

KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 04-06-2018 Time: 10.30 am – 12.30 pm

Venue: IQAC Office

Attendees: 33 (IQAC members, Department coordinators, Criteria leaders)

The meeting started at 10.30 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Academic and administrative initiatives during 2018-19 and SSR preparation	(1) Introduce more add-on and certificate programmes (2) Identify scheme for advanced and slow learners (3) Steps to ensure appointment of teachers with PhD (4) Encourage qualified teachers to apply for awards/ recognition (5) Increase number of class rooms with ICT facilities (6) Increase number of scholarships given by the institution (7) Incentives to faculty members for participation in conferences/ seminars (8) To conduct IQAC initiated training programmes for teaching and non-teaching staff (9) Introduce renewable energy, rain water harvesting system, (10) Renovation of canteen, fitness centre (11) Construction of ramp for disabled students (12) To conduct Green audit	(1) 10 new certificate courses introduced (2) Scheme for advanced and slow learners were identified (3) Applied for concurrence of anticipated posts to DCE. Kerala. (4) Incentives were given to faculty members who received awards/ recognition (5) Projectors installed in 2 class rooms (6) Scholarships were given to 101 students by the institution (7) Incentives were given to faculty members for participation in conferences/ seminars (8) Conducted 2 training programmes for teaching staff (06-07-2018 & 04-08-2018) and 1 training Programme for non-teaching staff (08-11-2018). (9) Installed Solar panel, rain water harvesting system was introduced (10) Renovated canteen, and fitness centre (11) Constructed ramp for disabled students (12) Green audit was conducted

(2) Merit Day Celebration	(13) To conduct merit day to honor university rank holders and meritorious students	(13) Conducted merit day on 06-06-2018
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The meeting ended at 12.30 pm.

Members present

1. Dr. Antony Thomas (Principal) *Ant*
2. Fr. Joseph Ozhukayil CMI (Administrator) *JO*
3. Fr. Joby Joseph Mukalel CMI (Vice-Principal) *JO*
4. Dr. Mathews Thelley (IQAC coordinator) *Math*
5. Dr. Jollyamma Mathew *Dr. Jollyamma Mathew* (Joint coordinator of group I leaders)
6. Fr. Johnson Joseph (IQAC member, group 5 leader) *JO*
7. Vinu J. George (Leader, group VIII) *Vin*
8. Prasad Sunny (IQAC, Commerce) *Prasad*
9. Amal Shazir (IQAC member & Co-dept. coordinator) *Amal*
10. Soniya N.V. (IQAC, Dept of electronics) *Soniya*
11. Chinna Mohan (Dept of Social work) *Chinna*
12. Deepa S. (Dept of B.Voc) *Deepa*
13. Navamy Raju [PA. Dept of English - self] *Navamy*
14. Deepthy S. Nair [P.G. Dept of Commerce - self] *Deepthy*
15. Nisha Maria E.G. *Nisha*
16. Tesline Maria Mamen (Dept. of Psychology) *Tesline*
17. Dr. Sindhu E.S. (Dept of statistics) *Sindhu*
18. Chinchu Rose George (Dept of English) *Chinchu*
19. Sijimel C.G. (Dept of History) *Sijimel*
20. Stacy Sebastian (Dept of Maths) *Stacy*
28. Rony George *Rony*
29. Anitha T. Manuel (C.S.) *Anitha*

- 30 SR. SHOBHANA Dep. of Psychology (SF) *SR. Shobha*
- 31 Dr. Mercy Mathews Dept. of Physics *MJ*
- 32 Dr. Jijerani Mathew *Jijerani*
- 33 Ms. Anitha Menita Solomon (Student) Economics *Anitha*

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Principal

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IQAC Coordinator

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Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 06-07-2018 Time: 10.30 am – 12.30 pm

Venue: IQAC Office

Attendees: 82 (faculty members)

The meeting started at 10.30 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Interaction with external expert on SSR preparation	(1) Organize Staff Training Programme on NAAC Criterion (2) Power point presentation of various criteria	(1) Staff Training Programme on NAAC Criterion was conducted on 06/7/2018. Dr. Suby Baby (IQAC Coordinator, Nirmala College) served as the resource person. (2) Power point presentation of various criteria was held on 06/7/2018. Dr. Suby Baby, external expert evaluated the presentations.

The meeting ended at 12.30 pm.

Members present

1. Dr. Antony Thomas	A
2. Rev. Fr Joby Joseph	JP
3. Dr. Mathews T Thelly	Thelly
4. Dr. Rosamma Mathew	Rosamma
5. Dr. Mercy Mathews	Mathews
6. Dr. Jini Thomas	Jini
7. Dr. Briget Paul	Briget Paul
8. Dr. Jaiby Joseph	Jaiby
9. Rony George	Rony
10. Dr. Smitha S	Smitha
11. Ms. Seemol C.G.	Seemol
12. Rose Mary N.J.	Rose Mary
13. Kevin George	Kevin
14. Iljo Mathews	Iljo
15. Tasmin Joseph	Tasmin
16. Divya S Nair	Divya
17. Anitha T. Manal	Anitha
18. Dr. Smidha E.S.	Smidha
19. Dr. Dhanaya P. Joseph	Dhanaya

