

MINUTES OF IQAC MEETINGS 2013-14

IGAC Meeting - Notice

A joint meeting of the HOD's and Departmental Co-ordinators of IGAC is scheduled on Tuesday, 27th August 2013, at 2.30 pm in the New Seminar Hall. All the HOD's and Departmental Co-ordinators are requested to attend the same without fail.

Agenda : 1. AGAR - 2012-13
2. Maintaining Records
3. Other matters.

26-08-2013

PRINCIPAL.

1. Prof. Jossie Jerome ✓
2. Dr. J. Mathew ✓
3. Dr. Balu Joseph ✓
4. Prof. P. J. Joy ✓
5. Prof. K. J. Mathai ✓
6. Dr. Sebastian Mathew ✓
7. Prof. Thomas Mathew ✓
8. Dr. Matthews Thekkil ✓
9. Prof. Jojo Joseph ✓
10. Dr. Cyriac Joseph ✓
11. Dr. T. M. Mathew ✓
12. Dr. M. K. Mathew ✓
13. Prof. A. J. Mani ✓
14. Prof. Joshy Paul ✓
15. Adv. Rajee Vinod ✓

16. Ms. Salethramol. E. S
17. Prof. Johny Thomas
18. Dr. Joycekutty Joseph
19. Dr. Sujasani Mathew
20. Dr. Brigit Paul
21. Ms. Stacey V. Sebastian
22. Ms. Aparna Raj
23. Ms. Linta Maria Jose
24. Mr. John. C. Thariyan
25. Ms. Rinu Jose
26. Ms. Jency Francis
27. Fr. Johnson Joseph
28. Mr. Sijinmol. C. G
29. Mr. John Varghese
30. Mr. T. T. Basil
31. Ms. Anamol Thomas

[Handwritten signatures and initials corresponding to the list above]

Members Present

1. Dr. Joseph O. C.
2. Thomas Mathew T.
3. Dr. Babu Joseph
4. Dr. Sebastian Mathew
5. Joshy Paul
6. Basil T. T.
7. Dr. Joykutty Joseph
8. Dr. Mathew. T. M
9. Dr. Cyrill Joseph
10. Fr. Joseph Vellankar
11. John C. Tharian
12. Mr. John Varghese
13. Fr. Johnson Joseph
14. Adv. Rajasekhar

[Handwritten signatures and initials corresponding to the list above]

15	Stanley Sebastian	<u>b</u>
16	Sijimol C.G.	<u>ay</u>
17	Amiel Thomas	<u>coms</u>
18	Dr. Suparani Mathew	<u>Dr</u>
19	Linta Maria Jose	<u>Linta</u>
20	Jeney Francis	<u>of</u>
21	Aparna Raj	<u>Aparna</u>
22	Rini Jose	<u>Rini</u>
23	K. J. Mathai	<u>Mathai</u>
24	P. G. Goy	<u>P. G.</u>
25	Dr. Brigit Paul	<u>Brigit</u>
26	Dr. Antony Thomas	<u>Antony</u>

Minutes of the Meeting held on 27-8-2013

The Combined meeting of the HOD's and Departmental co-ordinators of IQAC was convened in the New Seminar Hall under the Chairmanship of The principal Rev. Dr. O.C. Joseph. The meeting started at 2.40 pm with a Silent prayer.

In the introductory speech, the principal explained the importance of IQAC and suggested proper record keeping from now onwards.

Dr. Sebastian Mathew talked about the working of IQAC in the last 5 years. After discussion, the following decisions are taken.

1. Departmental coordinators should collect and submit the report for 2012-13 in Hard copy and Soft copy on or before 12-9-2013
2. photos of all important programs in the college may be posted in the college website
3. present the A & A R in IQAC before submission.
4. Departmental coordinators should record all important events in the IQAC register supplied to them and file all important documents in the file supplied.

The meeting ended at 3.30 with vote of Thanks by Prof. Thomas Mathew, Vice - principal of the college.

Antony Thomas

Dr. Antony Thomas
IQAC Co-ordinator.

Principal
Chairman.

Notice

The first Meeting of IQAC is scheduled ~~5th~~^{Thursday} September (Wednesday) at 1.30 p.m. in the New Seminars Hall. All the IQAC members are requested to attend the same without fail.

