



Estd. 1965

St. Paul's College, Kalamassery

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Minutes

2020-21

IQAC Meeting Minutes 2020-21



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 1; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	June 8, 2020, at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Salia Rex (Teacher Representative)			<i>Salia Rex</i>
12. Dr. Sumitha Franklin (Teacher Representative)			<i>Sumitha Franklin</i>
13. Mr. Jose Xavier (Teacher Representative)			<i>Jose Xavier</i>
14. Mr. Shiju C. R. (Teacher Representative)			<i>Shiju C. R.</i>
15. Mr. Antony Diaclos M.J. (Office Representative)			<i>Antony Diaclos M.J.</i>
16. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
18. Dr. Victor George V.M. (Academic Expert)			<i>Dr. Victor George V.M.</i>
19. Dr. Santosh Kumar S (Academic Expert)			<i>Dr. Santosh Kumar S</i>
20. Mr. Jackson Mathew (Industrial Advisor)			<i>Mr. Jackson Mathew</i>
21. Ms. Annie Johnson (Parent Representative)			<i>Ms. Annie Johnson</i>
22. Ms. Bindu Cleetus (Alumni Representative)			<i>Ms. Bindu Cleetus</i>
23. Ms. Elizabeth Reshma K. S. (Student Representative)			<i>Ms. Elizabeth Reshma K. S.</i>
Members Absent			
Nil			
Agenda			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting <i>Valentine D' Cruz</i>	Prof. Valentine D' Cruz <i>Valentine D' Cruz</i>
--	--	--	--



ST. PAUL'S COLLEGE KALAMASSERY

1. Presentation and approval of Annual Plan.
2. Discussion about the preparation and submission of AQAR
3. Discussion regarding the formation of NAAC steering team.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. QAC coordinator read out the NAAC accreditation action plan for the current academic year and it was kept for open discussions. Following decisions were taken in the meeting:

1. It was decided to register for IIQA by December 2020, after data verification.
2. Criterion leaders will conduct final verifications of files maintained by departments/clubs.
3. The annual plan of the IQAC was presented before the committee members and the same was accepted after minor corrections.
4. It was decided to submit AQAR of 2019-20 by October 2020.
5. NAAC Steering team was constituted, and coordinators were selected for the same. The steering teams were:
Augmented Reality Team
Student Coordinators Team
Parent Coordinators Team
Alumni Coordinators Team
Poster Presentation Team
Student Exhibition Team
Hospitality Team
Beautification Team
Cultural Team
Video Making Team
6. The curriculum feedbacks collected will be analysed and report will be presented before different stakeholders.
7. It was decided to encourage departments to conduct internship for first year and second year students.
8. Teachers will be encouraged to develop and offer e-content through institutional e-learning platforms.
9. Faculty orientation program titled 'Covid 19 and challenges for teachers' will be conducted on 10-6-2020 and the resource persons for the program will be Rev. Fr. Xavier Padiaramparambil, Dr. Simon Koombayil and Dr. Asha E. Thomas.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 2; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	June 28 2020 at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Salia Rex (Teacher Representative)			<i>Salia Rex</i>
12. Dr. Sumitha Franklin (Teacher Representative)			<i>Sumitha Franklin</i>
13. Mr. Jose Xavier (Teacher Representative)			<i>Jose Xavier</i>
14. Mr. Shiju C. R. (Teacher Representative)			<i>Shiju C. R.</i>
15. Mr. Antony Diaclos M.J. (Office Representative)			<i>Antony Diaclos M.J.</i>
16. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
18. Dr. Victor George V.M. (Academic Expert)			<i>Victor George V.M.</i>
19. Dr. Santosh Kumar S (Academic Expert)			<i>Santosh Kumar S</i>
Members Absent			
1. Mr. Jackson Mathew (Industrial Advisor)			
2. Ms. Annie Johnson (Parent Representative)			
3. Ms. Bindu Cleetus (Alumni Representative)			
4. Ms. Elizabeth Reshma K. S. (Student Representative)			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz PRINCIPAL ST. PAUL'S COLLEGE KALAMASSERY <i>Valentine D' Cruz</i>
--	--	---	--