20.	Tincy mol Mathew	Tincy
21	Simple Mathew	Simple
22.	Chinnai Mohan	Ch
23.	Indu Peter	Indu
24.	Chinchi Rose George	Chinchi
25.	Dr. Joyekutty Joseph	Joy
26.	Prasid Sunny	Prasid
27.	Dr. Anji Augustine	Anji
28.	Dr. Litty Joseph	Litty
29.	Shilpa Joy	Shilpa
30.	Martin Mathew	Martin
31.	JANET P. THOMAS	Janet
32	Johnny P.T	Johnny
33	Jojo Chacko Eapen	Jojo
34	TINU VARGHESE	Tinu
35	PRIYA REGHUNATH	Priya
36	Dr. Mejo Jose	Mejo
37.	VIJAY PRIYA.V	Vijay
38.	Ashira Sai Kumar	Ashira
39.	Navamy Raju	Navamy
40.	Ann Sebastian	Ann
41.	Elizabeth Chandy	Elizabeth
42	Ann Rose Mani	Ann
43	Filsy Mathew	Filsy
44	Dhananjay P. George	Dhananjay
45	Thulasi M	Thulasi
46	Deepa S	Deepa
47	Sunamoh. K.R	Sunamoh
48.	Harikrishnan K.R	Harikrishnan
49.	Harikrishnan. KM	Harikrishnan
50.	Shamal S	Shamal
51	Geethika. Suresh	Geethika
52	Deepthy - S. Nair	Deepthy
53.	Anya S	Anya

54.	Shereen K. B	Shereen
55.	Rashmi R	Rashmi
56.	Germy Francis	Germy
57.	Alekhya Jose	Alekhya
58.	Divya Joseph	Divya
59.	ROSE JOSEPH	Rose
60.	Ivy Vincent	Ivy
61.	Niranjana P.V.	Niranjana
62.	Deepthi S. Nair	Deepthi
63.	Sonija N.V	Sonija
64.	Melilda George	Melilda
65.	Germy Lukose V	Germy
66.	Thiya Joseph	Thiya
67.	Stacey Sebastian	Stacey
68.	Melkita Baby	Melkita
69.	Deepa Mary Joseph	Deepa
70.	Dr. Shobhana	Dr. Shobhana
71.	Anisha Rajan	Anisha
72.	Carlin Ann Jose	Carlin
73.	Chimchu Rai	Chimchu
74.	Fr. Johnson Joseph	Fr. Johnson
75.	Dr. Gussy Joseph	Dr. Gussy
76.	Nisha Maria G.C.	Nisha
77.	Dr. Rungia Raulbakeraham	Dr. Rungia
78.	Johnny Thomas	Johnny
79.	John Varghese	John
80.	Vincent J. George	Vincent
81.	Rinu Jose	Rinu
82.	Pijarani Mathew	Pijarani

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Principal

[Signature]

IQAC Coordinator

[Signature]

Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 23-07-2018 Time: 10.30 am – 11.30 am

Venue: IQAC Office

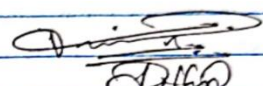
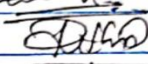


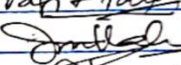



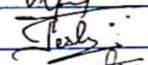
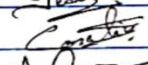
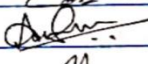
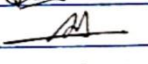










Attendees: 89 (faculty members)

The meeting started at 10.30 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

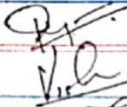

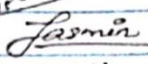


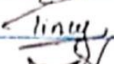

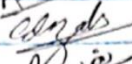
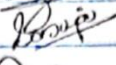
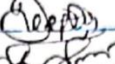
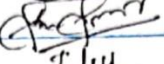

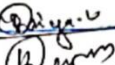
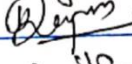
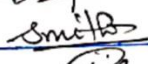


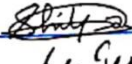
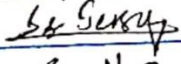






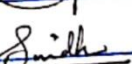
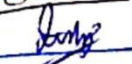

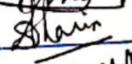


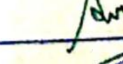

Agenda	Decision	Action Taken
(1) Mock NAAC visit	(1) Academic & Administrative Audit by Dr M Jezer Jebanesa, Dr. M Marcus Boominath of Madras Christian College (2) Organise Training Programme for Non-teaching staff	(1) Academic & Administrative Audit held on 06-08-2018 and 07-08-2018 by Dr M Jezer Jebanesa, Dr. M Marcus Boominath of Madras Christian College (2) Training Programme for Non-teaching staff held on 08-11-2018. Mr. Abdul Rehman (Senior Superintendent DD Office) served as the resource person.


The meeting ended at 11.30 am.

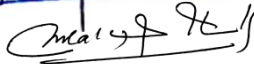
Members present

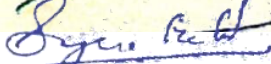
1) Union J. George	
2) Dr. Rosamma Mathew	
3) Asha James	
4) Dr. BRINJI POOL	
5) Fr. Johnson Joseph	
6) Dr. Rangan Radhakrishnan	
7) Dr. Jaihy Joseph	
8) Dr. Mercy Mathew	
9) MS. JESLINE MARIA MAMEN	
10) Carolin Ann Jose	
11) Dr. Archana Jose.	
12) Anila Harilal T	
13) Dr. Shobhana	
14) Mithila Baby	
15) Chinchu Rose George	
16) Deepa Mary Joseph	
17) Indu Peter	
18) Neethu Jose	
19) Jency Francis	
20) Metilda George	
21) Lincy Lukose V	
22) Rini Jose	