Agenda

1. Quality Improvement.
2. Plan of Action
3. AQAR
4. Other Matters.

02-09-2013

Principal
PRINCIPAL.

- | | |
|---|--------------------|
| 1. Rev. Fr. Biju Thomas | <u>[Signature]</u> |
| 2. Dr. Antony Thomas | <u>[Signature]</u> |
| 3. Prof. Thomas Mathew | <u>[Signature]</u> |
| 4. Mr. T. T. Basil | <u>[Signature]</u> |
| 5. Ms. Anamol Thomas | <u>[Signature]</u> |
| 6. Dr. Joycekutty Joseph | <u>[Signature]</u> |
| 7. Dr. Balu Joseph | <u>[Signature]</u> |
| 8. Dr. A. Jose | <u>[Signature]</u> |
| 9. Mr. Stacey V. Sebastian | <u>[Signature]</u> |
| 10. Dr. Tollyamma Mathew | <u>[Signature]</u> |
| 11. Dr. Jini Thomas | <u>[Signature]</u> |
| 12. Rev. Fr. Johnson Joseph | <u>[Signature]</u> |
| 13. Dr. Sujakani Mathew | <u>[Signature]</u> |
| 14. Mr. John Varghese (Special Invited) | <u>[Signature]</u> |
| 15. Rev. Dr. O. C. Joseph | <u>[Signature]</u> |

Members present.

1. Dr. Antony Thomas
2. Thomas Mathew T.
3. Dr. Joseph O.C.
4. Fr. Bijin Manas
5. Dr. Sujarani Mathew
6. Aparna Raj
7. Stacey Sebastian
8. A. Jose
9. Dr. Babu Joseph
10. Fr. Johnson Joseph
11. Dr. Jollyamma Mathew

Minutes of the Meeting held on 5/9/2013

The first meeting of the IQAC began at 2:00 pm 5/9/2013 with an introductory speech by Rev. Dr. O.C. Joseph Ozhukayil, explaining the objectives of IQAC. The office bearers for the next term was elected as the next step. The teachers elected unanimously for the joint-co-ordinator and Secretary were:

Dr. Jollyamma Mathew (Chemistry) - Joint Co-ordinator
 Dr. Sujarani Mathew (English) - Secretary

Dr. Lyrice Joseph, Asst. Prof of School of Pure and Applied Sciences who has consented to be the external academic expert in IQAC. The meeting proceeded with the active participation of all members and a number of decisions were taken. The first point made was to -

- Improve and regularly update the College Website

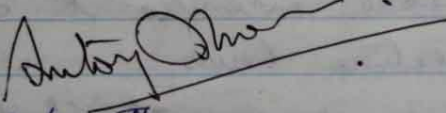
- A working committee for the same was formed consisting of Dr. A Jose as Convenor, Mr. Dobin Varghese and Mr. Joseph Dominic (Non-teaching staff).
- The teachers should actively engage in Research and Publication and should upgrade their qualifications. The options pointed out were:
 - a. Get Ph.D, availing FIP
 - b. Publish research articles/books.
 - c. Apply for Minor/Major Research Projects.
 - Dr.ollyamma Mathew was appointed in charge of animating the teaching faculty.
 - Each dept. should enhance their academic quality by
 - a. Conducting at least one National Seminar within the next 5 years.
 - b. All the teachers attending and presenting papers in seminars at least once in 5 years.
 - The principal intimated that those who take leave from duty should take measures to compensate for the loss of lecture hours.
 - The teaching-learning process should be evaluated by students and parents at the end of each semester. The mode of conduct of evaluation will be finalised in the College Council.
 - Activities interlinking various depts and teaching non-teaching staff should be conducted such as training programmes and seminars.
 - A committee of selected members from each group
 - teaching staff, non-teaching staff, management and students - should be formed to discuss relevant issues and problems
 - The said committee will initiate a number of

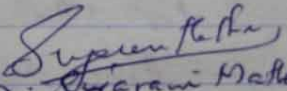
activities such as

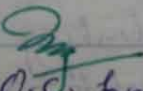
- a. Conducting staff tour
- b. Forming a Recreation Club
- c. Honouring those who complete 25 years of service. [The first such meeting should include all those who have already completed 25 yrs of service and such a gathering should take place every year]

- Motivate students to participate in training programmes organised by the College/Placement cell to equip them for placements.
- All important information pertaining to the College should be immediately passed on to the staff, students/parents by means of email/SMS.