ST. PAUL'S COLLEGE KALAMASSERY

Agenda

1. Discussion regarding the progress of SSR preparations
2. Conduct of Internal Audit.
3. Presentation of feedback analysis report.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. Criterion members expressed their satisfactory status in the preparation of SSR documents. Many departments have started consolidating the data for final submissions. Since the teachers in the Hindi and Malayalam department were new, criterion members have agreed to offer additional support to these department.
2. It was decided to conduct internal academic and administration audit by the end of July. It will be conducted by deans by informing the departments well in advance before the proposed visit.
3. The feedback analysis was presented in the meeting, and it was decided to communicate the results to departments for taking further actions.
4. As per the action plan International Plastic Bag Free Day will be observed on 3-7-2020 by collaborating with green initiatives club.
5. Program on Gender, Justice and Popular Advertisements will be conducted on 8-7-2021 and Dr. Asha E. Thomas will coordinate the events along with Dr. Sumitha Franklin.
6. Internal AAA form will be prepared by IQAC team and distributed to deans for the conduct of audit in various sections.
7. As per the request of criterion leaders, NAAC orientation workshop will be conducted for the staff incorporating the documentation requirements for filing SSR.
8. Members have decided for regular meeting at least in every two months for the purpose of efficient coordination of Self Study Report.

The Meeting concluded at

4.30 p.m.



Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. 	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz PRINCIPAL ST. PAUL'S COLLEGE KALAMASSERY
--	---------------------------------	---	---



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 3; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	August 17 2020 at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Salia Rex (Teacher Representative)			<i>Salia Rex</i>
12. Dr. Sumitha Franklin (Teacher Representative)			<i>Sumitha Franklin</i>
13. Mr. Jose Xavier (Teacher Representative)			<i>Jose Xavier</i>
14. Mr. Shiju C. R. (Teacher Representative)			<i>Shiju C. R.</i>
15. Mr. Antony Diaculous M.J. (Office Representative)			<i>Antony Diaculous M.J.</i>
16. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
Members Absent			
1. Mr. Jackson Mathew (Industrial Advisor)			
2. Ms. Annie Johnson (Parent Representative)			
3. Ms. Bindu Cleetus (Alumni Representative)			
4. Ms. Elizabeth Reshma K. S. (Student Representative)			
5. Dr. Victor George V.M. (Academic Expert)			
6. Dr. Santosh Kumar S (Academic Expert)			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz PRINCIPAL <i>Valentine D' Cruz</i> ST. PAUL'S COLLEGE KALAMASSERY
--	---	---	---



ST. PAUL'S COLLEGE KALAMASSERY

Agenda

1. Updation of the status of internal audit.
2. Preparation for participation in NIRF ranking
3. Preparation/review of various policies for cells and clubs.
4. Clarifications of doubts regarding SSR filing.

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. Internal audit was successfully completed by all the deans and the status reports were submitted with IQAC.
2. IQAC took necessary action to rectify the corrections suggested by internal academic audit team.
3. It was decided to appoint Mr. Siby K.M and Ms. Meera Jacob as the coordinators for submission of NIRF data under the guidance of IQAC team.
4. IQAC will review all the existing policies and revise it wherever needed. After the process the policy document will be published as a book.
5. Members appreciated the successful conduct of remembrance of honourable former president of India Dr. A.P.J. Abdul Kalam on 27-7-2020. IQAC had organized this event collaborating with Department of Mathematics. The resource persons of the event were Padma Vibhushan Dr. G. Madhavan Nair, Former Chairman of ISRO and Dr. A Vijayakumar, Emeritus Professor, Department of Mathematics.
6. As planned IQAC has organized mentoring orientation workshop for faculty. The resource person for the event was Rev. Fr. Dr. Jiju George from University of Santo Tomas.
7. As per the request from different departments IQAC had conducted a workshop on submission on SSR under revised accreditation framework and all the members expressed their positive comments regarding the program. They have requested for a follow up program in the next month in order to ensure timely submission of SSR in the coming March.

The Meeting concluded at

4.30 p.m.

