

2018 - 2019.

IQAC Composition.

Chairperson : Dr. Sr. Lizy. C.I. (Principal)
Co-ordinator : Ms. Lakshmi Salim. (IQAC)

Professors:

Dr. Vidhya Francis
Ms. Mary Philip
Dr. Sr. Kochu Theressia K.P.
Ms. Linda Joseph.
Sr. Rini Raphael.
Sr. Smitty V. Isidore.

Management Nominee : Sr. Deepthi. emc.

Administrative officials : Sr. Leena Thomas IC
Sr. Jazmin Jose

Nominee from Local
Society : Mr. A.V. Thomas

Nominee from Students : Kum. Akshara .K.L.

Nominee from Alumnae : Ms. Meena Pious.

Nominee from employer/
Stakeholder/Industrialist : Mr. Tomi . P.L

1/6/2018

Date & Time : 1/6/2018,
 Venue : NAAC Room.

Agenda :

- : Preparation of plan of action for the year 2018-2019.
- : Selection of IQAC members from all departments
- : Organization of an orientation programme for faculty.
- : Bridge Course
- : Collection of filled in criterions of AQAR for the year 2017-2018 and preparation

Members:

Dr. Sr. Lizy C.T. Lizy

Sr. Rini Raphael Rini

Dr. Vidhya Francis. Vidhya

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

Ms. Mary Philip MP

Ms. Linda Joseph Linda

Sr. Smitty V. Isidhore Smitty

Sr. Josezitta CMC Sr. Josezitta

Sr. Keena Thomas K Keena K.T.

Sr. Jasmi Jose Jas

Mr. A.V. Thomas AVT

Rum. Akshana K.C. Akshana

Ms. Meena Pious Meena

Mr. Tomi P.L. Tomi

Ms. Lakshmi Salim.

Decisions:

1. Ms. Mary Philip, H.O.D of Political Science was authorized to organize the orientation programme for faculty on Revised NAAC guidelines.
2. Ms. Linda Joseph of Department of English was newly added to IQAC team.
3. HOD's were deputed to select department IQAC members to ensure the proper documentation and compilation of Data.
4. Bridge Course are to be conducted by all departments within two weeks of June and all the relevant documents are to be submitted to IQAC before 29-6-2018.
5. AQAR should submit to governing body for approval.

Lulu
Coordinator

S. Esther
Chairperson

Action Taken Report of the meeting held on 01/06/2018

1. IQAC Team charted out the programmes for the academic year 2018-2019.
2. Member Coordinators were selected from all departments for the documentation and compilation of data.
3. IQAC organised an orientation programme for faculty on revised NAAC Accreditation process on 26th June.
4. Departments conducted bridge course and submitted the details to IQAC in time.
5. AQAR for the year 2017-2018 was submitted to governing body for approval.

Zalu
Coordinator

S. Uthay.
Chairperson

DATE: 05-09-2018

VENUE: NAAC Room

AGENDA:

- (I) Collection of students feedback 2018-19²
- (II) To strengthen the functioning of the student wing of IQAC.
- (III) Updation of teachers diary
- (IV) Submission of AQAR to governing body for approval.

MEMBERS:

Dr. Sr. Lizy C.T. Dr. Lizy
 Sr. Rini Raphael RB
 Dr. Vidya Francis Dr. V. Francis
 Dr. Kochu Thressia K.P. Dr. K.P.
 Ms. Mary Philip Ms. Mary
 Ms. Linda Joseph Ms. Linda
 Sr. Smilty V. Isidhose Sr. Smilty
 Sr. Joserilta Sr. Joserilta
 Sr. Lena Thomas K. Sr. Lena
 Sr. Jasmi Jose Sr. Jasmi
 Mr. A.V. Thomas Mr. A.V.
 Kum. Akshara K.C. Kum. Akshara
 Ms. Meena Pious Ms. Meena
 Ms. Jomi P.L. Ms. Jomi
 Ms. Lakshmi Salim Ms. Lakshmi

DECISIONS TAKEN:

- (i) Sr. Rini Raphael, HOD, Zoology and IQAC member were given the charge of the collection of student feedback.
- (ii) It was unanimously agreed to strengthen the functioning of IQAC and to organize programmes as per the suggestion of students.
- (iii) Teachers Diary are to be kept updated and submit to IQAC at the end of each semester.
- (iv) Prepared AQAR was received by the team and decided to submit to Governing Body for approval.

Jale
Coordinator

S. Ethiraj
Chairperson

ACTION TAKEN REPORT:

Action Taken Report of the decisions taken in the meetings held on 05-09-2018

- (i) Completed registration for India Ranking - NIRF-2019 on 28-09-2018
- (ii) SQAC [students' Quality Assurance cell] was convened on
- (iii) Teachers Diary is updated with necessary modification and given to faculty members for their perusal.
- (iv) AQAR was submitted to Governing Body for approval.

