

# St Paul's College Kalamassery

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

***Feedback Minutes***  
***2015-16***



# ST. PAUL'S COLLEGE KALAMASSERY

## Minutes

Committee Name	IQAC –Feedback		
Meeting Number with year 1, 2015	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	July 15, 3.30 pm
<b>Members Present</b>			
1. Dr. Edwin Xavier (Principal)			
2. Dr. V.J. Peter (Vice Principal)			
3. Dr. Reena J Andrews. (IQAC Coordinator)			
4. Dr. K.J. Rose Philo (HOD, Chemistry Dept.)			
5. Prof. Valentine D'Cruz (HOD, Mathematics Dept.)			
6. Mr. Jose Xavier (HOD, Physical Education Dept.)			
<b>Members Absent</b>			
1. Nil			
<b>Agenda</b>			
1. Collection of Feedback from different stakeholders			
<b>Minutes</b>			
The meeting started with a silent prayer. The meeting was chaired by the Principal. The meeting discussed the modalities of distributing and collecting the feedback from different stakeholders. The following were the decisions taken in the meeting:			
1. Owing to the NAAC visit in January, 2016, it is decided to complete the process by the end of December.			
2. It was also decided to constitute a sub-committee to take feedback from different stakeholders. The sub-committee will constitute senior teachers from different departments			
3. Action taken report will be prepared indicating the possible suggestions.			
<b>The Meeting concluded at</b>			4.30 pm.



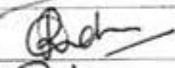
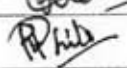
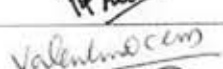
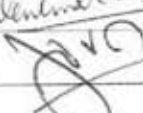
Minutes prepared by	 Dr. Reena J Andrews Secretary of the meeting	Minutes passed by	 Dr. Edwin Xavier Chairman of the Meeting
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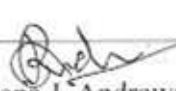


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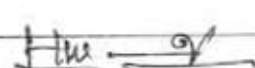
### Minutes

Committee Name	IQAC –Feedback		
Meeting Number with year 1, 2016	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	January 6, 3.30 p.m.
<b>Members Present</b>			
1. Dr. Edwin Xavier (Principal)			
2. Dr. V.J. Peter (Vice Principal)			
3. Dr. Reena J Andrews. (IQAC Coordinator)			
4. Dr. K.J. Rose Philo (HOD, Chemistry Dept.)			
5. Prof. Valentine D'Cruz (HOD, Mathematics Dept.)			
6. Mr. Jose Xavier (HOD, Physical Education Dept.)			
<b>Members Absent</b>			
1. Nil			
<b>Agenda</b>			
1. Feedback Analysis and Report Preparation			
<b>Minutes</b>			
The meeting started with a silent prayer. The meeting was chaired by the Principal. The committee discussed the modalities to be followed by the IQAC in analyzing feedback taken as per NAAC directions. The committee decided to:			
1. Keep the analysis of individual and Department wise data to be kept by the IQAC			
2. Provide copy of individual and Department wise analysis of feedback to the respective teachers/Departments.			
3. Statistical analysis of the data, including coding and presenting in excel sheet, is to be done and			
4. The original data sheets are to be kept by the IQAC.			
5. Action taken report will be prepared indicating the possible suggestions and submitted to the governing body. The same will be uploaded in the college website.			
6. Dr. Reena J Andrews and Prof. Valentine D'Cruz will be in charge of the report preparation.			
<b>The Meeting concluded at</b>			4.30 p.m.

Minutes prepared by

  
Dr. Reena J. Andrews  
Secretary of the meeting

Minutes passed by

  
Dr. Edwin Xavier  
Chairman of the Meeting





# **ST PAUL'S COLLEGE**

**Re-accredited with 'A' Grade (Third Cycle) by NAAC**  
*(Affiliated to Mahatma Gandhi University, Kottayam)*  
**Kalamassery, HMT Colony P.O., Ernakulam - 683 503. Kerala -India**