23.	Dr. Jini Thomas	<i>Jini</i>
24.	Jobin Varkey	<i>Jobin</i>
25.	Dr. Sunny Joseph	<i>Sunny</i>
26.	Pinu Thomas	<i>Pinu</i>
27.	Iyo Mathews	<i>Iyo</i>
28.	Kevin George	<i>Kevin</i>
29.	Papod Sunny	<i>Papod</i>
30.	Pranav Lukose	<i>Pranav</i>
31.	Pranav S-H-C	<i>Pranav</i>
32.	FEBY JOSE	<i>Febby</i>
33.	Tojo Chacko Eapen	<i>Tojo</i>
34.	PRASANTH.T. RAJU	<i>Prasanth</i>
35.	SANJAY P. THOMAS	<i>Sanjay</i>
36.	Tintu K.J.	<i>Tintu</i>
37.	Prakash K. Kilamara	<i>Prakash</i>
38.	Jibin Mathews	<i>Jibin</i>
39.	Shamal T.M.	<i>Shamal</i>
40.	Hanukrishnan K.R	<i>Hanukrishnan</i>
41.	Hanukrishnan K.M	<i>Hanukrishnan</i>
42.	Dhanyamal P. George	<i>Dhanyamal</i>
43.	Deepthy S. Nair	<i>Deepthy</i>
44.	Geethika Suresh	<i>Geethika</i>
45.	Rashmi R	<i>Rashmi</i>
46.	Shereena K.B	<i>Shereena</i>
47.	Soumyamal K.R	<i>Soumyamal</i>
48.	Arya S	<i>Arya</i>
49.	Jessy John	<i>Jessy</i>
50.	Elizabeth Alexandra	<i>Elizabeth</i>
51.	Priya S. Dev	<i>Priya</i>
52.	Simple Mathew	<i>Simple</i>
53.	Chinu Mohan	<i>Chinu</i>
54.	Saniya Thomas	<i>Saniya</i>
55.	TINU VARGHESE	<i>Tinu</i>
56.	Dr. Mejo Jose	<i>Mejo</i>

- 57 PRIYA REGHUNATHI 
- 58 VISHNA DEVI D 
- 59 JASMIN JOSEPH 
- 60 Anitha T. Manuel 
- 61 Ann Maria Jose 
- 62 Trinity Mathew 
- 63 Thekasi Manappurath 
- 64 Elizabeth Chandy 
- 65 Soniya N.V 
- 66 Deepthi S. Nair 
- 67 Ann Rose Ifani 
- 68 Jilsey Mathew 
- 69 VISHNU PRIYA V 
- 70 Deepa S 
- 71 Dr. Smitha S. 
- 72 Dr. Litty Joseph 
- 73 Dr. Anja Augustine 
- 74 Ms. Shilpa Jay 
- 75 Dr. Geetha Joseph 
- 76 Dr. Sandhya C 
- 77 Dr. Sujarani Hether 
- 78 Arijaly R. Menon 
- 79 Sona Mariam Varghese 
- 80 AMALA CICIL JOHN 
- 81 Nisha Maria E.G. 
- 82 Dr. Dhanya P. Joseph 
- 83 Dr. Smitha E.S. 
- 84 Dr. Jesky Thomas 
- 85 Sijamol C.G 
- 86 Amal Sharin T.J 
- 87 Dr. Jollyamma Mathew 
- 88 Jollyamma T. Mathew 
- 89 Dr. Antony Thomas 


Principal


IQAC Coordinator


Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 01-08-2018 Time: 3.30 pm – 5.30 pm

Venue: IQAC Office

Attendees: 21 (IQAC members and Heads of Departments)

The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Flood Relief Programme	(1) Undertake Flood Relief Activities under aegis of NSS unit of the college, along with NCC unit and alumni association. K.E. college would act as a relief collection centre to carryout flood relief to the nearby affected areas	(1) Flood Relief Programme under aegis of NSS unit was held in nearby flood affected areas. Collection of relief materials in the college was held from 19-08-2018 to 21-08-2018
(2) Green Audit	(2) Conduct Green Audit of the college. Chemistry department was entrusted with the task of setting up committee for conducting Green Audit	(2) Dr. Unnikrishnan N. , HOD, Department of Biotechnology, CMS College, Kottayam served as the external expert of Green Audit. Green audit Report 2018 was submitted on 18-12-2018
(3) Value Education classes for under graduate students	(3) conduct moral classes as part of value education classes for under graduate students	(3) moral classes as part of value education for under graduate students was held during first Fridays.


The meeting ended at 5.30 pm.

Members present

1.	Dr. Antony Thomas	
2.	Dr. Mathew A Thelley	Thelley
3.	Rev. Fr Joby Joseph Mukalel.	Joby
4.	Ms. LESLINE MARIA MAMEN	Lesline
5.	Dr. Jesly Thomas	Amal
6.	Anitha T. Manuel	Amal
7.	Reja Joseph.	Reja
8.	Chinchu Rose George	Chinchu
9.	Dr. Sujarani Mathew	Sujarani
10.	Dr. Shanthana	Shanthana
11.	Amal Shazim T. J	Amal
12.	Dr. Smitha S.	Smitha
13.	Dr. Smitha E. S.	Smitha
14.	Jency Francis	Jency
15.	Sijimol. C.G	Sijimol
16.	Sonija N.V	Sonija
17.	Amrutha Thomas	Amrutha
18.	Example Mathew	Example
19.	Jessy John	Jessy
20.	Stacey V. Sebastian	Stacey
21.	Jessy Paul	Jessy


Principal


IQAC Coordinator


Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 02-08-2018 Time: 3.30 pm – 4.00 pm

Venue: IQAC Office

Attendees: 25 (IQAC department coordinators)

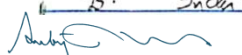
The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Staff Training Programme	(1) Organize Staff Training Programme	(1) Staff Training Programme was conducted on 04-08-2018. Bishop Tharayil and Prof. E John Mathew served as resource persons

The meeting ended at 4.00 pm.

