

MINUTES OF IQAC MEETINGS 2014-15

NOTICE

A combined meeting of the IQAC members and IQAC Departmental co-ordinators is scheduled on Tuesday 15th July 2014 at 2:00 pm in the New Seminar Hall. As some crucial matters are to be discussed at the meeting, all are requested to make it convenient to attend the meeting.

Agenda:

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

14/7/2014


PRINCIPAL

Rev Dr. O.C. Joseph

Dr. Antony Thomas

Mr. T.T. Basil

Ms. Anand Thomas

Dr. Joyekutty Joseph

Dr. Babu Joseph

Dr. Sijarani Mathew

Dr. A. Jose

Ms. Stany V. Sebastian

Dr. Jollyamma Mathew

Dr. Jini Thomas

Rev. Fr. Johnson Joseph

Dr. Cyriac Joseph


Antony
Basil
Anand







Hin	Dr. Brigit Paul	BP
Phy	Ms. Aparna Raj	Aparna
	Ms. Linta Maria Jose	Linta
Bot	Dr. Matthews Thelgid	OT
Zoo	Ms. Nisha ^{Maria} E-G	Bright
Eco	Ms. Renu Jose	Renu
Sci	Ms. Jency Francis	Jency
His	Ms. Sijamol C.G	Sijamol
Stat	Mr. Robin Varghese	Robin
	Adv. Rajee Vinod	Rajee
	Mr. Sebastian E-S Dancy Mathew	Dancy
	Prof. Johny Thomas	Johny
	Mr. Prateekshini R. Nair	Prateekshini
	Rev. Fr. Jose Varapuzha	Jose
	Jessey John (MSW) dpt	Jessey
<u>Members Present</u>		
1.	Dr. Joseph O.C.	Joseph
2.	Dr. Cyril Joseph	Cy
3.	Prof. Johny Thomas	Johny
4.	Dr. Matthews Thelgid	OT
5.	Dr. Sujarani Mathew	Sujarani
6.	Anamol Thomas	Anamol
7.	Linta Maria Jose	Linta
8.	Samyple Mathew	Samyple
9.	Anamol Saji	Anamol
10.	Aparna Raj	Aparna
11.	Sijamol C.G	Sijamol
12.	Jency Francis	Jency
13.	Stacey V. Sebastian	Stacey
14.	Dr. Brigit Paul	BP
15.	Nisha Maria E-G	Bright

16. ROSE MOL BENNY
17. RINU JOSE
18. Dr. Jollyamma Mathew
19. Basil T.T.
20. Dr. Joykatty Joseph
21. Dr. A. Jose
22. Dr. Antony Thomas

[Handwritten signatures and initials corresponding to the list above]

Minutes of the IQAC Meeting held on 15/7/2014

The IQAC meeting began at 2:15 in the presence of the Principal as well as the External Committee Member, Dr. Lyrae Joseph from the School of Pure and Applied Physics, M. G. University.

The co-ordinator Dr. Antony Thomas initiated the session taking a review of last year's achievements made by IQAC. The goals set for the last academic year were mostly met with respect to Applying for projects and seminars. He also announced that IQAC's proposal for a National Seminar was approved by U.G.C. The IQAC was also granted Rs. 3,00,000/- for the funding of its activities. The next job on hand for IQAC was reported to be the compiling of AQAR of the academic year 2013-14.

The Principal of the college Dr. O.C. Joseph Othukajil spoke to the group on the significance of research work by the faculty with respect to projects, seminars and presentation of papers. The External Member, spoke next emphasizing on the

importance of the college website in evaluating the institution. He also stressed on the necessity to foster interest in research in the students.

Dr. Jollyamma Mathew spoke about the Research activities going on in the college, as well as the constitution of the Research Body in the college consisting of (1) Dr. Sebastian Mathew (Phy Dept) (2) Dr. Antony Thomas (Commerce Dept) (3) Dr. Jollyamma Mathew (Chem Dept).

Ms. Anmol spoke about the needs of the library. She said that more number of journals need to be subscribed in every discipline. Dr. A. J. also spoke of the need for more dailies in the library.

Dr. Antony Thomas assured the group that Training programmes for teachers is in the agenda of the IQAC for the year. The AQAR of 2013-14 was to be submitted by July 31st, for immediate forwarding to the JCB. The principal reminded everyone that Remedial and Extension activities have to be taken up by all depts and that R.G. programmes should also take up NET/SET coaching. The

The discussion on the preservation of Natural / Renewable resources undertaken by the college led to the assignment of various charges:

Medicinal plant Garden	- Botany Dept
Biogas plant	- Chemistry Dept
Vermicompost	- Zoology Dept
Butterfly Garden	- MSW Dept.

(P.T.O.)