The meeting ended at 3:30 pm taking a recap of the decisions taken.


Dr. Antony Thomas
IQAC Coordinator


Dr. Syarani Mathew
IQAC Secretary


Rev. Dr. O.C. Joseph Oghokeji
Principal

Notice

A meeting of the Sule Committee to revise and update the College website is scheduled on 27th Friday at 12. Noon in the principals office. You are cordially invited to attend the meeting without fail

1. Rev. Dr. O. C. Joseph
2. Dr. Antony Thomas
3. Rev. Fr. Biju Thomas
4. Dr. A. Jose
5. Jolein Varghese
6. Dr. Sujasani Mathew.
7. Dr. Tollyamma Mathew.
8. Mr. Joseph Dominic.

Subj.

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26-09-2013

PRINCIPAL

Minutes of the Meeting Held on 27-09-2013

Members present.

Rev. Dr. O. C. Joseph	<u>Amly</u>
Dr. Antony Thomas	
Fr. Biju Thomas	<u>Am</u>
Dr. Jollyemma Mathew	<u>Am</u>
Dr. Sujasani Mathew	<u>Am</u>
Dr. A. Jose	<u>Am</u>
Sri. Tobin Varghese	<u>Am</u>
Sri. Joseph Dominic	<u>Am</u>

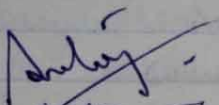
Minutes of the Meeting Held on 27/9/2013

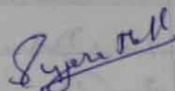
The meeting convened at 12:00 pm in the Principal's office and began with a short prayer. The Principal spoke of the urgency in improving the existing website of the college. A complete makeover was to be made in the interface of the college's website. The necessary steps to be taken were entrusted to Mr Tobin Varghese and Mr Joseph Dominic.

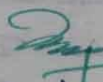
It was also suggested that the information given in the website also should be updated. The department link should give adequate information of each faculty and association activities. It was decided that:

Faculty (should be allotted): one pg/faculty
 Association activities : one page/dept. :

It was also decided that each department co-ordinator should procure the necessary information and submit it to the website updation committee.
The meeting ended at 1:00 pm.


Dr. Antony Thomas
IACC Co-ordinator


Dr. Sujaram Mathew
IACC Secretary


Dr. O.C. Joseph
Principal

Notice

A meeting of the IQAC Departmental coordinators is scheduled on Friday 4th October 2013, at 1.30 pm in the IQAC office. All the departmental coordinators are requested to attend the same without fail.

1. Dr. Joycekutty Joseph
2. Dr. Sujasani Mathew
3. Dr. Brigit Paul
4. Mr. Stancy V. Sebastian
5. Ms. Aparna Raj
6. Ms. Linta Maria Jose
7. Dr. Matthews T. Thekkilil
8. Mr. Jolein C. Tharian
9. Ms. Rinu Jose
10. Ms. Jency Francis
11. Fr. Johnson Joseph
12. Ms. Sijimol. C. G.
13. Mr. Jolein Varghese
14. Adv. Rajee Vinod
15. Ms. Saleithamol. E. S
16. Mr. Johny Thomas
17. Ms. Sree Lakshmi. R. Nais
18. Dr. Antony Thomas
19. Dr. Jollyamma Mathew.

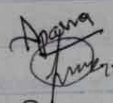
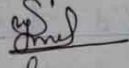
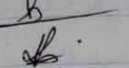
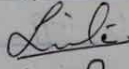
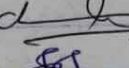
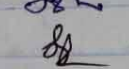
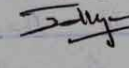
03-10-2013.