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

Prof. Valentine D'Cruz

PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 4; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	September 15 at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Salia Rex (Teacher Representative)			<i>Salia Rex</i>
12. Dr. Sumitha Franklin (Teacher Representative)			<i>Sumitha Franklin</i>
13. Mr. Jose Xavier (Teacher Representative)			<i>Jose Xavier</i>
14. Mr. Shiju C. R. (Teacher Representative)			<i>Shiju C. R.</i>
15. Mr. Antony Diaclos M.J. (Office Representative)			<i>Antony Diaclos M.J.</i>
16. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
Members Absent			
1. Mr. Jackson Mathew (Industrial Advisor)			
2. Ms. Annie Johnson (Parent Representative)			
3. Ms. Bindu Cleetus (Alumni Representative)			
4. Ms. Elizabeth Reshma K. S. (Student Representative)			
5. Dr. Victor George V.M. (Academic Expert)			
6. Dr. Santosh Kumar S (Academic Expert)			
Meeting Agenda:			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz <i>Valentine D' Cruz</i>
--	--	---	---



ST. PAUL'S COLLEGE KALAMASSERY

1. Review of progress of IQAC activities.
2. Planning for department NAAC presentations

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. Activities organized by IQAC were reviewed and members expressed their views regarding ensuring student participation in various events. It was decided that every event conducted by IQAC will be recorded and the links will be shared with students who had connectivity issues to attend the program.
2. Recording of online classes conducted by teachers will be made mandatory and it will be shared with students through WhatsApp groups.
3. It was decided to convert various mandatory documents like handbook, teacher's diary, mentor's diary into e-forms for easy handling and to reduce usage of papers.
4. Templates for preparation for NAAC department presentations will be made and shared with HODs.
5. Website development team will be informed for regular updating of events in the website to make regular communications to different stakeholders.
6. Members reported positive feedback regarding the workshop conducted by IQAC on E-Learning tools.

The Meeting concluded at

4.00 p.m.



Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R.	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz ST. PAUL'S COLLEGE KALAMASSERY
--	----------------------	---	--



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name		INTERNAL QUALITY ASSURANCE CELL (IQAC)	
Meeting Number with year 5; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	October 15 at 2.00 p.m.
<u>Members Present</u>			
1. Ms. Valentine D' Cruz (Principal/Chairman)		<i>Valentine D' Cruz</i>	
2. Dr. Asha E. Thomas (IQAC Coordinator)		<i>Asha E. Thomas</i>	
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)		<i>Binil Kumar M.R.</i>	
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)		<i>Nisha V.M.</i>	
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)		<i>Lincy N.L.</i>	
6. Dr. Savitha K.S. (Teacher Representative)		<i>Savitha K.S.</i>	
7. Mr. Texin Joseph (Teacher Representative)		<i>Texin Joseph</i>	
8. Dr. Tresa Sunitha George (Teacher Representative)		<i>Tresa Sunitha George</i>	
9. Mr. Justine George. (Teacher Representative)		<i>Justine George</i>	
10. Dr. Pramada Ramachandran (Teacher Representative)		<i>Pramada Ramachandran</i>	
11. Dr. Salia Rex (Teacher Representative)		<i>Salia Rex</i>	
12. Dr. Sumitha Franklin (Teacher Representative)		<i>Sumitha Franklin</i>	
13. Mr. Jose Xavier (Teacher Representative)		<i>Jose Xavier</i>	
14. Mr. Shiju C. R. (Teacher Representative)		<i>Shiju C. R.</i>	
15. Mr. Antony Diaculous M.J. (Office Representative)		<i>Antony Diaculous M.J.</i>	
16. Mr. Binu P.C. (Office Representative)		<i>Binu P.C.</i>	
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)		<i>Rev. Fr. Antony Joseph Palliparambil</i>	
18. Dr. Victor George V.M. (Academic Expert)		<i>Dr. Victor George V.M.</i>	
19. Ms. Elizabeth Reshma K. S. (Student Representative)		<i>Elizabeth Reshma K. S.</i>	
<u>Members Absent</u>			
Dr. Santosh Kumar S (Academic Expert)			
Mr. Jackson Mathew (Industrial Advisor)			
Ms. Annie Johnson (Parent Representative)			
Ms. Bindu Cleetus (Alumni Representative)			
<u>Agenda</u>			
1. IQAC regular review of activities.			
2. Discussion about the preparation and submission of SSR			
Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz <i>Valentine D' Cruz</i>



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. NAAC peer team visit orientation program was conducted for faculty on 12-10-2020.
2. NAAC preparations at institutional level were evaluated. As per the meeting decision, IQAC core team will be visiting every wing to evaluate the actual position and to decide on the necessary actions to be taken as a preparation for the forthcoming NAAC visit.
3. The activities of various cells/clubs will be evaluated for further actions.
4. IQAC file preparation process will be evaluated, and necessary actions will be taken to complete the files immediately.

