



# St Paul's College Kalamassery

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

***Feedback Minutes***  
***2018-19***



# ST. PAUL'S COLLEGE KALAMASSERY

## Minutes

Committee Name	IQAC –Feedback		
Meeting Number with year 1, 2018	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	September 04, 1 p.m.
<b>Members Present</b>			
1. Prof. Mary Jelthruth K.V. (Principal)			
2. Prof. Valentine D' Cruz (Vice Principal)			
3. Mr. Jose Xavier (Vice Principal)			
4. Dr. Asha E. Thomas (IQAC Coordinator)			
5. Dr. Savitha K.S. (NAAC Criterion 1 Head)			
<b>Members Absent</b>			
1. Nil			
<b>Agenda</b>			
1. Feedback Collection Process Discussion			
<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. It was decided to constitute a sub-committee to take feedback from different stakeholders. The sub-committee will consist of senior teachers from different departments			
2. It is also decided to complete the process by the end of February.			
3. The questionnaire from the previous year will be used with minor modifications.			
4. Convenience sampling technique will be used and the collected data will be analysed using simple statistical tools.			
5. Action taken report will be prepared indicating the possible suggestions.			
<b>The Meeting concluded at</b>			1.45 p.m.

Minutes prepared by	 Dr. Asha E. Thomas Secretary of the meeting	Minutes passed by	 Prof. Mary Jelthruth K.V. Chairman of the Meeting
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# ST. PAUL'S COLLEGE KALAMASSERY

## Minutes

Committee Name	IQAC –Feedback		
Meeting Number with year 2, 2019	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	February 28, 1 p.m.
<b>Members Present</b>			
1. Prof. Mary Jelthruuth K.V. (Principal)			
2. Prof. Valentine D' Cruz (Vice Principal)			
3. Mr. Jose Xavier (Vice Principal)			
4. Dr. Asha E. Thomas (IQAC Coordinator)			
5. Dr. Savitha K.S. (NAAC Criterion I Head)			
<b>Members Absent</b>			
1. Nil			
<b>Agenda</b>			
1. Feedback Analysis and Action Taken 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 aligning with the NAAC directions. The following decisions were taken during the meeting:			
1. It was decided to maintain the feedback analysis of individual and department wise data by the IQAC and the analysis report will be shared with respective teachers/departments.			
2. The original data sheets are to be kept by the IQAC.			
3. Statistical analysis of the data, including coding and presenting in excel sheet, will be done using simple statistical tools.			
4. Action taken report will be prepared indicating the possible suggestions and this will be submitted to the governing body. The consolidated report will be uploaded in the college website.			
5. Dr. Asha E. Thomas and Prof. Valentine D'Cruz will be in charge of the report preparation. Mathematics department will be in charge of the verification of the accuracy of statistical data analysis			
<b>The Meeting concluded at</b>			2.00 p.m.

Minutes prepared by	 Dr. Asha E. Thomas Secretary of the meeting	Minutes passed by	 Prof. Mary Jelthruuth K.V.
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# **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**