The meeting ended with a
note of Thanks by Dr. Llyamma Mathew
FOAC joint-coordinator.

July
Co-ordinator

Sydney
Secretary

Pr
PRINCIPAL

A meeting of the IQAC Departmental ^{Thursday} Co-ordinators is scheduled to be held on Wednesday 27th August 2014 at 2:30 pm in the IQAC office. All concerned are requested to attend the same on that day.

Agende:

1. Completion of Departmental AQAR Data.
2. Other Matters

4/8/2014, Benny

Rev Dr. ~~Augustine~~ Thottanarigil (Principal)

Dr. O. C. Joseph (Vice-Principal)

Fr. Jose Varguzha (Bursar)

Dr. Antony Thomas

Dr. Lillyamma Mathew

Dr. Sylerani Mathew

Dr. Brigit Paul

Ms. Aparna Raj

Ms. Lenta Maria Jose

Ms. Thaje Joseph

Ms. Nisha Maria E-G

Ms. Renu Jose

Ms. Jency Francis

Ms. Syamal G B

Ms. Robin Varghese

Ms. Dency Mathew

Ms. Anitha C.

Ms. Lessey John

Prof. John Thomas

Vice PRINCIPAL

(P.T.O)

Dr. Jayakutty Joseph
 Prof. Stacey V Sebastian
 Fr. Johnson Joseph.

Dr. Jayakutty Joseph

Members Present -

1. Fr. Dr. Benny Sebastian.
2. Fr. Joseph Oommen
3. Dr. Antony Thomas
4. Benny Thomas
5. Lt. John Varghese P
6. Dr. Jayakutty Joseph
7. Dr. Sejarani Mathew
8. Sijimol C-G
9. Rose Mol BENNY
10. Simple Mathew
11. Linta Maria Jose
12. Theja Joseph
13. Jerry Thomas
14. Aparna Raj
15. Nisha Maria E.G.
16. Rini Jose
17. Stacey V. Sebastian
18. Dr. Jollyamma Mathew
19. Dr. Bright Paul

Dr. Jayakutty Joseph
 Fr. Dr. Benny Sebastian
 Fr. Joseph Oommen
 Dr. Antony Thomas
 Benny Thomas
 Lt. John Varghese P
 Dr. Jayakutty Joseph
 Dr. Sejarani Mathew
 Sijimol C-G
 Rose Mol BENNY
 Simple Mathew
 Linta Maria Jose
 Theja Joseph
 Jerry Thomas
 Aparna Raj
 Nisha Maria E.G.
 Rini Jose
 Stacey V. Sebastian
 Dr. Jollyamma Mathew
 Dr. Bright Paul

Minutes of the Meeting held on 7th Aug 2014

The meeting began on the 7th August at 2:45 in the IQAC office with a silent prayer. The IQAC co-ordinator Dr. Antony Thomas gave an introduction on the urgency in preparing the AQAR by all the

departments. The Report of the previous meeting was read by the Secretary Dr. Sujanani Mathew. The Principal Dr. Benny Thottanayil initiated the discussions by making a call for the sincere co-operation of all dept co-ordinators and asked every co-ordinator to give a report of the activities done by their respective dept for quality improvement. Each department co-ordinator (or their representative) gave a detailed explanation of the activities and future plans of their department.

The need for Best Practices by Depts was re-instated by the Principal. Rev. Dr. O.C. Joseph made an overall observation on the report and instigated each department to strive for excellence. The ^{meeting} IOAC continued to discuss the need to beautify the campus and to form a committee to study the immediate concerns which need redressal. Antony Sir introduced a 'Guest and Visiting Faculty Register' in which all external resource persons should enter their remarks. The duty to do so was entrusted to the department co-ordinators.

The Principal spoke of the need to rejuvenate the teaching staff by means of a Yoga Programme and Dr. Brigit Paul was made in charge of it. An urgent need to fill the post of a PRO for the college was raised by the Principal in order to improve the relation with the public and the media. He concluded with speaking of the need for a better relationship between the teachers and students in imparting education. The meeting concluded with a vote of thanks by Dr. Sollyanne, the IOAC joint-co-ordinator.

Co-ordinator

PRINCIPAL

Secretary

NOTICE

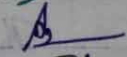
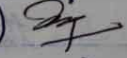
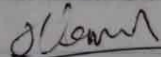
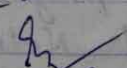
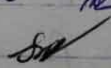
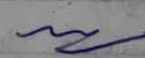
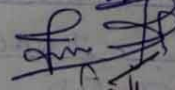
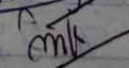
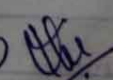
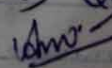
A meeting of the IQAC [Core body] is to be held on 10th December, Wednesday at ~~10.30~~ 1.30 pm in the IQAC office. All the members are requested to attend the meeting.


