

2017-2018

IQAC Composition.

Chairperson : Dr. Sr. Lizy - C.I. (Principal)

Coordinator : Mr. Lakshmy Salim.

Professors :

- : Dr. Vidhya Francis
- : Ms. Mary Philip
- : Dr. Sr. Kochuthressia K.P
- : Ms. Smitty V. Isidore.
- : Ms. Greatel Francis.

Management Nominee : Sr. Joseritta CMC

Administrative Officials :

- Sr. Licy K.D
- Sr. Laly P.P

Local Representatives : Mr. A.V. Thomas.

Student Representatives :

- Fathima Jumana
- Meenu Thomas

Alumnae Representatives :

- Ms. Meena Chacko.
- Ms. Binny K.F.

Industrialist : Mr. Wilson Kandamkulathy

External expert : Sr. Susan CMC.

6/6/2017

Date & Time: 6/6/2017, 3.30 - 4.30 PM
Venue : NAAC Room

Agenda : Restructuring of IQAC
: Organisation of inter and intra institutional workshops, Seminars on quality related theme.
: Make efforts for a clean and green campus.
: Action plan for the year 2017-2018.
: Bridge course.

Members:

Dr. Sr. Lizy C.I. *Lizy*
Ms. Lakshmy Salim *L*
Dr. Vidhya Francis *V*
Ms. Mary Philip *MP*
Dr. S. Kochukressia K.P. *KP*
Ms. Smitty V Isidore
Ms. Greater Francis *g*
Sr. Joseitta CMC *Sr. Joseitta*
Sr. Lizy R.D.
Sr. Laly P.P. *ch*
Mr. A.V. Thomas *av*
Fathima Jumana *Fathima*
Meenu Thomas *mt*
Ms. Meenu Chacko *Meenu*
Ms. Bincy K.F. *B*
Mr. Wilson Kandambulatty *WR*
S. Susan CMC.

Decisions.

1. Ms. Mary. M.V, Dr. Sr. Kochuthressia K.P, Smitty V. Isidor and Ms. Grealat Francis were newly added.
2. finalised IQAC year plan and asked to submit departmental action plan before 10-6-2017.
3. Decided to organize seminars on quality related themes
4. Resolved to plant more trees
5. Bridge Course has to be conducted in the departments and its details should be documented.
6. It is decided to promote ICT enabled teaching. for that LCD projectors has to be provided in the class rooms.

Lulu
Coordinator

Santhya
Chairperson

Action Taken Report of the meeting held on
6/6/2017

1. Plant Saplings were planted in the Campus, as a part of Environment Day.
2. All the departments submitted action plan in time.
3. Bridge Course was conducted by all the departments and all documents are verified by IQAC members.
4. More LCD Projectors are provided to ensure ICT enabled teaching learning process and reviewed the maintenance of existing LCD projectors.

Jalsu
Coordinator

S. Chakraborty
Chairperson

10/8/2017

Time & Date : 3:30-4:30 PM, 10/8/2017

Venue : NAAC Room.

Agenda

- : English language training for students
- : Promote learning through moodle.
- : Encourage student and career counselling on campus.
- : Encourage Seminar and Workshops.
- : Research centre.
- : New motivation programme to students

MembersDr. Lizy. e. I. *Lizy*Ms. Lakshmy Salim *L*Dr. Vidhya Francis *V*Ms. Mary Philip *MP*Dr. Sr. Kochuthressia K.P. *K.P.*

Ms. Smitty V. Isidore

Ms. Greatel Francis *GF*Sr. Joseritta CMC *Sr. Joseritta*

Sr. Lizy. K.D.

Sr. Laly. P.P. *LP*Mr. A.V. Thomas *AT*Fathima Jumanah *Fathima*Meenu Thomas *MT*Ms. Meena Chacko *Meena*Ms. Binicy K.F. *BK*Mr. Wilson Kandamkulethy *WK*

Sr. Susan. CMC.

Decisions:

1. All members unanimously agreed to arrange English language training programme for degree students.
2. Resolved to develop a massive open online course and decided to entrust this duty to the department of Computer Science.
3. Career & placement cell has to be promoted to organise programmes that enable our students to reach their destiny.
4. Members discussed on the need of Research Centre in our college and decided to suggest the upgradation of the Department of Botany to Research centre.
5. Decided to organize a motivation programme Insight which could provide platform for students to meet and interact with eminent personalities.
6. Decided to launch a new motivation programme to students.

Zahid
Coordinator

Shahid
Chairperson

Action Taken Report of the meeting on held on 10th August 2017.

1. English Language ~~pr~~ training programme started and it is running effectively.
2. Department of Computer Science developed moodle "My zone" in our college.
3. Career Placement cell actively planned different programmes to support students and orientation programmes have been conducted.
4. IQAC put forward the suggestion of the upgradation of Department of Botany to Research Centre to the College Council.
5. An insight programme was conducted in collaboration with department of English on 20-10-2017 which Mr. Rahul R. Nair, city Police Commissioner, Thrissur was the resource person.

