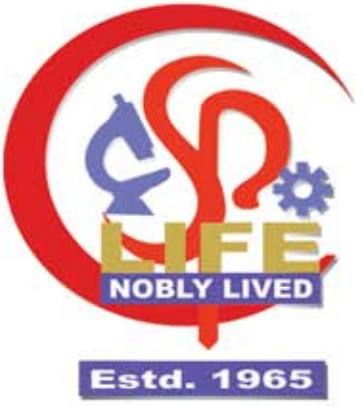



# ST PAUL'S COLLEGE
## Kalamassery

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

# *Meeting Minutes*

## *2018-19*

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | INTERNAL QUALITY ASSURANCE CELL (IQAC) | | |
| **Meeting Number with year 1; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | June 25, 2018 at 2.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| 5. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 6. Mr. Texin Joseph (Teacher Representative) | | | |
| 7. Dr. Salia Rex (Teacher Representative) | | | |
| 8. Mr. Jose Xavier (Teacher Representative) | | | |
| 9. Mr. Justine George. (Teacher Representative) | | | |
| 10. Mr. Shiju C. R. (Teacher Representative) | | | |
| 11. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 12. Mr. Binu P.C. (Administrative Office Representative) | | | |
| 13. Mr. Jackson Mathew (Industrial Advisor) | | | |
| 14. Ms. Bindu Cleetus (Alumni Representative) | | | |
| 15. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| 16. Dr. Victor George V.M. (External Mentor) | | | |
| 17. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| 18. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| **Members Absent**<br>1. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| **Agenda**<br>**1. Approval of IQAC plan of action for 2018-19**<br>**2. Review of NAAC-RAF Orientation programs conducted**<br>**3. Discussion and submission of AQAR for 2017-18**<br>**4. Discussion on conduct of external and internal audit**<br>**5. Conduct of online entry level test for UG classes**<br>**6. Task planning for IQAC National level workshop on RAF in** | | | |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of | **Mr. Binil Kumar M.R.** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |

ST. PAUL'S COLLEGE KALAMASSERY

| | |
|---|---|
| **the month of August, 2018.**<br>**7. Discussion on presentation of institutional best practices.** | |

**Minutes**

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the first meeting of the IQAC in the year 2018-19. The action plan for the current academic year was discussed and was accepted without much modification. The teams also evaluated the impact of two one day workshop organized on NAAC-RAF on 2/06/2018 and 16/06/2018. Following decisions were taken in the meeting:

1. AQAR of the college for the year 2017-18 shall be submitted by November 2018
2. Orientation for newly joined students and their parents is planned on 18/7/2018. The third orientation program on NAAC –RAF is planned to be conducted on 30/06/2018.
3. Workshop on 'Introduction to LMS' for teachers is scheduled on 13/07/2018 and another workshop on 'Office Administration and ICT' is scheduled on 21/07/2018.
4. It was decided to prepare program outcomes, program specific outcome and course outcomes for every program/course offered by the institution.
5. As per the discussion, criterion heads will start compiling the data owing to the prospective NAAC visit in January, 2021.
6. It was decided to conduct more orientation programs for the teachers regarding the changes in the revised accreditation framework.
7. More classes need to be constructed for meeting the requirements of new courses applied so far.
8. A media room should be constructed to facilitate the creation of online study materials for students.
9. It was decided to tie up with a company/ academic institution for setting up an incubation/ entrepreneurship center.
10. Application will be send for the participation in MHRD –Unnat Bharath Program
11. This year institution will participate in the NIRF ranking.
12. Internal Academic and Administration Audit will be conducted in the months of June and July.
13. It was decided that each department will participate in the 'Erudite Program' of Kerala State Higher Education Council.