Principal

8/12/2014

Agenda:

1. Discussion on IQAC National Seminar
2. Evaluation of Academic Performance
3. Other Matters.

1. Rev. Dr. Benny Sebastian (Principal) 
2. Dr. Antony Thomas (IQAC Co-ordinator) 
3. Rev. Dr. Joseph Ozhukayal (Vice Principal) 
4. Rev. Fr. Jose Varapuzha (Finance Administrator) 
5. Dr. Cyriac Joseph (External Expert)
6. Dr. Jollyanne Mathew 
7. Dr. Sujarani Mathew 
8. Dr. Babu Joseph 
9. Dr. A Jose 
10. Dr. Joykutty Joseph 
11. Ms. Stefany V. Sebastian 
12. Dr. Jini Thomas 
13. Fr. Johnson Joseph 
14. Mr. Mathew K.K. (Office Superintendent) 
15. Ms. Anmol Thomas (Librarian) 

Members Present:

1. Rev. Dr. Benny Sebastian
2. Rev. Dr. Joseph Ozhukayal
3. Rev. Fr. Jose Varapuzha
4. Dr. Antony Thomas
5. Dr. Sujerani Mathew
6. Dr. A. Jose
7. Dr. Jayakutty Joseph
8. Mr. Francis J. Sebastian
9. Mr. Mathew K.K.
10. Mr. Anand Thomas
11. Dr. Jini Thomas

AlapattJohnUthfor the

Minutes of the Meeting held on 10th December 2014.

The IQAC meeting started at 1:45 pm in the office room. The co-ordinator Dr. Antony Thomas began the session and informed everyone that the AQAR (of the last academic year) is ready to be submitted. He intimated the gathering that the next programme scheduled was the UGC sponsored National Seminar to be conducted this academic year.

The Date for the seminar was tentatively fixed for February 12, 13 2015. The topic of the seminar is 'Autonomy and Quality Assurance in Higher Education'. He exhorted the co-operation of all the IQAC members.

The Principal spoke of the unique merit of the college in hosting 5 national seminars in the academic year. He also suggested the keynote speaker of the seminar Dr. Anwar Higher Education Member Secretary.

Dr Joseph Ozhutayil spoke of the necessity to circulate a copy of the AQAR for the inspection of the heads of the Departments of the college.

Next, various committees for the seminar were constituted. The charges of the committees were given in the following manner:

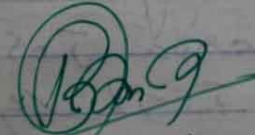
1. Programme Committee (Convenor) - Dr Babu Joseph & Dr. Jyothkutty Joseph
2. Reception - Ms. Stacey
3. Food - Dr. Jalyanne, Mr Mathew K.K.
4. Publicity - Dr. Jyothkutty & Ms. Leenamma Chirayil
5. Stage - Dr. Jini & Dr. A. Jose
6. Office - Dr. Sujarani, Ms. Anmol
7. Publication - Dr. Antony
8. Finance - Fr. Jose Varghese.

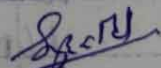
The Registration was fixed on Rs 100 for students and Rs 200 for teachers.

The meeting continued to make an evaluation of activities of the college and concluded that every dept should focus on: a) extension activity. b) Research Activities of teachers c) Alumni d) Future plan of Action

The meeting came to an end with a vote of thanks by the secretary Dr Sujarani Mathew.


Co-ordinator


Principal


Secretary

Notice

A meeting of 12 AC members and departmental coordinators is scheduled on Wednesday 4th February 2015, at 2.30 pm in the ~~the~~ New Seminar Hall. All the members are requested to attend without fail.

Mannanam.
3-2-2015

Babu
PRINCIPAL

1. Rev. Dr. Benny Sebastian
2. Rev. Dr. O. C. Joseph
3. Rev. Fr. Jose. Varapuzha
4. Dr. Antony Thomas
5. Dr. Balu Joseph
6. Dr. Jollyamma Mathew
7. Dr. Sujakani Mathew
8. Dr. A. Jose
9. Dr. Joyakutty Joseph
10. Ms. Stency V. Sebastian
11. Dr. Jini Thomas
12. Fr. Johnson Joseph
13. Ms. Mathew K-K
14. Ms. Anmol Thomas
15. Dr. Brijit Paul
16. Ms. Aparna Raj
17. Ms. Linta Maria Jose
18. Dr. Matthews. T. Thelley
19. Ms. Nisha Maria. E.G
20. Ms. Rinu Jose
21. Ms. Jency Francis

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22. Sijimol. C.G. Sijimol
 23. Ms. Stee. Lekshmi. R. Nair. Nair
 23. TINU VARGHESE
 24. Stency

Members present.