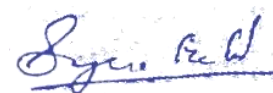
Members present

1. Dr. Antony Thomas	Ad
2. Rev. Fr. Tobey Munkalil	Ad
3. Dr. Jalleus T. Thelly	Thelly
4. Dr. D. J. Mathew	Mathew
5. Nisha Maria E-G.	Thelly
6. Dr. Smitha E-G.	Smitha
7. Asha James	Ad
8. Sijimol C-G	Ad
9. Dr. Sandhya C.	Ad
10. Dr. Jesly Thomas	Ad
11. Dr. Dharmya P. Joseph	Ad
12. Deepa Mary Joseph	Ad
13. Amal Shari T-T	Shari
14. Stanley V. Sebastian	Stanley
15. Sh. Jessy Joseph	Sh. Jessy
16. Brincy Indu V	Brincy
17. Neetha Vase	Neetha
18. Tony Francis	Ad
19. Anju Augustine	Ad
20. Dr. Lily Joseph	Lily
21. Theja Joseph	Theja
22. Nisha Baby	Nisha
23. Modilda George	Modilda
24. Chinchu Rosa George	Chinchu
25. Susha Peter	Susha


Principal


IQAC Coordinator




Secretary

KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 07-08-2018 Time: 3.30 pm – 4.30 pm

Venue: IQAC Office

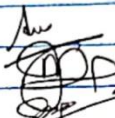
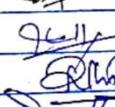
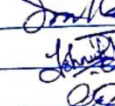
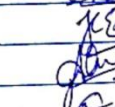

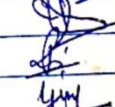
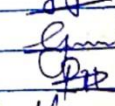
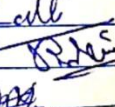
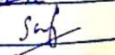

Attendees: 68 (faculty members)

The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Exit meeting of AAA by Dr M Jezer Jebanesa, Dr. M Marcus Boominath of Madras Christian College	(1) Take appropriate measures for quality enhancement of the college as suggested by the expert team	(1) Construction of research block was completed in March 2019 to enhance the research facilities. (2) More ICT tools were employed in teaching and evaluation process. (3) Vision 2025- future plan statement was prepared by each department (4) Student Satisfaction survey was conducted by the institution in February 2019

The meeting ended at 4.30 pm.

Members present

1) Dr. Antony Thomas	
2) Fr. Joby Joseph Nukalel	
3) Rev. Fr. Dr. OC Joseph..	
4) Dr. Mathews T Thelly	
5) Dr. Rosamma Mathias	
6) Fr. Johnson Joseph, Psychology	
7. John John, Psychology	
8. Dr. Whithana Michael	
9. Tojo Chacko Eaten, Psychology	
10. Dr. Archana Jose, Psychology	
11. Chinchi Rani, psychology	
12. Anila Harilal T, Psychology	
13. JESLINE MARIA MAMEN	
14. Rony George	
15. Rini Jose	
16. Vinay Laksh V	
17. Metilda George	
18. Prince Thomas	
19. Dr. Jale V.S.	
20. Pratheesh C	
21. Martin Mathew	
22. SANDY P. THOMAS	

23. Deepa S. B.voc
24. Jilcy Mathew
25. Anu Rose J. J. J.
26. Hanikrishnan K.M
27. Anish Kumar. P.S.
28. Jessey John (MSW)
29. Elizabeth Alexander [MSW]
30. PRASANTH.T. B.D.T.U
31. Kevin George
32. GEORGE J. Muthumaran
33. Vinu J. George
34. Rajad Sanny
35. Thevasi Manappanath
36. Tintu K.J.
37. Nesthu Jose
38. Jency Francis
39. Derya Joseph
40. Deepthi S. Nair (Electronics)
41. Soniya N.V. (Electronics)
42. Dhanyu P. Joseph
43. Dr. Mejo Jose
44. Soniya Thomas
45. Priya Reghunath
46. Tina Varghese
47. Asha James
48. Chinchu Rose George
49. Deepa Mary Joseph
50. Indu Peter
51. Michelle Baby
52. Dr. Jaiy Joseph
53. Iheja Joseph
54. Dr. Jesky Thomas
55. Dr. Rajini Radhakrishnan
56. Dr. Smitha S.

Deepa
 Jilcy
 Anu
 Hanu
 Anish
 Jessey
 Elizabeth
 Prasant
 Kevin
 George
 Vinu
 Rajad
 Thevasi
 Tintu
 Nesthu
 Jency
 Derya
 Deepthi
 Soniya
 Dhanyu
 Dr. Mejo
 Soniya
 Priya
 Tina
 Asha
 Chinchu
 Deepa
 Indu
 Michelle
 Dr. Jaiy
 Iheja
 Dr. Jesky
 Dr. Rajini
 Dr. Smitha

57. Sijimol. C.G	<u>Sijimol</u>
58. Nisha Maria E.G	<u>Nisha</u>
59. Dr. Syarani Elthel	<u>Dr. Syarani</u>
60. Sr. Gussy Joseph	<u>Sr. Gussy</u>
61. Stacey. Sebastian	<u>Stacey</u>
62. Amal Shari T.J	<u>Amal</u>
63. Dr. Sandhya. C	<u>Dr. Sandhya</u>
64. Dr. J. Anjamma Mathew	<u>Dr. J. Anjamma</u>
65. Dr. B. R. P. P. P.	<u>Dr. B. R. P. P. P.</u>
66. Revathy R.	<u>Revathy</u>
67. Binimol C.K	<u>Binimol</u>
68. Stephy Jose	<u>Stephy</u>

Principal

Principal

IQAC Coordinator

IQAC Coordinator

Secretary

Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 04-09-2018 Time: 11.40 am – 12.45 pm

Venue : IQAC Office

Attendee: 15 (IQAC Executive members)

The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Progress of SSR preparation	(1) Prof. Major. Johnny Thomas, was given the responsibility of collecting the required documents for SSR from self-financing departments. (2) Dr. Mathews T. Thelly was entrusted the duty of assigning council members to verify the documents from departments. (3) Dr. Sujarani Mathew was assigned to collect the reports of various clubs and cells functioning in the college.	(1) The documents for SSR was collected and verified (2) Verified SSR documents from departments. (3) Reports of various clubs and cells functioning in the college submitted to IQAC.