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of | **Mr. Binil Kumar M.R.** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jeithruth K.V.** |

ST. PAUL'S COLLEGE KALAMASSERY

| |
|---|
| 14. The college handbook, teacher's diary and mentor's diary will be printed and distributed to teachers by the end of this month. |
| 15. IQAC will conduct a national workshop on Revised NAAC guidelines in the month of August. |
| 16. Every department will be provided with a list of files to be maintained at department level based on RAF. Based on the request of the criterion heads, it was decided to bring uniformity in the filing system also by providing sufficient number of box files and file name printed stickers. |
| 17. Every department will be instructed to maintain an online database management system for NAAC file management. |
| 18. It was decided bring common formats in documentation and IQAC team agreed to develop these templates. These will be shared with departments ASAP. |
| 19. Criterion team members will be asked to recommend for arriving at two best practices which will be extensively documented for NAAC purpose. |
| 20. IQAC will recommend for improving the science lab facilities to accommodate the changes in the curriculum structure. |
| 21. It was decided to plan the entire activities of the academic year based on the revised NAAC guidelines. |
| 22. Departments will be encouraged to conduct online entry level test for UG students. |
| 23. Orientation program will be conducted for the first year students (both UG and PG) and their parents (UG only). |
| 24. It was decided to give more importance to the orientation of departments/clubs regarding proper documentation of activities, considering the changes in the NAAC-RAF. |
| **The Meeting concluded at** 4.30 p.m. |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of | **Mr. Binil Kumar M.R.** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jeithruth K.V.** |

ST. PAUL'S COLLEGE KALAMASSERY

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | **INTERNAL QUALITY ASSURANCE CELL (IQAC)** | | |
| **Meeting Number with year 2; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | July 26, 2018 at 3.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| 5. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 6. Mr. Texin Joseph (Teacher Representative) | | | |
| 7. Dr. Salia Rex (Teacher Representative) | | | |
| 8. Mr. Jose Xavier (Teacher Representative) | | | |
| 9. Mr. Justine George. (Teacher Representative) | | | |
| 10. Mr. Shiju C. R. (Teacher Representative) | | | |
| 11. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 12. Mr. Binu P.C. (Administrative Office Representative) | | | |
| 13. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| 14. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| **Members Absent** | | | |
| 1. Mr. Jackson Mathew (Industrial Advisor) | | | |
| **2.** Ms. Bindu Cleetus (Alumni Representative) | | | |
| 3. Dr. Victor George V.M. (External Mentor) | | | |
| 4. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| 5. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| **Agenda** | | | |
| **1. Review of Academic activities** | | | |

**Minutes**

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the second meeting of the IQAC in the year 2018-19. All the activities planned for the previous months were successfully

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of | **Mr. Binil Kumar M. R.** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |

ST. PAUL'S COLLEGE * KALAMASSERY *

| |
|---|
| executed. Following decisions were taken in the meeting: |
| 1. It was decided that the co-curricular activities of the institution will be planned without affecting the regular class hours. |
| 2. Departments will be directed to ensure maximum student participation in every activity conducted by them. |
| 3. A workshop is planned on the topic 'How a teacher can be an effective mentor?' It is decided to be conducted on 18/08/2018. In NAAC-RAF series another workshop on documentation will be conducted on 24/08/2018. |
| 4. Every department should ensure that the teaching learning process strictly adherent to the syllabus prescribed by the university. Completion of syllabus as per the academic calendar should be ensured by the HoDs. |
| 5. It was decided to promote inter departmental research collaborations with the support of the college research committee. |
| 6. IQAC will encourage physical education department to conduct more health and wellness programs for the staff and student community. |
| 7. Collaborations will be established with the nearby institutions and local bodies for conducting various activities. |
| 8. College will actively participate in the Swatch Bharat Mission of the government. |
| 9. Monsignor Raphael Olattupuram lecture series will be organized on 28/9/2018 and retired staff also will be invited to the event. |
| 10. BOS meetings were organized at department levels for syllabus setting of B.Voc. Courses. |
| 11. Project proposals will be submitted to ICSSR and RUSA |
| 12. Departments will be reminded regarding the prerequisites for AAA |
| **The Meeting concluded at** 4.30 p.m. |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of | **Mr. Bihil Kumar M. R.** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |

ST. PAUL'S COLLEGE KALAMASSERY

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | **INTERNAL QUALITY ASSURANCE CELL (IQAC)** | | |
| **Meeting Number with year 3; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | August 1, 2018 at 3.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| 5. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| 6. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 7. Mr. Texin Joseph (Teacher Representative) | | | |
| 8. Dr. Salia Rex (Teacher Representative) | | | |
| 9. Mr. Jose Xavier (Teacher Representative) | | | |
| 10. Mr. Justine George. (Teacher Representative) | | | |
| 11. Mr. Shiju C. R. (Teacher Representative) | | | |
| 12. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 13. Mr. Binu P.C. (Administrative Office Representative) | | | |
| 14. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| 15. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| **Members Absent** | | | |
| 1. Mr. Jackson Mathew (Industrial Advisor) | | | |
| **2.** Ms. Bindu Cleetus (Alumni Representative) | | | |
| 3. Dr. Victor George V.M. (External Mentor) | | | |
| 4. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| **Agenda** | | | |
| **1. AAA Planning** | | | |
| **Minutes** | | | |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE * KALAMASSERY *

| |
|---|
| Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the third meeting of the IQAC in the year 2018-19. Following decisions were taken in the meeting: |
| 1. Teams were assigned for the conduct of Internal AAA. |
| 2. It was decided that completion status to the files will be given only if it is maintained both in hard and soft copies. |
| 3. Accuracy in the figures and data should be ensured during the AAA. |
| 4. The departments will also prepare a SWOC analysis in order to identify the future possibilities. |
| 5. It was decided that the social outreach programs of departments and clubs will be carried out by collaborating with NSS unit of the institution. |
| 6. Mgnr. Raphael Olattupuram lecture series will be conducted on 28/09/2018. The theme will be 'Innovation Ecosystem in the context of Higher Education. |
| 7. NAAC orientation programs were evaluated to be appropriate to orient the staff towards the intuitional accreditation process planned in January 2020-21. |

| | |
|---|---|
| **The Meeting concluded at** | 4.30 p.m. |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jeithruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | INTERNAL QUALITY ASSURANCE CELL (IQAC) | | |
| **Meeting Number with year 4; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | August 21, 2018 at 3.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| 5. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| 6. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 7. Mr. Texin Joseph (Teacher Representative) | | | |
| 8. Dr. Salia Rex (Teacher Representative) | | | |
| 9. Mr. Jose Xavier (Teacher Representative) | | | |
| 10. Mr. Justine George. (Teacher Representative) | | | |
| 11. Mr. Shiju C. R. (Teacher Representative) | | | |
| 12. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 13. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| 14. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| **Members Absent** | | | |
| 1. Mr. Jackson Mathew (Industrial Advisor) | | | |
| **2.** Ms. Bindu Cleetus (Alumni Representative) | | | |
| 3. Dr. Victor George V.M. (External Mentor) | | | |
| 4. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| 5. Mr. Binu P.C. (Administrative Office Representative) | | | |
| **Agenda** | | | |
| **1. AAA Review** | | | |
| **Minutes** | | | |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the fourth meeting of the IQAC in the year 2018-19. She also congratulated the AAA team for their excellent coordination during the AAA visit. Review of AAA was done and the following decisions were taken in the meeting:

1. It was decided to communicate to the departments regarding the observations of the AAA team as early as possible. They will be directed to bring rectifications as per the instructions.
2. Teams were also assigned to conduct the follow up visit to ensure the results.
3. It will be directed to all the departments to maintain the data templates in the excel format only in order to facilitate further compiling during NAAC assessment.
4. All the departments will be instructed to maintain an index page and year wise categorization in all the files.
5. As per plan of action Orientation program for faculty with less than three years will be conducted on 6/10/2018 and other two orientation programs for criterion heads and newly joined faculty will be conducted on 17/10/2018 and 18/10/2018 respectively.
6. Clubs/Cells will also be directed to prepare the annual action taken report.
7. The NIRF registration was initiated
8. UBA application will be filed.
9. Research oriented workshops planned will be conducted with the participation of students and teachers.
10. Seminar proposals were sent to NAAC, National commission for women and Minority commission
11. Members expressed their satisfaction regarding the preparation of AQAR to be submitted in the month of November.
12. It was decided to file the application for academic autonomy. The instructions have been received from the governing body.