Agenda:

1. Updating the college website
2. Other relevant matters.

PRINCIPAL

Members Present:

- | | |
|---------------------------|---|
| 1. Aparna Raj |  |
| 2. Jobin C. Tharian | |
| 3. Sijimal C-G |  |
| 4. Stacey Sebastian |  |
| 5. Rini Jose |  |
| 6. Linta Maria Jose |  |
| 7. Jency Francis |  |
| 8. Jobin Varghese |  |
| 9. Dr. Sujarani Mathew |  |
| 10. Dr. Jollyamma Mathew |  |
| 11. Joyakutty Joseph | |
| 12. Dr. Brigit Paul |  |
| 13. Dr. Antony Thomas |  |
| 14. Dr. Mathews & Thekkil | |
| 15. Adv. Rajeer Vined | |
| 16. Prof. Johnny Thomas | |

The meeting began at 1:30 pm in the IQAC Office of the College with a silent prayer.

The IQAC co-ordinator Dr. Antony Thomas gave an introduction on the agenda for the meeting followed by the secretary Dr. Sujarani Mathew reading the minutes of the previous meeting.

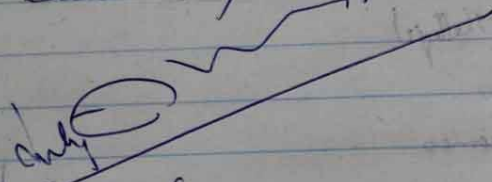
A review of the earlier decisions taken were made by Dr. Antony Thomas.

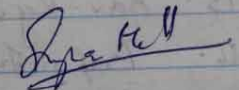
As the first step towards improving the status quo, an urgent revamping of the college website was highlighted as the agenda of the meeting.

The profile of the faculty has to be redone, following a uniform format, complete with a photo. Prof. Libin Varghese was invited to make further suggestions on improving the website. He suggested that

- the website interface be changed from the standard one used now at present.
- Update the department information - that of the faculty, as well as association activities.
- Each department can be given a user name and password so that they could update their pages.

The updated department information was decided to be handed over to the IQAC co-ordinator by each department co-ordinator.


IQAC Co-ordinator.


IQAC Secretary


Principal.