The Meeting concluded at

3.00 p.m.

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

Prof. Valentine D'Cruz

Valentine D'Cruz
PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 6; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	November 10 at 2.00 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Sumitha Franklin (Teacher Representative)			<i>Sumitha Franklin</i>
12. Mr. Jose Xavier (Teacher Representative)			<i>Jose Xavier</i>
13. Mr. Antony Diaculous M.J. (Office Representative)			<i>Antony Diaculous M.J.</i>
14. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
15. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
16. Dr. Victor George V.M. (Academic Expert)			<i>Dr. Victor George V.M.</i>
17. Ms. Elizabeth Reshma K. S. (Student Representative)			<i>Elizabeth Reshma K. S.</i>
Members Absent			
Dr. Santosh Kumar S (Academic Expert)			
Mr. Jackson Mathew (Industrial Advisor)			
Ms. Annie Johnson (Parent Representative)			
Ms. Bindu Cleetus (Alumni Representative)			
Dr. Salia Rex (Teacher Representative)			
Mr. Shiju C. R. (Teacher Representative)			
Agenda			
1. Review of institutional waste management strategies			
2. Conduct of green audit, gender audit, energy audit and carbon audit.			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz <i>Valentine D' Cruz</i> PRINCIPAL ST. PAUL'S COLLEGE KALAMASSERY
--	--	---	---



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. Institutional waste management strategies were evaluated, and it was decided to continue with the same system for e-waste, chemical waste, plastic waste, and food waste management. Waste bins will be replaced with new colour coded ones.
2. Institutional gender audit will be conducted by women cell members and the report will be submitted to IQAC.
3. As a best practice this year also energy audit will be conducted by Physics department. It was decided to evaluate the possibilities of replacing the existing lights in the campus with sensor/led lights.
4. Carbon audit will be undertaken by Chemistry department and the report will be submitted to IQAC.
5. IQAC will ensure the conduct of more green awareness programs by green initiatives club and nature club of the institution.

The Meeting concluded at

3.00 p.m.

Members Present:
Mr. Antony Chacko M.J. (Office Representative)
Ms. Brenda Cleatus (Alumni Representative)
Dr. Santosh Kumar V (Academic Expert)
Mr. Binil P.C. (Office Representative)



Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting



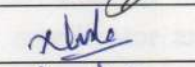
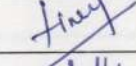
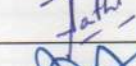

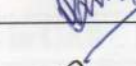
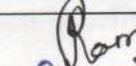
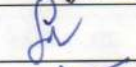
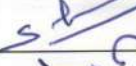


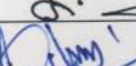
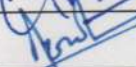
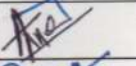
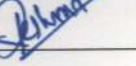





