

## **MINUTES OF IQAC MEETING HELD ON 20/12/2020**

Minutes of the IQAC meeting held on December 20, 2020 at 5.30 p.m. through Google Meet.

### **Agenda:**

1. NAAC SSR preparations
2. Suggestions of IQAC for quality enhancement
3. Role of students, Alumni and PTA in NAAC Accreditation
4. Formation of Students' IQAC in the college
5. Other matters if any.

### **Members present**

1. Dr.K.C. Mathai (Principal)
2. Fr.ImmanuelPunthalavila ( Procurator)
3. Fr.ThomasPuthenparampil ( Director)
4. Dr.P.K Varghese ( IQAC Coordinator)
5. Prof.Prabha Alice Varkey
6. Dr.AbrahamPunnoose
7. Dr.SimonTharakan
8. Prof. Sharon Susan Lalan
9. Mr.Gijo George
10. Mr.P.J Antony
11. Mr.Rajan Varghese
12. M.S Nakshathra
13. Mr.Santo Sebastian

The meeting began with the prayer of Rev. Fr. Thomas Puthenparampil, the college Director. The college Principal Dr. K.C. Mathai welcomed everyone. IQAC Coordinator Dr. P.K.Varghese, after the submission of the report, remarked that IQAC meetings should be held once every four months. He also mentioned that the appearance of the college has been changed, as suggested by IQAC. Various discussions on the completion of the automation library, the online reference register, the N-list membership of the college were held.

The meeting discussed the several webinars done by the departments and for the college for enhancing the quality of both the teaching and non-teaching staff.

Discussion on the college NAAC procedure included the completion of the answering of the 36 qualitative and 60 quantitative questions, the record of the alumni and teachers' feedback, the ongoing recording of the parents' feedback etc.

The other noted discussions are as follows;

- Approval of the new B.Com Finance and M.Com Finance batch.
- Created departmental alumni association, but necessarily in need of a formal alumni association.
- Drafted the aims and objectives of SSR, but needs improvement.
- Extension activities are going on like the Department of Malayalam that has signed an MOV with Mother Teresa College and Department of Commerce that signed an MOV with Pope Pius H.S.S to undertake motivation classes to the school students.
- Mentioned the name of Sona Betson of Department of Commerce ( Taxation ) who has completed more than 500 certificates via coursesa and swayam platforms.
- Reminded about the visit of the NAAC team to the college before December 2021.
- Mar Ivanios College, Thiruvananthapuram will conduct an orientation class to the junior teachers of our college for free of cost.
- Principal Dr. K.C .Mathai suggested to include the rank holders of the last year in the NAAC department. He also reminded that they will be honoured soon in the college after the government restrictions are over. It is supposed to conduct this functions along with the inauguration of the PG Department in January. He also remarked that new office bearers will be elected soon through an offline / online meeting.
- Mr. P.J. Antony suggested the NSS volunteers to adopt a nearby village or ward for sanitation. He pointed out the need for publicity and also asked for an offline meeting for interaction. He also suggested to help the students in cracking entrance exams and also give them information regarding the reputed colleges or universities for higher education.
- Fr. Thomas Puthenparampil and P.K.Varghese assured them to carry out all these undertakings to the great extent.
- Prof. Prabha ALICE Varkey replied that some of the students from the Department of English have already cracked many Entrance Examination without any formal coaching.
- Mr.P.J. Antony, also suggested to display the achievements of the passed-out students in the college.
- Dr.K.C. Mathai agreed to it and replied that Thekkekkara Panchayath has already joined with the college NSS to do the further activities.
- Mr. Rajan Varghese enquired whether our college needs to complete one year with PG Course inorder to get enrolled among the PG accreditation, of that Dr. P.K Varghese cleared the doubt. He also suggested for a permanent display board of rank holders and also to have direction-sign boards on the way to college.
- Rev. Fr. Thomas Puthenparampil has already sought help from Panchayath that is directed to PWD for permission of direction board.

- Dr. Simon Tharakan notified the achievements of the sports students, of which 6 were recruited in Defence.
- The meeting came to a close at 7.15 pm.

### **Action Taken Report**

- The preparation of NAAC SSR Qualitative and Quantitative question-answers began by various Criteria.
- National and International Webinars conducted.
- Observed National and International Days of importance
- Started the procedure for changing the online delivery of classes to G-Suit
- Summoned Departmental PTA
- Distributed Mentees' Chronicle and began mentoring very effectively.
- Extension lecture series started by the Dept. of Commerce.

Principal

IQAC Coordinator.