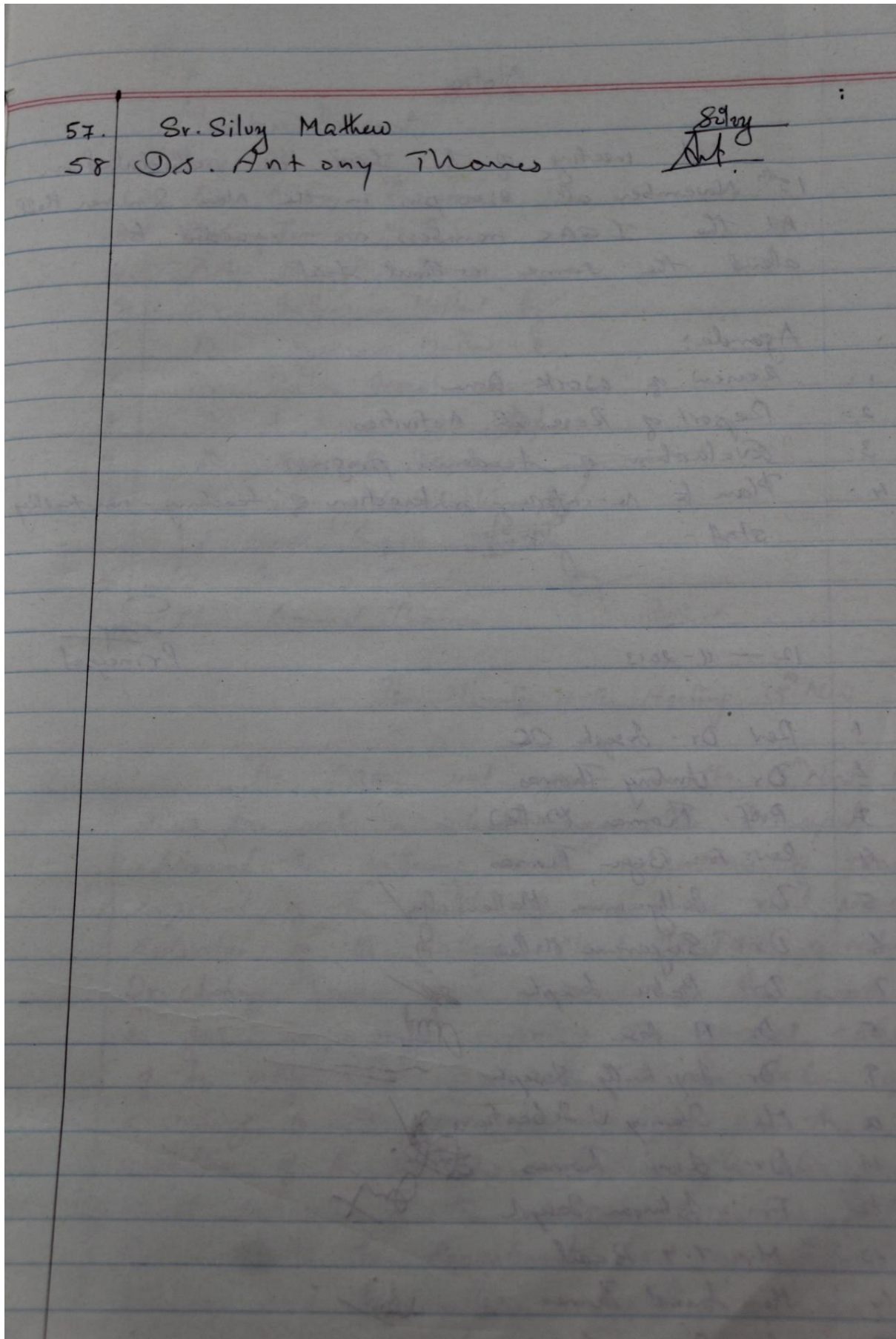
Notice

A seminar on life style Management by Prof. D Suresh Babu will be conducted in the Christopher Hall in Christopher Hall on 31/10/2013 at 1:30 pm. All the Teaching and Non-Teaching Staff are requested to attend the meeting.

Members Present:

1. Rev. Dr. Joseph G.C.
2. Fr. Biju Thomas
3. Thomas Mathew
4. Joshy Kurian
5. Dr. Sijarani Mathew
6. Leenamma Chiragil
7. Remi Thomas
8. Dr. Babu Joseph
9. Dr. Cyriac Joseph
10. Geraldine B. Corrado
11. M. M. C. Mathew
12. Soney Thomas
13. Tomichan
14. George Jacob
15. Joseph Abraham
16. P.T. Joseph.
17. Fr. Goby Joseph
18. Fr. Johnson Joseph
19. A. Jore
20. Vin. S. George
21. John Veyhan
22. Jaison Jacob. V
23. Joby Joseph
24. P.T. John

25	Jose mon Jacob	<u>Jose</u>
26	DOSCO MATHEWS JACOB	<u>dosco</u>
27	Siby T. Augusthy	<u>Siby</u>
28	MATHEW K.K.	<u>MATHEW</u>
29	Chitangibi	<u>Chitangibi</u>
30	GEORGE JACOB	<u>George</u>
31	Baby m. Thomas	<u>Baby</u>
32	N.S. Thankachan	<u>N.S.</u>
33	John. C. Antony	<u>John</u>
34	Prasad. P.V	<u>Prasad</u>
35	Stephen M. Francis	<u>Stephen</u>
36	Boymol Dassal	<u>Boymol</u>
37	Ribu Joseph	<u>Ribu</u>
38	Bindhu P.P	<u>Bindhu</u>
39	Animel Thomas	<u>Animel</u>
40	Thresiamma Lukase	<u>Thresiamma</u>
41	P.D. Rosa	<u>P.D.</u>
42	Thasamma Joseph	<u>Thasamma</u>
43	Stancy Sebastian	<u>Stancy</u>
44	Smitha S.	<u>Smitha</u>
45	Dhennya P. Joseph	<u>Dhennya</u>
46	Smidhu E.S.	<u>Smidhu</u>
47	Amal Shari T.J	<u>Amal</u>
48	Adv. Rafe Vinod	<u>Adv.</u>
49	Rini Jose	<u>Rini</u>
50	Methilda George	<u>Methilda</u>
51	Binny leukose ✓	<u>Binny</u>
52	Jollyamma Mathew	<u>Jollyamma</u>
53	Amrita Bobi Thomas	<u>Amrita</u>
54	Sijimol C.G	<u>Sijimol</u>
55	Dr. BRIGIT PAOL	<u>Dr.</u>
56	Biby Annet Baiju	<u>Biby</u>



Notice

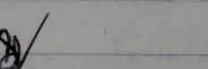
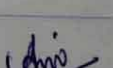
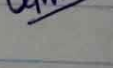
A meeting of the IQAC is scheduled on 15th November at 2:00 pm in the New Seminar Hall. All the IQAC members are requested to attend the same without fail.