| **The Meeting concluded at** | 4.30 p.m. |
|---|---|

| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelfhruth K.V.** |
|---|---|---|---|



ST. PAUL'S COLLEGE KALAMASSERY

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | **INTERNAL QUALITY ASSURANCE CELL (IQAC)** | | |
| **Meeting Number with year 5; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | September 3, 2018 at 3.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| 5. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 6. Mr. Texin Joseph (Teacher Representative) | | | |
| 7. Dr. Salia Rex (Teacher Representative) | | | |
| 8. Mr. Jose Xavier (Teacher Representative) | | | |
| 9. Mr. Justine George. (Teacher Representative) | | | |
| 10. Mr. Shiju C. R. (Teacher Representative) | | | |
| 11. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 12. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| **Members Absent** | | | |
| 1. Mr. Jackson Mathew (Industrial Advisor) | | | |
| **2.** Ms. Bindu Cleetus (Alumni Representative) | | | |
| 3. Dr. Victor George V.M. (External Mentor) | | | |
| 4. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| 5. Mr. Binu P.C. (Administrative Office Representative) | | | |
| 6. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| 7. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| **Agenda**<br>**1. NAAC visit planning**<br>**2. Msgr. Fr. Olattupuram memorial lecture planning** | | | |
| **Minutes** | | | |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the fifth meeting of the IQAC in the year 2018-19. She mentioned about few additional initiatives to be considered in anticipation of the forthcoming NAAC visit. Following decisions were taken in the meeting:

1. Best Practices identified for NAAC:
   Environmental Activities
   Value Education
   Student Support Activities
2. It is decided to inform the departments regarding the mandatory requirement of continuously updating the visitor's book and feedback of the resource person after the conduct of every program.
3. It is decided that syllabus for every new program applied should get the approval of the curriculum review committee.
4. Every department should maintain complete record of students participating in competitive examination coaching and those qualified from among them.
5. Career counseling cell activities should be strengthened.
6. Every department should maintain a placement record with relevant document proof.
7. It is decided that at least four department meetings to be conducted in a semester and it should be properly documented in the format already prescribed by the IQAC.
8. Msgr. Fr. Olattupuram memorial lecture will be conducted on 28-09-2018. All the retired staff will be invited for the lecture.
9. PTA meetings and open house meetings to be maintained in the present structure itself.
10. Steps will be taken to initiate the process of result analysis at department level and also to take necessary remedial measures.
11. The members expressed the need for continuous monitoring of student academic performance to ensure good results.
12. The College newsletters will be brought out as planned.

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jeithruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

| | |
|---|---|
| 13. NAAC oriented programs were conducted as planned and it was decided to ensure maximum staff participation for the same. | |
| 14. IQAC members also expressed the need for introduction of add-on programs through E-learning platforms. | |
| **The Meeting concluded at** | 4.30 p.m. |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

# ST.PAUL'S COLLEGE KALAMASSERY

## Minutes

| | | | |
|---|---|---|---|
| Committee Name | **INTERNAL QUALITY ASSURANCE CELL (IQAC)** | | |
| **Meeting Number with year 6; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | October 4, 2018 at 3.30 p.m. |