Zaly
Coordinator

Surendra
Chairperson

24/10/2017

Date & Time : 24/10/17, 3.30-4.30 PM.
 Venue : NIAC Room.

Agenda :

- : Training on massive open online course (My-Zone) for faculty members
- : Fund mobilization.

Members:

Dr. S. Lizy. C.I. *S. Lizy*

Ms. Lakshmi Salim *L*

Dr. Vidhya Francis *V*

Ms. Mary Philip *MP*

Dr. S. Kochuthressia K.P. *S*

Smitty V. Isidore.

Ms. Greatel Francis *G*

Sr. Josephita CMC

Sr. Wincy K.D.

Sr. Wally P.D. *W*

Mr. A.V. Thomas *mt*

Fathima Tummara *Fathima*

Meenu Thomas *mt*

Ms. Meena Chacko *Meena*

Ms. Binicy K.F. *B*

Mr. Wilson Kandamkulathy *WK*

Sr. Susan CMC

Decisions.

- 1 Resolved to provide training on massive open online course 'My zone' to faculty members. Should be given within one month immediately.
- 2 All Members discussed the importance of Conducting Seminars/Workshop and availing fund from Central/State governments and other Agencies.

Jalvi
Coordinator

S. Chetty
Chairperson

Action Taken Report of the meeting held on

1. Smitty V. Isidhore, faculty of the Department of Computer Science, have given training on moodle 'My zone' to all faculty members.
2. Encouraged all the departments to explore various funding agencies to avail funds for research promotion

Lulu
Coordinator

S. S. S. S.
Chairperson

18/12/17

Date & Time : 18/12/2017, 3.30 - 4.30 PM
 Venue : NAAC Room

Agenda.

1. Remedial Coaching for weak students
2. One day Seminar on Women empowerment
3. Feedback from stakeholders.

Members :

Dr. Sr. Lizy. e. I. *Lizy*

Ms. Lakshmi Salim *L*

Dr. Vidhya Francis *V*

Ms. Mary Philip *M*

Dr. Sr. Kochuthressia. K.P. *K.P.*

Smitty V. Isidore.

Ms. Breathel Francis. *B*

Sr. Josphita CMC *Josphita*

S. Lissy. K.D.

Sr. Waly P.P. *W*

Mr. A.V. Thomas *AVT*

Fathima Innana *Fathima*

Meenu Thomas *Meenu*

Ms. Meenu Chacko *Meenu*

Ms. Binny K.F. *B*

Mr. Wilson Kandamkulathy (WK)

Sr. Susan. CMC.

Decisions.

1. It is decided to ensure remedial coaching for weak students to improve the overall result of college.
2. Resolved to collect feedback from all stakeholders and entrusted this duty to Vidhya Francis.
3. It is decided to conduct one day Seminar on women empowerment in collaboration with department of sociology.

Jalini
Coordinator

Geetha
Chairperson

Action Taken Report of the meeting held on

1. IQAC Coordinator informed all the department HOD's to conduct remedial coaching for weak students.
2. One day seminar on women empowerment was organised in in collaboration with the department of sociology.
3. Feedback was collected and analysis report was prepared by Dr. Vidhya Francis and Team.

Jalu
Coordinator

S. eshny
chairperson

15/2/2018

Date & Time: 15/2/2018, 3.30 - 4.30 PM
 Venue : NAAC Room.

Agenda :

- 1) Submission of feedback analysis report.
- 2) Academic Administrative and Green Audit.

Members:-

Dr. Sr. Lizy. C.T. *Lizy*
 Ms. Lakshmi Salim *LS*
 Dr. Vidhya Francis *VF*
 Ms. Mary Philip *MP*
 Dr. Sr. Kochuthressia K.P. *K.P.*
 Smitty V. Isidhore.
 Ms. Greatel Francis *GF*
 Sr. Joseyitta CMC. *JS*
 Sr. Lily. K.D.
 Sr. Wally. P.P. *WP*
 Mr. A.V. Thomas *AT*
 Fathima Jumana *Fathima*
 Meenu Thomas *Meenu*
 Ms. Meena Chacko *Meena*
 Ms. Binny K.F. *BK*
 Mr. Wilson Kandamkulatty *WK*
 Sr. Susan. CMC.

Decisions

1. Team evaluated the feedback report and decided to submit to Principal.
2. Academic administrative audit and Green Audit have to be completed before 15 March 15th
3. For the conduct of AAA, all departments should submit their self study Report before 28-2-2018.
4. Green Audit have to be completed before 23-3-2018.

Zahid
Coordinator

Asim
Chairperson

Action Taken Report of the meeting held on

1. IQAC Coordinator Submitted the feedback report to Principal.
2. Departments Submitted their Self Study Report and conducted audit in time.
3. Green Audit was completed in the month of March.

Jalvi
Coordinator

S. Chakraborty
Chairperson