Agenda:

1. Review of Work Done
2. Report of Research Activities
3. Evaluation of Academic progress.
4. Plan to re-inforce interaction of teaching - non-teaching staff -

12 - 11 - 2013


Principal

1. Rev. Dr. Joseph OC
2. Dr. Antony Thomas
3. Prof. Thomas Mathew
4. Rev. Fr. Bigu Thomas
5. Dr. Jollyamma Mathew 
6. Dr. Sugaram Mathew 
7. Dr. Babu Joseph 
8. Dr. A. Jose 
9. Dr. Joykutty Joseph 
10. Mr. Stanley V Sebastian 
11. Dr. Lini Thomas 
12. Fr. Johnson Joseph 
13. Mr. T. T. Basil
14. Mr. Anand Thomas 
15. Dr. Cyrice Joseph

*

Members Present:

1. Rev. Dr. Joseph O.C.
2. Dr. Antony Thomas
3. Prof. Thomas Mathew
4. Dr. Fr. Biju Thomas
5. Dr.ollyamma Mathew *for*
6. Dr. Sujarani Mathew *for*
7. Dr. Babu Joseph *for*
8. Dr. A. Jose *for*
9. Dr. Josephy Joseph *for*
10. Ms. Stanley V. Sebastian *for*
11. Dr. Anni Thomas *for*
12. Fr. Johnson Joseph *for*
13. Ms. Anmol Thomas *for*

The Minutes of the Meeting 15th Nov

The IQAC met again on the 15th Nov at 2:00 pm with a silent prayer. The Principal addressed the gathering on the importance of constant appraisal of the quality of academic and non-academic activities of the college. Next the IQAC co-ordinator Dr. Antony Thomas gave a review of the work done so far regarding improving the general activities of the college. The first step to be taken up according to the previous meeting was the updation of the website interface. He also gave a quick estimate of the progress done in that direction. All the department had updated their profile and the college website interface was also being revamped.

Dr.ollyamma Mathew next gave a

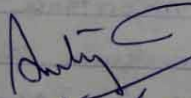
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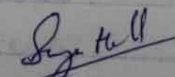
Report of the work done in furthering research activities in the college. She had called up a meeting of all the teachers who are to register for PhD and had arranged a talk to inspire them to avail of all research facilities including FIP and other projects.

The PTA meeting of all the departments were conducted and the report of each association regarding the conduct of exams and other activities were assessed in the meeting.

A decision to honour the ^(lengthy) service of all the teaching - non/teaching staff during the golden jubilee celebrations were made. Likewise the staff tour and the Lifestyle Management Programme conducted by DEAC was commended in the meeting.

A joint decision was made to enhance the contribution of all teachers in fulfilling the other targets to be achieved as per the first DEAC meeting.


Dean Coordinator


DEAC Secretary


Principal

Notice

A meeting of the IQAC is to be held on 20th March, Thursday, at 2:30 pm in the New Seminar Hall. All the members are requested to attend the meeting.


Principal

17-3-2014

Agenda

1. Year End Appraisal
2. Data collection by dept coordinators
3. Other matters

1. Dr. Antony Thomas
2. Prof. Thomas Mathew
3. Rev. Fr. Byron Thomas
4. Dr. Jollyamma Mathew 
5. Dr. Sujarani Mathew 
6. Dr. Babu Joseph 
7. Dr. A Jose 
8. Dr. Josephy Joseph 
9. Ms. Stacey V Sebastian 
10. Dr. Lini Thomas 
11. Fr. Johnson Joseph 
12. Mr. TT Basil
13. Ms. Anmol Thomas 
14. Mr. Robin Verghese 

Members Present:

1. Dr. Antony Thomas
2. Dr. Jollyamma Mathew
3. Dr. Sujarani Mathew 
4. Dr. Babu Joseph 

5. Dr. Jyckully Joseph
 6. Ms. Stacey V Sebastian
 7. Ms. Anmol Thomas

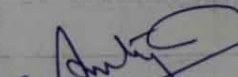
Minutes of the Meeting held on 20th March 2014.