**Members Present**

1. Prof. Mary Jelthruth K V (Principal/Chairman)
2. Dr. Asha E. Thomas (IQAC Coordinator)
3. Mr. Binil Kumar M.R. (Teacher Representative)
4. Dr. Pramada Ramachandran (Teacher Representative)
5. Dr. Rajeshmon V.G. (Teacher Representative)
6. Mr. Texin Joseph (Teacher Representative)
7. Dr. Salia Rex (Teacher Representative)
8. Mr. Jose Xavier (Teacher Representative)
9. Mr. Justine George. (Teacher Representative)
10. Mr. Shiju C. R. (Teacher Representative)
11. Mr. Antony Diaclous M.J. (Administrative Office Representative)
12. Ms. Valentine D' Cruz (Teacher Representative)
13. Rev. Fr. Antony Joseph Palliparambil (Management Representative)
14. Mr. Binu P.C. (Administrative Office Representative)
15. Mr. Nilakanta Sarma K.V. (External Mentor)
16. Ms. Elizabeth Reshma K. S. (Student Representative)

**Members Absent**

1. Mr. Jackson Mathew (Industrial Advisor)
2. Ms. Bindu Cleetus (Alumni Representative)
3. Dr. Victor George V.M. (External Mentor)

**Agenda**

1. **In house training for the newly joined teachers and NIRF participation**

**Minutes**

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the sixth meeting of the IQAC in the year 2018-19. An in house training program for teachers with less than five years of service is planned by IQAC. Following decisions were taken in the meeting:

1. Four components have been identified to be included in the training program:
   Discipline
   Class Management
   Exam Management
   Quality Management in Education
2. Criterion members were entrusted with the responsibility of compiling the data for NIRF filing.
3. The IQAC coordinator will verify the authenticity of the data compiled by the team.
4. It was decided that many of the academic collaborations of the institution should be more effectively utilized to make it functional towards the benefit of the institution.
5. Research orientation workshop planned for students will be conducted on 13/11/2018 and 14/11/2018 respectively. Dr. Asha will be the resource person for both these workshops.
6. Faculty publications should be encouraged to be published in UGC care list of journals.
7. Review of the status of the faculty who are currently pursuing the Ph.D. will be done to ensure that there no time lag in the submission of their work.
8. Mentoring activities of the institution was evaluated and it was decided to collect mentor's diary for periodical assessment.
9. AISHE data collection process will be started soon.
10. The recommendation to convert more classrooms into smart rooms were accepted by the governing body and RUSA finding will also be used for this.

| **The Meeting concluded at** | 4.30 p.m. |
|---|---|

| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jeithruth K.V.** |
|---|---|---|---|

ST. PAUL'S COLLEGE * KALAMASSERY *

# ST.PAUL'S COLLEGE KALAMASSERY

| Minutes | | | |
|---|---|---|---|
| Committee Name | **INTERNAL QUALITY ASSURANCE CELL (IQAC)** | | |
| **Meeting Number with year 7; 2018** | **Committee Short Name/ Year/Meeting No.1,2,3 etc.** | Day/ Date Time | March 8, 2019 at 2.30 p.m. |
| **Members Present** | | | |
| 1. Prof. Mary Jelthruth K V (Principal/Chairman) | | | |
| 2. Dr. Asha E. Thomas (IQAC Coordinator) | | | |
| 3. Mr. Binil Kumar M.R. (Teacher Representative) | | | |
| 4. Ms. Valentine D' Cruz (Teacher Representative) | | | |
| 5. Dr. Pramada Ramachandran (Teacher Representative) | | | |
| 6. Dr. Rajeshmon V.G. (Teacher Representative) | | | |
| 7. Mr. Texin Joseph (Teacher Representative) | | | |
| 8. Dr. Salia Rex (Teacher Representative) | | | |
| 9. Mr. Jose Xavier (Teacher Representative) | | | |
| 10. Mr. Justine George. (Teacher Representative) | | | |
| 11. Mr. Shiju C. R. (Teacher Representative) | | | |
| 12. Mr. Antony Diaclous M.J. (Administrative Office Representative) | | | |
| 13. Mr. Binu P.C. (Administrative Office Representative) | | | |
| 14. Mr. Jackson Mathew (Industrial Advisor) | | | |
| 15. Ms. Bindu Cleetus (Alumni Representative) | | | |
| 16. Rev. Fr. Antony Joseph Palliparambil (Management Representative) | | | |
| 17. Dr. Victor George V.M. (External Mentor) | | | |
| 18. Mr. Nilakanta Sarma K.V. (External Mentor) | | | |
| 19. Ms. Elizabeth Reshma K. S. (Student Representative) | | | |
| **Members Absent**<br>Nil | | | |
| **Agenda**<br>1. **UBA Program implementation**<br>2. **Final Review of IQAC Activities** | | | |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE KALAMASSERY