1. Aparna Raj AP
2. Dr. Jini Thomas Jini
3. Stency Francis Stency
4. Stency V. Sebastian Stency
5. RINU JOSE Rinu
6. Anirudh Thomas Anirudh
7. TINU VARGHESE Tinu
8. Fr. Johnson Joseph John
9. Dr. Babu Joseph Babu
10. Dr. Kalluvis T. Pully Kalluvis
11. Dr. A. Jose A. Jose
12. Rev. Fr. Joseph O.C. Joseph O.C.
13. Dr. Benny Sebastian Benny Sebastian
14. Fr. Jose Varghese Jose Varghese
15. Dr. Jollyamma Mathew Jollyamma
16. Dr. Sufarani Mathew Sufarani
17. Linka Maria Jose Linka Maria
18. Nisha Maria S.G. Nisha Maria
19. Sijimol. C.G. Sijimol
19. Dr. BRIGIT PAUL Brigit

Minutes of the Meeting

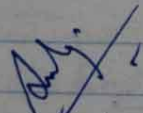
The meeting began at 2:45 with a silent prayer.
 The co-ordinator opened the discussion announcing the

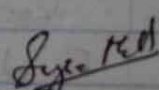
despatch of 350 brochures of the National Seminar to be conducted on 12th & 13th February. The different committees formed for the seminar spoke of the arrangement for the seminar.

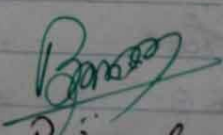
The Principal spoke of the need for combined effort to make the seminar a success. He said that autonomy is in the second phase of consideration by the govt. He added that it is opportune to conduct a seminar on the topic at present, as a number of enlightened people on the topic have been invited as resource persons for the seminar.

The discussion began with the participant list of the seminar finalised, as well as the Registration Fee details. It was suggested that the PRO should be entrusted with the media news.

The meeting concluded ~~same~~ ^{came} to an end with the reiterating the necessity for updating the website with the monthly details of each department. Fr Jose Varapuzha spoke of the practical aspect of the matter. The meeting concluded at 3.30 pm with a vote of thanks.


Co-ordinator


Secretary


Principal

Notice

A meeting of the IQAC Department Co-ordinators is scheduled to be held on Wednesday 18th February 2015 at 2:30 pm in the IQAC Office. All members are requested to attend the meeting without fail.

Agenda:

Application for Centre with Potential for Excellence
Other Matters.

Mannanam

16/2/2015

Principal

1. Rev. Dr. Benny Sebastian
2. Rev. Dr. O.C. Joseph
3. Rev. Fr. Jose Varguezha
4. Dr. Antony Thomas
5. Dr. Illyamma Mathew
6. Dr. Sujerana Mathew
7. Dr. Joyebethy Joseph
8. Dr. Bright Paul
9. Mr. Stacey V Sebastian
10. Mr. Aparamba Raj
11. Ms. Lenta Maria Jose
12. Dr. Mathews Thelley
13. Ms. Nisha Maria E.G.
14. Ms. Rina Jose
15. Ms. Jency Francis
16. Fr. Johnson Joseph

(P.T.O)

- 17 Mr. Sijamol C. G.
 18 Mr. Robin Varghese
 19 Dency Mathew
 20 Prof. John Thomas
 21 Jersey John
 22 Anthe C.
 23

For
 Pres.

Members Present:

- 1 Fr. Benny Sebastian
 2 Fr. Joseph C.
 3 Fr. Joe Clarapula
 4 Dr. Antony Thomas
 5 Robin Varghen P
 6 Dr. BRIGIT PAUL
 7 Dr. Jollyamma Mathew
 8 Fr. Johnson Joseph
 10 Linda Maria Jose
 11 Aparna Ray
 12 Jerry Francis
 13 Theja Joseph
 14 Rina Jose
 15 Jersey John
 16 Sijamol C. G.
 17 Dr. Sujarani Mathew
 18 Nisha Maria C. G.

For
 Pres.

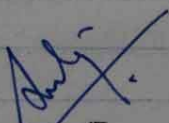
Minutes of the Meeting held on 18-2-2015-

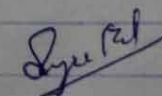
The meeting began at 2:30 with the Principal addressing the gathering. He said that with the help of the ICAC, the university has approved the proposal for the College with Potential for Excellence. He also commented that the Detail of the Departments have to be updated.

Anthony Sir opined that the meeting was convened to ensure the documentation of all certificates related to the application for CPE. The various documents needed for preparing the profile of the college was discussed - in order to prepare for the presentation to be made in Delhi.

Later discussions were held on the conduct of programmes in the college and the necessity for a proper structuring and budgeting of the activities.

The meeting concluded with a vote of thanks at 3:45 pm.


Co-ordinator


Secretary.


Principal