



# St Paul's College Kalamassery

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

***Feedback Minutes***  
***2019-20***



# ST. PAUL'S COLLEGE KALAMASSERY

## Minutes

|  |  |                |                        |
|--|--|----------------|------------------------|
| Committee Name   | IQAC –Feedback                                   |                |                        |
| Meeting Number with year 1, 2019   | Committee Short Name/ Year/Meeting No.1,2,3 etc. | Day/ Date Time | September 03, 2.30 pm. |
| <b><u>Members Present</u></b>  |  |                |                        |
| 1. Dr. Sobhana Michael K. (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><u>Members Absent</u></b>   |  |                |                        |
| 1. Nil   |  |                |                        |
| <b><u>Agenda</u></b>   |  |                |                        |
| 1. Feedback Collection Strategy 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 be constituted by including 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 without any major modifications.  |  |                |                        |
| 4. Convenience sampling technique will be used for collecting the data 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>  |  |                | 3.30 p.m.              |

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|---------------------|--|-------------------|---|
| Minutes prepared by | <br>Dr. Asha E. Thomas<br>Secretary of the meeting | Minutes passed by | <br>Dr. Sobhana Michael K.<br>Chairman of the Meeting |
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# ST. PAUL'S COLLEGE KALAMASSERY

## Minutes

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|--|--|----------------|------------------------|
| Committee Name   | IQAC –Feedback                                   |                |                        |
| Meeting Number with year 2, 2020   | Committee Short Name/ Year/Meeting No.1,2,3 etc. | Day/ Date Time | February 26, 2.30 p.m. |
| <b>Members Present</b>   |  |                |                        |
| 1. Dr. Sobhana Michael K.  |  |                |                        |
| 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 taken as per NAAC directions. The following decisions were taken in the meeting: |  |                |                        |
| 1. The original data sheets are to be kept by the IQAC.  |  |                |                        |
| 2. To keep the analysis of individual and department wise data with IQAC and share the report to the respective teachers/departments.  |  |                |                        |
| 3. Statistical analysis of the data will be done using simple statistical tools.   |  |                |                        |
| 4. Action taken report will be prepared indicating the possible suggestions and submit the same 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.  |  |                |                        |
| <b>The Meeting concluded at</b>  |  |                | 3.30 p.m.              |

|                     |  |                   |   |
|---------------------|--|-------------------|---|
| Minutes prepared by | <br>Dr. Asha E. Thomas<br>Secretary of the meeting | Minutes passed by | <br>Dr. Sobhana Michael K.<br>Chairman of the Meeting |
|---------------------|--|-------------------|---|





# ST PAUL'S COLLEGE

Re-accredited with 'A' Grade (Third Cycle) by NAAC  
(Affiliated to Mahatma Gandhi University, Kottayam)  
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