The meeting ended at 12.45 pm.


Members present

Members	
1 Dr. Antony Thomas.	
2 Fr. Joby Joseph Mukalel	
3 Dr. Mathews T Thelly	
4 Dr. Jollyamma Mathew	
5 Dr. Sujarani Mathew	
6 Dr. Babu Joseph	
7 Dr. Joykutty Joseph	
8 Ms. Stancy V Sebastian	
9 Dr. Jini Thomas	
10 Fr. Johnson Joseph	
11 Ms. Arsal Shazin	
12 Mr. Baby M Thomas	
13 Ms. Anmol Thomas.	
14. Major Prof. Johnny Thomas	
15. Aadhura Merita Solomon	


Principal


IQAC Coordinator




Secretary

KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 18-09-2018 Time: 3.30 am – 4.30 pm

Venue : IQAC Office

Attendee: 28 (IQAC members and Department IQAC coordinators)





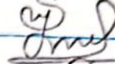
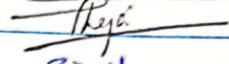



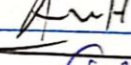

The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Submission of SSR and power point presentation of criteria	(1) Compilation of SSR before first week of October	(1) Suggestions by IQAC team included in SSR

The meeting ended at 4.30 pm.

Members present

Members Present:

Dr. Issiyamma Mathew	
Dr. Syarani Mathew	
Dr. Bright Paul	
Stanley Sebastian	
Sijimol C-G	
Thyji Joseph	
Sundhar E-S	
Chincha Rose George	
Nisha Maria E-G	
Antha T-Manuel	
JESLINE MARIA MAMEN	

Members Present:

Dr. Jollyamma Mathew

Dr. Syarani Mathew

Dr. Bright Paul

Staney. Sebastian

Sijimal. C-G

Thya Joseph

Swidha. E.S.

Chincha Rose George

Nisha Maria E.G.

Antha. T-Manuel

JESLINE MARIA MAMEN

July March

JP

BP

SS

SG

Thya

Swidha

Chincha

Nisha

Antha

Jesline

CS Scanned with CamScanner

Principal

Principal

IQAC Coordinator

IQAC Coordinator

Secretary

Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 26-10-2018 Time: 10.40 am – 12.30 pm

Venue: IQAC Office


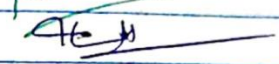









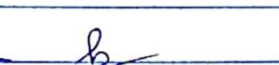


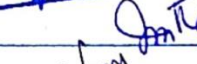
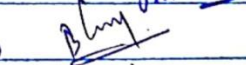
Attendee: 16 (IQAC members)

The meeting started at 10.40 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Uploading of IIQA	(1) Discussed and approved IIQA (2) Issue of new Teachers ID card (3) Uploading of IIQA by Nov.1 (4) Updation of website	(1) New ID card issued to teachers (2) IIQA uploaded in November 2, 2018.

The meeting ended at 12.30 pm.

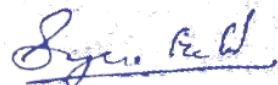
Members present

1. Dr. Antony Thomas	
2. Dr. Mathews T Thelly	
3. Fr. Joby Joseph	
4. Dr. Cyriac Joseph	
5. Dr. Puliyamma Mathew	
6. Dr. Suga Rani Mathew	
7. Dr. Babu Joseph	
8. Ms. Ansel Shavini J	
9. Dr. Joykutty Joseph	
10. Prof. Blancy V Sebastian	
11. Dr. Lini Thomas	
12. Fr. Johnson Joseph	
13. Mr. Baby M Thomas	
14. Ms. Anamol Thomas	
15. Mr. Sivaprasad C	
16. Ms. Anitha Meite Solomon	


Principal




IQAC Coordinator


Secretary

KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 06-12-2018 Time: 3.00 pm – 4.30 pm

Venue: IQAC Office




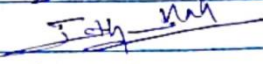

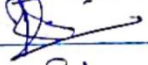





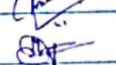


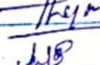



Attendee: 76 (faculty members)

The meeting started at 3.00 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.




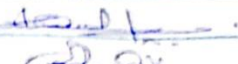
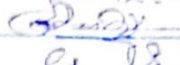


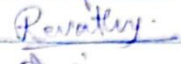






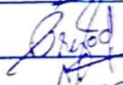
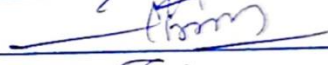

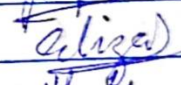




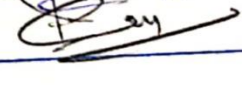
Agenda	Decision	Action Taken
(1) Uploading of SSR (2) Collection of Student Satisfaction Survey and feedback from stakeholders	(1) Uploading of SSR in December 2018 (2) Collection of Student Satisfaction Survey and feedback from stakeholders in February 2019	(1) SSR uploaded on 23 December 2018. (2) Student Satisfaction Survey and feedback from stakeholders were collected in February 2019, analyzed and necessary action taken

The meeting ended at 4.30 pm.