Prof. Valentine D'Cruz

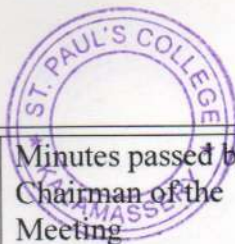
PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name		INTERNAL QUALITY ASSURANCE CELL (IQAC)	
Meeting Number with year 7; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	December 3 2020 at 2.30 p.m.
<u>Members Present</u>			
1. Ms. Valentine D' Cruz (Principal/Chairman)			
2. Dr. Asha E. Thomas (IQAC Coordinator)			
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			
6. Dr. Savitha K.S. (Teacher Representative)			
7. Mr. Texin Joseph (Teacher Representative)			
8. Dr. Tresa Sunitha George (Teacher Representative)			
9. Mr. Justine George. (Teacher Representative)			
10. Dr. Pramada Ramachandran (Teacher Representative)			
11. Dr. Salia Rex (Teacher Representative)			
12. Dr. Sumitha Franklin (Teacher Representative)			
13. Mr. Jose Xavier (Teacher Representative)			
14. Mr. Shiju C. R. (Teacher Representative)			
15. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			
16. Dr. Victor George V.M. (Academic Expert)			
17. Mr. Jackson Mathew (Industrial Advisor)			
18. Ms. Annie Johnson (Parent Representative)			
19. Ms. Elizabeth Reshma K. S. (Student Representative)			
<u>Members Absent</u>			
Mr. Antony Diaculous M.J. (Office Representative)			
Ms. Bindu Cleetus (Alumni Representative)			
Dr. Santosh Kumar S (Academic Expert)			
Mr. Binu P.C. (Office Representative)			
<u>Agenda</u>			
1. Review of programs conducted by IQAC			
2. Submission of IIQA			
3. SSR preparation status			
Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. 	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz 



PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

1. It was decided to register for IIQA by the third week of December after obtaining all necessary documents from the university (affiliation certificate).
2. Criterion leaders will submit the file completion status in one week.
3. Programs conducted by IQAC were reviewed and members expressed positive comments regarding the quality of resource persons chosen for IQAC programs.
4. It was decided to prepare a comparison metrics regarding the performance of institution on various criterion questions before the submission of IIQA. IQAC coordinator and associate coordinator will take the responsibility of preparing this.
5. Student DQAC team will be oriented with NAAC related guidelines.
6. UAMP portal will be updated on regular basis.
7. Departments will be encouraged to engage in more collaborated activities related to research and entrepreneurship.
8. Faculty members will be encouraged to publish their research papers in CARE listed journals.
9. IQAC will take initiative in engaging in more social research projects benefitting the students and local communities.

The Meeting concluded at

4.00 p.m.

1. Mr. Jose Xavier (Teacher Representative)

2. Mr. Binil C. K. (Teacher Representative)

3. Mr. Antony D'Souza M.J. (Office Representative)

4. Mr. Binil P.C. (Office Representative)

5. Rev. Fr. Antony Joseph Pallapattalam (Management Representative)

6. Dr. Vincent George V.M. (Academic Expert)

7. Dr. Santosh Kumar S. (Academic Expert)

Members Absent

1. Mr. Jackson Mathew (Industrial Advisor)

2. Ms. Annie Johnson (Parent Representative)

3. Mr. Binil Clement (Alumni Representative)

4. Ms. Elizabeth Keshina K. S. (Student Representative)

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

Prof. Valentine D'Cruz

PRINCIPAL
Valentine D'Cruz
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number with year 8; 2021 **Committee Short Name/ Year/Meeting No.1,2,3 etc.** **Day/ Date Time** January 7 2021 at 2.30 p.m.

Members Present

1. Ms. Valentine D' Cruz (Principal/Chairman)	
2. Dr. Asha E. Thomas (IQAC Coordinator)	
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)	
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)	
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)	
6. Dr. Savitha K.S. (Teacher Representative)	
7. Mr. Texin Joseph (Teacher Representative)	
8. Dr. Tresa Sunitha George (Teacher Representative)	
9. Mr. Justine George. (Teacher Representative)	
10. Dr. Pramada Ramachandran (Teacher Representative)	
11. Dr. Salia Rex (Teacher Representative)	
12. Dr. Sumitha Franklin (Teacher Representative)	
13. Mr. Jose Xavier (Teacher Representative)	
14. Mr. Shiju C. R. (Teacher Representative)	
15. Mr. Antony Diaclos M.J. (Office Representative)	
16. Mr. Binu P.C. (Office Representative)	
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)	
18. Dr. Victor George V.M. (Academic Expert)	
19. Dr. Santosh Kumar S (Academic Expert)	

Members Absent

1. Mr. Jackson Mathew (Industrial Advisor)
2. Ms. Annie Johnson (Parent Representative)
3. Ms. Bindu Cleetus (Alumni Representative)
4. Ms. Elizabeth Reshma K. S. (Student Representative)

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

ST. PAUL'S COLLEGE KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Agenda

1. Further action after the submission of IIQA
2. AQAR uploading
3. NIRF final document submission
4. Review of activities of placement cell.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. IQAC coordinator thanked all the members for the cooperation extended to the team for the successful submission of IIQA. Following decisions were taken in the meeting:

1. Members discussed about the actions to be taken after the submission of IIQA. SSR was planned to be submitted by March.
2. All the members decided to concentrate more on criterion wise data compilation as per revised accreditation framework.
3. The criterion wise performance status was presented by IQAC coordinators. It was decided to give more focus on research related initiatives since the research publications/ funded projects were found to be minimal.
4. The activities of the placement cell were evaluated, and the members commended it as excellent. It was also decided to communicate placement opportunities through institutional website in order to make it more accessible to students.

The Meeting concluded at

5.00 p.m.

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

Prof. Valentine D'Cruz

ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name	INTERNAL QUALITY ASSURANCE CELL (IQAC)		
Meeting Number with year 9; 2021	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	February 2021 at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			<i>Valentine D' Cruz</i>
2. Dr. Asha E. Thomas (IQAC Coordinator)			<i>Asha E. Thomas</i>
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			<i>Binil Kumar M.R.</i>
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			<i>Nisha V.M.</i>
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			<i>Lincy N.L.</i>
6. Dr. Savitha K.S. (Teacher Representative)			<i>Savitha K.S.</i>
7. Mr. Texin Joseph (Teacher Representative)			<i>Texin Joseph</i>
8. Dr. Tresa Sunitha George (Teacher Representative)			<i>Tresa Sunitha George</i>
9. Mr. Justine George. (Teacher Representative)			<i>Justine George</i>
10. Dr. Pramada Ramachandran (Teacher Representative)			<i>Pramada Ramachandran</i>
11. Dr. Salia Rex (Teacher Representative)			<i>Salia Rex</i>
12. Mr. Antony Diaculous M.J. (Office Representative)			<i>Antony Diaculous M.J.</i>
13. Mr. Binu P.C. (Office Representative)			<i>Binu P.C.</i>
14. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			<i>Rev. Fr. Antony Joseph Palliparambil</i>
Members Absent			
1. Mr. Jackson Mathew (Industrial Advisor)			
2. Ms. Annie Johnson (Parent Representative)			
3. Dr. Sumitha Franklin (Teacher Representative)			
4. Mr. Jose Xavier (Teacher Representative)			
5. Mr. Shiju C. R. (Teacher Representative)			
6. Dr. Santosh Kumar S (Academic Expert)			

Agenda

1. Regular Activity Review
2. SSR Submission progress

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. <i>Binil Kumar M.R.</i>	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz <i>Valentine D' Cruz</i> PRINCIPAL ST. PAUL'S COLLEGE KALAMASSERY
--	--	---	---



ST. PAUL'S COLLEGE KALAMASSERY

1. Activities organized and conducted by IQAC were evaluated.
2. SSR preparation status updation was conducted by all the criterion heads and they expressed the need for atleast three more weeks for completing the data compilation.
3. IQAC coordinator and associate/assistant coordinators presented the comparative evaluation reports and the necessary actions to be taken before the submission of SSR.
4. It was decided to stick on to the month of March itself for the final submission of SSR.
5. IQAC members will address the staff members regarding urgency of completing the documentation process and also about the required preparations at the department level for the forthcoming NAAC visit.

The Meeting concluded at

4.00 p.m.

Mr. Lincy N.L. (IQAC Associate Coordinator)

Mr. Matha K.S. (Teacher Representative)

Mr. Freda Joseph (Teacher Representative)

Mr. Peter Sengha George (Teacher Representative)

Mr. Anthon George (Teacher Representative)

Mr. Francis Rameshwaran (Teacher Representative)

Mr. Sula Rex (Teacher Representative)

Mr. Sumitha Franklin (Teacher Representative)

Mr. Jose Xavier (Teacher Representative)

Mr. John C. R. (Teacher Representative)

Mr. Antony Dackran M.I. (Office Representative)

Mr. John P.C. (Office Representative)

Mr. Fr. Anthony Joseph Pallaparambil (Management Representative)

Mr. Victor George V.M. (Academic Expert)

Mr. Jackson Mathew (Industrial Advisor)

Mr. Matha John (Parent Representative)

Mr. David Chacko (Alumni Representative)

Mr. Elizabeth Matha K.S. (Student Representative)

Mr. A. A. A.