G. S. S.
Coordinator

S. S. S.
Chairperson

DATE: 05-12-2018

VENUE: NAAC Room

AGENDA:

- (i) Submission of AQAR 2017-2018 to NA
- (ii) Implementation of student centric programmes and Training programmes for administrative staff
- (iii) To conduct Academic Audit

MEMBERS:

Dr. Sr. Lizy C.I. Ineshree

Sr. Rini Raphael 23

Dr. Vidya Francis ✗

Dr. Kochu Thressia KP

Ms. Mary Philip MP

Ms. Linola Joseph Linda

Sr. Smilly V. Theidhose Smilly

Sr. Jose Rita

Sr. Leena Thomas K.

Sr. Jaemi Jose Jaemi

Mr. A.V. Thomas AVT

Kum. Akshara K.C. Akshara

Ms. Meena Pious meena

Mr. Jomi P.L. Jomi

Ms. Lakshmi Salim L

Sr. Jose Rita

Leena K.T.

DECISIONS TAKEN :

- (i) Decided to organize seminars/ workshops / Training programmes by IQAC.
- (ii) Decided to conduct Insight programme in collaboration with various Departments.
- (iii) IQAC was given the charge to develop a format for self study report to all departments for the conduct of Academic Audit.

Zafar
Coordinator

S. Eshwar
Chairperson

ACTION TAKEN REPORT:

Action Taken Report of the decisions taken in the IQAC meeting held on 05/12/2018

- (i) AQAR submitted to NAAC on 31-12-2018.
- (ii) IQAC launched a new initiative for students "Wings to Dream" in collaboration with the department of English on 07-12-2018.
- (iii) One day staff orientation programme for the non-teaching and teaching staff was conducted on 07-12-2018.
- (iv) Organized two Insight programmes in collaboration with Department of Political Science (05-12-2018) and Department of English (17-12-2018).
- (v) IQAC developed SSR format in tune with the newly revised framework of NAAC guidelines.

Zafar
Coordinator

Leetwal
Chairperson

DATE : 01-01-2019

VENUE : NAAC Room

AGENDA :

- (i) Collection and Analysis of students, Alumni and Parents feedback.
- (ii) Collection of Department SSR by 10.

MEMBERS :

Dr. Sr. Lizy C.T.	<u>Serthy</u>
Sr. Rimi Raphael	<u>20</u>
Dr. Vidhya Francis	<u>W</u>
Dr. Kochuthressia KP	<u>Black</u>
Ms. Mary Philip	<u>mp</u>
Ms. Linda Joseph	<u>Lind</u>
Sr. Smilthy V. Isidhore	<u>Smilthy</u>
Sr. Joseriltha	<u>Sr. Joskut</u>
Sr. Leena Thomas K.	<u>leena K.T</u>
Sr. Jalmi Jose	<u>Jas</u>
Mr. A.V. Thomas	<u>Ant</u>
Kum. Akshara Koc	<u>Akshara</u>
Ms. Meena Pious	<u>meena</u>
Mr. Jomi P.L.	<u>Jomi</u>
Ms. Lakshmi Salim.	<u>ef</u>

DECISIONS TAKEN:

- (i) It was resolved to depute Meenu Jose, Assistant Professor of statistics to assist Sr. Rini Raphael for the preparation of the confidential report of feedbacks collected from various stakeholders.
- (ii) Departments were asked to submit the RSR before 15-02-2019.

John
Coordinator

Grethya
Chairperson

ACTION TAKEN REPORT:

- (i) students' feedback on college performance and curriculum are collected in the structural format and analysis was carried out by the feedback team.
- (ii) Departments submitted their Self Study Report to IQAC.

Jalini
Coordinator

S. Elhaz
Chairperson

DATE: 05.03.2019

VENUE: NAAC Room

AGENDA:

- (i) To organize NET Coaching programmes for PG students.
- (ii) Submission of analyzed feedbacks
- (iii) Academic Audit

MEMBERS:

Dr. Ss. Lizy C.I. Sethu

Ss. Rini Raphael R

Dr. Vidhya Francis V

Dr. Kochu Thressia Thod

Mr. Mary Philip M

Mr. Linda Joseph ind

Sr. Smitty V. lab Isidhore Smitty

Ss. Joseritta

Sr. Leena Thomas K.

Ss. Jarmi Jose Jas

Mr. A.V. Thomas Av

Kum. Akshara K.C. Akshara

Mr. Meena Pious Meena

Mr. Jomi P.L.

Mr. Lakshmi Salim. Jomi

Sr. Josat
Leena, K.T

DECISIONS TAKEN:

- (i) It is decided to conduct NET coaching for Arts and Science students separately.
- (ii) Committee resolved to submit the analyzed feedback report to Principal.
- (iii) Academic Audit should complete before 26.03.2019.

Jalpa
Coordinator

S. Elmsy
Chairperson

ACTION TAKEN REPORT:

- (i) IQAC organized UGC NET/JRF Orientation programme M.A students on 20.03.2019 and M.Sc students on 28.03.2019.
- (ii) Analysed feedback submitted to Princip
- (iii) Academic and Administrative audit completed in time.

Zahid
Coordinator

L. Chakraborty
Chairperson