Members present

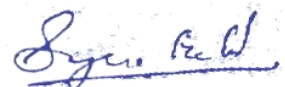
1. Dr. Antony Thomas	
2. Fr. Joby Joseph	
3. Dr. Mathews T Thelly	
4. Dr. Jollyamma Mathew	
5. Dr. Sandhya - C	
6. Rany George	
7. Sijimol C.G	
8. Jesly Thomas	
9. Amal Shavin T.J	
10. Soniya N.V	
11. Middle Baby	
12. Deepa Mary Joseph	
13. Chinchu Rose George	
14. Dr. Dhanoya P. Joseph	
15. Dr. Smitha S.	
16. Dr. Smitha E.S.	
17. Theja Joseph	
18. Anjali R. Menon	
19. Ex Sujarani Fletcher	

20. Sore Maxim Vargese	20
21. Anolla T. T. Manuel	A. H.
22. Julia Punnackapadavil	22
23. Elizabeth Alexander	23
24. Simple Mathew	24
25. Biggs Joseph	25
26. Adhila	26
27. Daya S. Naik	27
28. Ann Maria Jose	28
29. Deeptha S. Naik (Klebanis)	29
30. Niranjana P. V.	30
31. Sanyamal K. R.	31
32. Ann Rose Hann	32
33. Dhanyamal P. George	33
34. Aparna Raj	34
35. Rose Joseph	35
36. Altheda Jay	36
37. Baby Joseph Attayil	37
38. Nethu Jose	38
39. Roshma Perindaan	39
40. Jasmin Joseph	40
41. Ivy Vincent	41
42. Lijo Mathews	42
43. Danish Sebastian	43
44. Feby Jose	44
45. Dr. Ranga Radhakrishnan	45
46. Arjali S. Naik	46
47. Caroline Ann Jose	47
48. JESLINE MARIA MOMEN	48
49. Mercy Mathews	49
50. DR. SA. SOBHANIA	50
51. Chinchu Rani Vincent	51
52. Tojo Chacko Eapen	52
53. Dons N. J.	53

54.	Hanikrishnan K.M	
55.	Hanikrishnan K.P	
56.	Siten Mathew.	
57.	SHAMAL T.M	
58.	Prakash K. Lamasana	
59.	Mathilda George	
60.	Stephy Jase.	
61.	Revathy R	
62.	Dr. Anjeli Augustine	
63.	Shilpa Jay	
64.	H. John Verghu	
65.	Tintu. K. J.	
66.	Dr. Joykethy Joseph	
67.	Prince Thomas	
68.	Prasad Sunny	
69.	Dr. Sunny Joseph	
70.	Joshy Paul.	
71.	Elizabeth Chandy	
72.	Nisha Maria E.G.	
73.	Jaiby Joseph	
74.	Dr. Rosamma Mathew	
75.	Unni J. Joseph	
76.	Agostino Joseph	


Principal


IQAC Coordinator


Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 18-12-2018 Time: 3.45 pm – 4.30 pm

Venue: IQAC Office



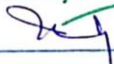






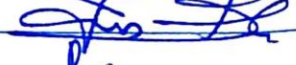

Attendee: 22 (Head of Departments and IQAC department coordinators)

The meeting started at 3.45 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Uploading of SSR (2) Alumni meeting	(1) Uploading of SSR in December 2018 (2) Alumni meeting to be conducted on 26 th January (3) Committees to be set up for the smooth conduct of Alumni meeting	(1) SSR uploaded on 23 December 2018. (2) Alumni meeting to be conducted on 26 th January 2019 (3) 6 committees constituted for the smooth conduct of Alumni meeting

The meeting ended at 4.30 pm.

Members present

Rev- Dr. Joseph OC	
Dr. Anthony Thomas	
Dr. Mathews G Rully	
Dr. Jollyamma Rallu	
Soniya N.V	
Simple Mathew	
Aruno Ray	
Divya S Nair	
Stacey Sebastian	
Dr. Lini Thomas	
Lini Jose	

12	Chinche Rose George	<i>Ch.</i>
13	Dr. Sridhar E.S.	<i>Sridhar</i>
14	JESLINE MARIA MAMEN	<i>Jesline</i>
15	PRIMA RETHUNDU	<i>P.R.</i>
16	TINU VARGHESE	<i>Tinu</i>
17	Dr. Brigit Paul	<i>Brigit</i>
18	Prajod Sunny	<i>Prajod</i>
19	DR. SR. SHOBHANA	<i>Shobha</i>
20	Dr. Rosamma Kattar	<i>Rosamma</i>
21	ROSE JOSEPH	<i>Rose</i>
22	Toshy Paul.	<i>Toshy</i>

Principal
Principal

IQAC Coordinator
IQAC Coordinator

Secretary
Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 19-12-2018 Time: 3.00 pm – 4.15 pm

Venue: New Seminar Hall

Attendee: 50 (faculty members)

The meeting started at 3.00 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Uploading of SSR (2) Alumni meeting	(1) Uploading of SSR in December 2018 (2) Alumni meeting to be conducted on 26 th January	(1) SSR uploaded on 23 December 2018. (2) Alumni meeting conducted on 26 th January 2019

The meeting ended at 4.15 pm.