Mr. Joseph Kumar S. (Academic Expert)

Annual Review Meeting

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

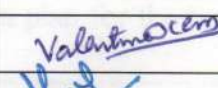
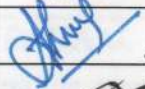
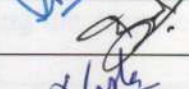
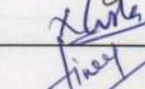
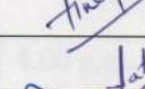
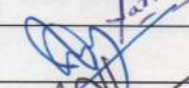
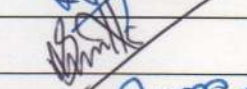
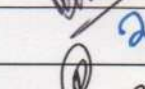
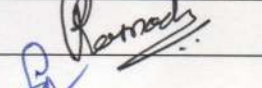
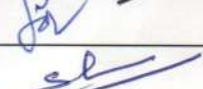


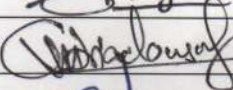
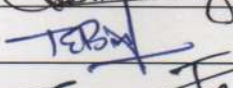
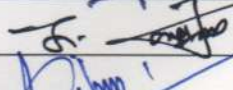

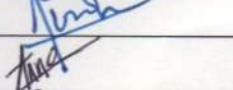
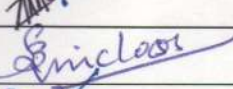
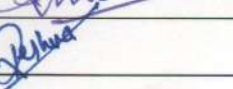
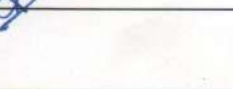


Prof. Valentine D'Cruz

PRINCIPAL
ST. PAUL'S COLLEGE
KALAMASSERY



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Committee Name		INTERNAL QUALITY ASSURANCE CELL (IQAC)	
Meeting Number with year 10; 2021	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	March 30 2021 at 2.30 p.m.
Members Present			
1. Ms. Valentine D' Cruz (Principal/Chairman)			
2. Dr. Asha E. Thomas (IQAC Coordinator)			
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			
6. Dr. Savitha K.S. (Teacher Representative)			
7. Mr. Texin Joseph (Teacher Representative)			
8. Dr. Tresa Sunitha George (Teacher Representative)			
9. Mr. Justine George. (Teacher Representative)			
10. Dr. Pramada Ramachandran (Teacher Representative)			
11. Dr. Salia Rex (Teacher Representative)			
12. Dr. Sumitha Franklin (Teacher Representative)			
13. Mr. Jose Xavier (Teacher Representative)			
14. Mr. Shiju C. R. (Teacher Representative)			
15. Mr. Antony Diaclos M.J. (Office Representative)			
16. Mr. Binu P.C. (Office Representative)			
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			
18. Dr. Victor George V.M. (Academic Expert)			
19. Mr. Jackson Mathew (Industrial Advisor)			
20. Ms. Annie Johnson (Parent Representative)			
21. Ms. Bindu Cleetus (Alumni Representative)			
22. Ms. Elizabeth Reshma K. S. (Student Representative)			
Members Absent			
Dr. Santosh Kumar S (Academic Expert)			
Agenda			
1. Annual Review Meeting			

Minutes prepared by Secretary of the meeting	Mr. Binil Kumar M.R. 	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz 
--	--	---	--



ST. PAUL'S COLLEGE KALAMASSERY

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. IQAC coordinator thanked all the members for their whole-hearted cooperation during the year in the various events organized by the cell.

1. Team members planned for the events to be included in the action plan for the next academic year.
2. SSR was uploaded successfully, and further plans were formulated for NAAC peer team visit.
3. It was decided to conduct orientation for staff and students regarding the proposed NAAC peer team visit.
4. Members decided to conduct Mock NAAC peer team visit before the actual NAAC visit expected to be held in the month of September.

The Meeting concluded at

4.00 p.m.

Minutes
prepared by
Secretary of
the meeting

Mr. Binil Kumar M.R.

Minutes passed by
Chairman of the
Meeting

Prof. Valentine D'Cruz

PRINCIPAL
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