| | |
|---|---|
| 3. **Presentation of draft plan of action for the next academic year**<br>4. **Presentation of the report submitted by feedback review committee**<br>5. **Finalisation of AQAR** | |

**Minutes**

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. The IQAC coordinator also welcomed all again to the last meeting of the IQAC in the year 2018-19. The activities of the current academic year were evaluated and members expressed their satisfaction regarding the current year action plan implementation strategy. The draft plan for the next academic year was presented and it was approved with certain corrections. Feedback committee report was presented and the recommendations will be placed before the governing council. Industrial experts mentioned about the need for the inclusion of industry based training program for the final year students in the campus. They suggested that this can help them in obtaining better career prospects in future. IQAC will communicate this to the career cell and propose to undertake such programs/training in future. Following decisions were taken in the meeting:

1. Institution was selected by the MHRD as principal investigator under the Unnat Bharat Abhiyan program (UBA). It was decided that the department of Mathematics, English Commerce, Economics, Computer Science and Business Administration will carry out the survey connected with this. The IQAC coordinator will coordinate the activities connected with the UBA program.
2. It was decided that next year being the final year before the NAAC accreditation process, all the departments/cells will be directed to complete their file work before June, 2019.
3. Further departments will be asked make a compiled presentation regarding the performance of the department during the last four years. This is to identify the areas which require immediate attention in the wake of the proposed accreditation. This is scheduled by the end of this month.
4. Rest of the planned programs of IQAC will be conducted as decided. Career orientation workshop will be conducted on 12/03/2019 and UN Development Goals workshop will be conducted on 20/3/2018. On the same day the student orientation workshop on community development will also be conducted.

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



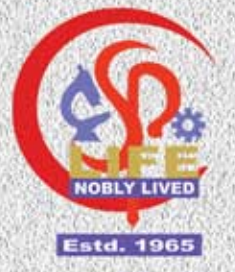
ST. PAUL'S COLLEGE * KALAMASSERY *

| | |
|---|---|
| 5. The 'Health and Fitness' awareness program is scheduled on 5/4/2019 and Mr. Jose Xavier and Prof Edwin Joseph will be the resource persons for this event. NAAC orientation program on SSR filing is scheduled on 24/4/2019 and annual faculty orientation program titled 'Higher Education Today and Tomorrow' will be conducted on 30/05/2019. | |
| 6. Final application for Academic Autonomy will be filed to the UGC in the month of May | |
| 7. AQAR will be presented before the academic council by the end of March. | |
| 8. Next year being NAAC final year, all the departments will be asked to update their files by the end of April, 2019. | |
| 9. It was also decided that every department will offer atleast two add-on programs in the coming academic year through institutional e-learning platform. | |
| 10. The BoS of respective departments will ensure the quality of the programs offered. Occasional monitoring will also be conducted by IQAC team to ensure the proper conduct of these programs. | |
| 11. The meeting concluded by expressing gratitude to the present principal Prof. Mary Jelthruth for her whole-hearted support through the year. The next principal will be taking charge from coming April. | |
| **The Meeting concluded at** | 4.45 p.m. |

| | | | |
|---|---|---|---|
| Minutes prepared by Secretary of the meeting | **Dr. Pramada Ramachandran** | Minutes passed by Chairman of the Meeting | **Prof. Mary Jelthruth K.V.** |



ST. PAUL'S COLLEGE ★ KALAMASSERY ★




# 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