Members present

1. Dr. Antony Thomas
2. Fr. Joby Joseph
3. Romy George
4. Dr. Mathews T. Thelly
5. Dr. Jellamma Nallek
6. Dr. Suya Rani Jallo
7. Amel Shavin T.J.
8. Stacey Sebastian
9. Sandhya C.
10. Sijamol C.G.
11. Dr. Jini Thomas
12. Metilda George
13. Biju Joseph
14. Paula Harilal T.
15. Chinchu Ravi
16. Anisha Rajan
17. Meetha Baby
18. Chinchu Rose George
19. Jenny Francis
20. Kevin George
21. Tijo Mathews
22. Prasad Sunny

23.	Dr. Sunny Joseph	<u>CSM</u>
24	Dr. Mercy Mathews	<u>MF</u>
25	Deepthi S. Nair (Klubonis)	<u>Dea</u>
26	Dr. Rangini Padhakrishnan	<u>Dr</u>
27	Anush Kumar P.S	<u>Anush</u>
28	Sebastian Thomas	<u>Seb</u>
29	Martin Mathew	<u>Martin</u>
30.	Dr. Smitha S.	<u>Smitha</u>
31	Ivy Vincent	<u>I.V</u>
32.	Sone Marim Varghese	<u>Sone</u>
33	Meera Sandeshkumar	<u>Me</u>
34.	Dr. Mejo Jose	<u>Mejo</u>
35.	Besly K. Baby	<u>Besly</u>
36	Ann Maria Jose	<u>Ann</u>
37	Jasmin Joseph	<u>Jasmin</u>
38	Divya S Nair	<u>Divya</u>
39	Vignapriya V	<u>Vignapriya</u>
40	Dhanyamal P. George	<u>Dhanyamal</u>
41	Ana Rose Hani	<u>Ana Rose</u>
42	Rupa S	<u>Rupa</u>
43.	Nisha Maria E.G.	<u>Nisha</u>
44	Terrey John	<u>Terrey</u>
45.	Julia Punnackapadavil	<u>Julia</u>
46	Dr. Dr. Shobhana	<u>Shobhana</u>
47	Dr. Jesty Thomas	<u>Jesty</u>
48.	Josh Paul	<u>Josh</u>
49	Donish Sebastian	<u>Donish</u>
50	Dr. Rosanna Valthes	<u>Rosanna</u>

Principal
Principal

IQAC Coordinator
IQAC Coordinator

Secretary
Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 28-1-2019

Time: 11.00 am – 12.15 pm

Venue: IQAC office

Attendee: 19 (Department coordinators, Criteria leaders)

The meeting started at 11.00 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) Clarification of DVV - SSR	(1) decided to rectify the clarifications of DVV by 8 th of February	(1) clarifications of DVV were rectified by 8 th of February

The meeting ended at 12.15 pm.


Members present

1. Dr. Antony Thomas	
2. Rev. Fr. Goby Joseph	
3. Dr. Mathews T. Thelly	
4. Dr. Dollyamma Pothu	
5. Dr. Briget Paul	
6. Fr. Johnson Joseph	
7. Dr. Smitha S.	
8. Anitta T. Manuel	
9. JESLINE MARIA	
10. Dr. Smitha B.S.	
11. DR. SR. SACHANA	
12. Lincy Lukase V	
13. Jeshy Thomas	
14. Gini Thomas	
15. Syerane Mathew	
16. Stacy Sebastian	
17. Sanja N.V	
18. Deepa S	
19. Isha George	


Principal


IQAC Coordinator




Secretary

KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 15-3-2019

Time: 11.45 am – 1.15 pm

Venue: IQAC office

Attendee: 18 (IQAC members, Department coordinators, Criteria leaders)

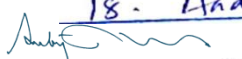
The meeting started at 11.45 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

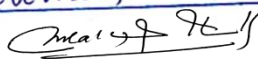
Agenda	Decision	Action Taken
(1) NAAC Mock Visit (2) Report of Student Satisfaction Survey 2018-19	(1) decided to conduct NAAC Mock Visit on 18.03.2019 (2) submit the files of various clubs and cells to IQAC office by 18.03.2019 for verification.	(1) NAAC Mock Visit was conducted on 18.03.2019 (2) the files of various clubs and cells were submitted and verified by IQAC (3) Report of Student Satisfaction Survey 2018-19 presented and discussed


The meeting ended at 1.15 pm.

Members present

1. Dr. Antony Thomas
2. Fr. Joby Joseph
3. Dr. Mathews T. Thelly
4. Dr. Augustine Hettler
5. Dr. Sijarani Mathew
6. Anita T. Manuel
7. Stacy Sebastian
8. Amal Shari T.J
9. Dr. Smidhu. E. S.
10. Chinchu Rose George
11. SR DR. SOBHANA
12. JESLINE MARIA MAMEN
13. Binny Lukose
14. Dr. Brigit Paul
15. Prasad Sunny
16. Romy George
17. Cogniac Joseph
18. Andrew Merita Solomon


Principal


IQAC Coordinator


Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 19-3-2019

Time: 11.45 am – 1.00 pm

Venue: IQAC office

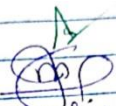


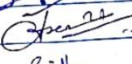
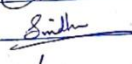
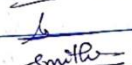
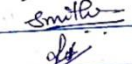


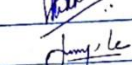
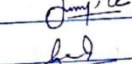

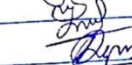
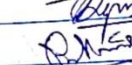








Attendee: 28 (IQAC members, Heads of departments)

The meeting started at 11.45 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) NAAC Visit (2) PowerPoint presentation of all departments	(1) Related departments could be clubbed together for better effectiveness. (2) Criterion wise details to be included in the powerpoint presentations of each department was discussed and decided.	(1) PowerPoint presentation of all departments was conducted on 22.3.2019

The meeting ended at 1.00 pm.