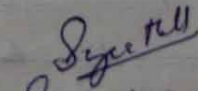
The meeting was convened by the IQAC coordinator Dr. Antony Thomas who gave an introductory speech on the need for a Yearly Appraisal of Work Done. The IQAC members spoke of the work done in each department regarding teaching, co-curricular and extension activities. Mr. Isin Varghese spoke about the website improvement which was brought to effect.

The activities of the jubilee year was brought under scrutiny by the IQAC and the measures to re-inforce the ebullient spirit of the college in all levels - academic / non academic - was reiterated.

It was decided to inform the Dept co-ordinators to file all relevant information of all teaching staff as well as student records and to document them accurately.

The meeting adjourned at 3:30 pm.


 Co-ordinator


 Secretary


 Principal

Notice

It is proposed to convene a meeting of teachers who have registered / are yet to register for Ph.D on 25th March 2014 at 1:30 pm in the college auditorium. Concerned teachers are requested to attend the same without fail.

21/3/2014

Agenda:

Steps to further Research of Faculty:

1. Mr. Rony George
2. Fr. Joby Joseph Makalel
3. Ms. Stancy V Sebastian
4. Mr. Tobin Varghese
5. Ms. Aparna Raji
6. Ms. Linta Maria Jose
7. Ms. Theja
8. Ms. Nicola Maria E-G
9. Ms. Rina Jose
10. Ms. Amal Sharin
11. Ms. Metilda George
12. Ms. Giney Lukose
13. Mr. Vinu J George
14. Ms. Syrmol C-G
15. Mr. Tintu K-J (History)
16. Fr. Johnson Joseph
17. Ms. Jenny Francis
18. Mr. Divya Joseph
19. Mr. Joshy Paul

Principal



B

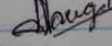
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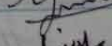
Naigal



Hair

Gundla

Jing



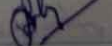
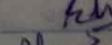
Soul

Bla

Ints

20

Keli



30

Members Present:

- | | |
|-------------------------|------------------|
| 1. Stacey V. Sebastian | <u>S</u> |
| 2. Metilda George | <u>gumli</u> |
| 3. Aparna Raj | <u>Aparna</u> |
| 4. Nisha Maria E.G. | <u>Nisha</u> |
| 5. Theja Joseph | <u>Theja</u> |
| 6. Sijimol C.G. | <u>Sijimol</u> |
| 7. Linta Maria Jose | <u>Linta</u> |
| 8. Amal Shavin T.J. | <u>Shavin</u> |
| 9. Divya Joseph | <u>Divya</u> |
| 10. Jerey Francis | <u>Jerey</u> |
| 11. Vicky Paul | <u>Vicky</u> |
| 12. Jollyamma Mathew | <u>Jollyamma</u> |
| 13. Rony Gresege | <u>Rony</u> |
| 14. Tintu K.J. | <u>Tintu</u> |
| 15. Fr. Soby Joseph cmi | <u>Soby</u> |
| 16. Fr. Johnson Joseph | <u>Johnson</u> |

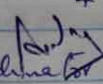
Minutes of the Meeting on 25th March 2014

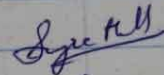
The meeting began at 11:30 pm in the college Auditorium with an introductory talk by the principal Rev. Dr. Ozhukajal spoke at length about the imperative for academic research among college teachers. He commented that the teaching staff of the college are Ph.D. Degree holders. He also intimated that the management would be happy to let the teachers avail of FIP in order to complete their Ph.D. The 12th plan of UGC was also referred to which stresses on the importance of research projects.

Dr. Antony Thomas spoke further on the

necessity for the younger members of the teaching staff to be alert on about the facilities for research. He also reiterated the policy of the college to have the maximum number of doctoral degree holders by 2017/2018. Dr Vollyamma stressed on the significance of Major/Minor Research projects that can be taken up by the new staff members. A form was circulated that recorded the date of PhD registration of those teachers present and the proposed date of registration of those who are yet to take up PhD.

The meeting concluded at 2:10 pm, after the ensuing discussion.


Co-ordinator


Secretary.


Principal.