsha C. Nair   | Nmsha                |
| 15) | Sr. Ramya M.D       | Sr Ramya             |
| 16) | Ambili K.P          | Ambili               |
| 17) | Kiithika MadamLath  | Kiithika             |
| 18) | Frankly             | Frankly              |
| 19) | FR. ANTO N J        | Fr. Ant              |
| 20) | Anoop Inji          | Anoop                |
| 21) | Limseet Ali P.A     | Limseet              |
| 22) | Dr. Jay Joseph      | Dr. Jay              |
| 23) | Rajasee V           | Rajasee              |
| 24) | Roshma Prasanth     | Roshma               |
| 25) | Sr. Rani            | Sr. Rani             |