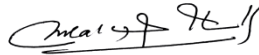
Members present

1. Dr. Antony Thomas	
2. Fr. Joby Joseph Nukalel	
3. Dr. Mathews T. Thelly	
4. Dr. Jollyamma Mathew	
5. Jenny Francis	
6. Dr. Snidhan F.S.	
7. Stacey Sebastian	
8. Dr. Smitha S.	
9. ROSE JOSEPH	
10. Chinchu Rose George	
11. Medhika Baby	
12. Simple Mathew	
13. Taseey John	
14. Sijimol C.G	
15. Deepans	
16. Prasanthesh C	
17. Anisha Rajan	
18. Ann Maria Jose	
19. Navamy Raju	
20. Anjali R. Menon	
21. Soniya N.V	
22. Rinu Jose	

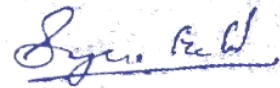
23 -	Simi Thomas	Trish
24	Sujerani Mathew	Bynd
25	Prasid Sunny	Shavin
26	Amal Shavin F.T	Shavin
27	Fr. Johnson Joseph	Shavin
28	Aadhira Merita Solomon	Shavin



Principal



IQAC Coordinator



Secretary



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 21-3-2019

Time: 3.30 pm – 4.30 pm

Venue: IQAC office

Attendee: 100 (faculty members)


The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. IQAC coordinator read out the minutes of the previous meeting. The minutes of the previous meeting was approved as is.

Agenda	Decision	Action Taken
(1) NAAC Visit	(1) Arrangements for NAAC visit was finalized (2) 6 committees were constituted for the smooth conduct of NAAC visit (3) Schedule of the NAAC visit was discussed	(1) NAAC peer team visit was held from 26-03-2019 to 27-03-2019. The committees constituted ensured the smooth conduct of the visit

The meeting ended at 4.30 pm.

Members present

IQAC - Coordinators	
1. Dr. Anthony Thomas	
2. Fr. Jacob Joseph	
3. Prof. Vellayammal R. Raghavan	
4. Dr. Mathews T. Thelly	
5. Vinu J. George	
6. P. Johnson Joseph	
7. Dr. Jayakutty Joseph	
8. Joshy Paul	
9. Dr. Mary George	
10. Metilda George	
11. Lincy Lukose V	
12. Adhita Suresh	
13. Sb. Gussy Goseph	
14. Lincy Mathew	
15. Besly K. Baby	
16. Divya S. Nair	
17. Anella T. Manuel	
18. Reshma Ravindran	
19. Ann Maria Jose	
20. Arjaly R. Menon	
21. Somya Mathew	
22. Julia Punnackapadavil	
23. Priya S. Dev	
24. Jessey John	
25. Prince Pothmanilchira CM	

26.	Priyad Sunny	
27	Stella George	
28	Dons N.J	Dons
29	GEORGE S RUTHIMANN	George
30	Kevin George	Kevin
31	Tintu K.J	Tintu
32	Dr. Snidhu. E.S	Snidhu
33	Dr. Dhanyu P Joseph	Dr. P
34	Senaga N.V	Senaga
35	Deepthi S. Nair	Deepthi
36	Anish Kumar P.S	Anish
37.	Oluthy. G.	Oluthy
38	PRATHEESH-C	Pratheesh
39	Paramal Lukose	Paramal
40.	BIMALKUMAR T.G	Bimal
41	Febby Jose	Febby
42	Aquil C Sam	Aquil
43	Shamal T.M	Shamal
44	Jibin Mathew	Jibin
45	Harikrishnan K.M	Harikrishnan
46.	Harikrishnan. K.R	Harikrishnan
47.	Prakash K. Ilumara	Prakash
48	Prasanthi T. Raju	Prasanthi
49	Susayamol. K.R	Susayamol
✓ 50	Deepthy. S. Nair	Deepthy
51	Shreena. K.B	Shreena
52	Meera Sandeshkumar	Meera
53	ROSE JOSEPH	Rose
54	Arya S	Arya
55.	Navamy Raju	Navamy
56	Elizabeth Chandy	Elizabeth
57	Dhanamal J. George	Dhanamal
58	Jissy Mathew J	Jissy
59	Thulasi Manappurath	Thulasi

60.	Thya Joseph	Rya
61.	Mithila Baby	Mithila
62.	Inda Peter	Inda
63.	Chincha Rose George	Chin
64.	Deepa Mary Joseph	Deepa
65.	Some Mamm Vayhan	S
66.	Ivy Vincent	Ivy
67.	JESLINE MARIA MADDEN	Jesline
68.	Mitha Babu	Mitha
69.	Smitha S.	Smitha
70.	Nuttha Jose	Nuttha
71.	Geny Francis	Geny
72.	Athanas Jay	Athanas
73.	Blary Joseph Adayil	Blary
74.	Masiet Maseena George	Masiet
75.	Sunya Mol O	Sunya
76.	Scapery Jose	Scapery
77.	Dr. Mejo Jose	Dr. Mejo
78.	Sonaya Thomas	Sonaya
79.	TINU VARGHESE	Tinu
80.	Priya Reghunda	Priya
81.	Dr. Archana Jose	Dr. Archana
82.	Carolin Ann Jose	Carolin
83.	Anisha Rajan	Anisha
84.	Dr. Dr. Gobhana Michael	Dr. Gobhana
85.	Dr. Aigerani Hellen	Dr. Aigerani
86.	Dr. Lilly Joseph	Dr. Lilly
87.	Dr. Amrutha P. Thankachan	Dr. Amrutha
88.	Dr. Anjes Augustine	Dr. Anjes
89.	Shilpa Jay	Shilpa
90.	Rinu Jose	Rinu
91.	Jesty Thoman	Jesty
92.	Stancy Sebastian	Stancy
93.	Sijimol. C.G	Sijimol

94. Geni Thomas *Geni Thomas*
 95. Talby Joseph *Talby Joseph*
 96. Mercy Mathew *Mercy Mathew*
 97. Apama Raj *Apama Raj*
 98. Nisha Maria E.G. *Nisha Maria E.G.*
 99. Sandhya C. *Sandhya C.*
 100. Amel Shari T.T. *Amel Shari T.T.*

[Signature]

Principal

[Signature]

IQAC Coordinator

[Signature]

Secretary

