#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 22-07-2019 Time: 03.00 pm — 04.00 pm

**Venue: IQAC Office** 

Attendees: 12 (IQAC executive committee 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) Review on previous  NAAC visit  (2) Any other matter  (3) To constitute a committee review the previous NAAC visit and the committee has submit the report to the principal before 27/08/2019		(1) A four member committee (Dr.Sandhya.C, Dr.Jesty Thomas, Dr.Dhannya P Joseph and Prof.Amal Sharin TJ) was constituted and the committee submitted a detailed report to IQAC on 30/07/2019
	(2) To direct Departments/Cells/Clubs to submit AQAR 2018-19 by 05/11/2019	(2) Departments/ Cells/Clubs submitted AQAR in the stipulated time
	(3) To convene a meeting of Head of the Departments to communicate the decisions and to discuss on preparation for next NAAC assessment	(3) Meeting of Head of the Departments conducted on 27/08/2019
	(4) To honour Jen Jacob Juben B.Com first semeter student who saved a drowning house wife on 21/07/2019	(4) Honoured Jen Jacob Juben in a meeting held on 01/08/2019

The meeting ended at 04.00 pm. Members present

	-
Members Present	
•	and the second
2. Sijimel. C-G	SI
3. Amal Sharin T. J	There
4. Animal Thomas	Ano
5. Baby M Thomas	Port
6 Dr BR1615 PAIL	B
7. D. Ragu T.G	3
8 Starcy Schaffian	b
9 78 Johnson goseph	malal
10 Johnny Thomas	2 Doma Dona S
11. Dr. Jolganna Mathier	Inmarch
12. Dr. Antony Thomas	Subject 1
S Crannel with Carrocanner	

Dr. Antony Thomas Principal Dr. Mathews T Thelly IQAC Coordinator



#### INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 27-08-2019 Time: 03.00 pm - 04.15 pm

**Venue: New Seminar Hall** 

Attendees: 23 (Head of the Departments)

The meeting started at 03.00 p.m. 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. College Manager Rev. Fr. Scaria Ethirettu CMI presided over the meeting.

Agenda	Decision	Action Taken
(1) Discussion on the preparation for next NAAC assessment	<ul><li>(1) To proceed with the preparation of next NAAC visit</li><li>(2) To convene a personal meeting of Heads of the Departments with the Manager and IQAC members</li></ul>	(1) Personal meeting of Heads of the Departments with College Manager and IQAC members was held on 03/09/2019 in IQAC room. In the meeting HOD's gave their suggestions for improving the quality related to the assessment criteria and offered whole hearted support for the activities of the college

The meeting ended at 04.15 pm.

Members present

Members Present	
1. Dr Antony Thomas	,050
9. Ms. Sicimol. C.G	Cyrul
8 Stany Schaffer	etany
4. Jessey John	to the
4. Jessey John 5. Rinu Jose	of .
6 Dr. Joyakutz Joseps	7
7. Fr. Johnson Joseph	South_
G. Dr. Joyskuty Joseph 7. Fr. Johnson Joseph 8. Dr. Briget Paul	BL
a. Dr. Jalyamma Mather	Bu
Baky on Thomas	Don't
1 8 1 1)2	Oligians -
11. Aniska Rajas	11.0
19 Nulbu Jose	gray.
13. Agrimol Thomas	Aulty
14. Ambily K. Chandran	1 ma
15 Sange N.V	Sonot
16. Divga 8 Maix	"diys_
	Smith
Oli · Mathang	Smithalin
	CARE.
19. Martin Mathew	Cull .
22. Dugais	Ag A X
Aguil C Sam	) - H- 2011
Rev. Fr. Scaria Eth	ixelle CMI
22. Rev. Fr. Scaria Eth 22. Dr. Mathens T.	helly
23	
	30 42
Spanned with Cambinanner	

Dr. Antony Thomas Principal Dr. Mathews T Thelly

or. Mathews T Thelly IQAC Coordinator



### INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 04-09-2019 Time: 03.00 pm - 04.00 pm

**Venue: New Seminar Hall** 

Attendees: 33 (Head of the Departments and IQAC members)

The meeting started at 03.00 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		Dec	ision	Action Taken
(1) Discussion academic	on and	(1)	To strengthen the structure of IQAC	(1) Reconstituted IQAC
administrative matters	ana	(2)		(2) Conducted a faculty enrichment programme on NAAC parameters on 02/11/2019. During the programme, Fr.Johnson Joseph enlightened faculty members with psychological tips to ensure attention of students in class and
		(3)	To submit request for establishing K.E College as a Local Chapter of Swayam- NPTEL	in the next session Dr.S.V.Sudheer, Director, UGC HRDC, Kerala University, Thiruvananthapuram talked on NAAC parameters and preparation of SSR
				(3) In order to strengthen mentoring system in college, workshop on "Skills for Effective Mentoring" was conducted on 17/10/2019. Prof. Mathew Kanamala, HOD, Department of Social Work, St. Thomas College, Moolamattam served as the resource person. His inspiring session helped the mentors to develop innovative mentoring tools to promote mentee learning.
				4) Ms. Linta Maria Jose was selected as coordinator for establishing K.E.College as swayam local chapter. The request, for establishing Local Chapter of SWAYAM-NPTEL, submitted on 23 <sup>rd</sup> October 2019 and the same was sanctioned on 8 <sup>th</sup> November 2019 and K.E College got approval as a LOCAL CHAPTER of SWAYAM-NPTEL with LC ID:3286. Ms. Linta Maria Jose, has been nominated as the Single Point of Contact (SPOC) for the local chapter.

The meeting ended at 04.00 pm.

Members present

Members Present
1. Fr. Sough Olmkand Sup
& Dr. Antony Then &
3. Fr. Joby Joseph (g)
H. Rony Gresige
8 Dy Borest Pany Di
6 Dr. Smitha.s. Smith
J. Amal Shawin 7.5 Sturing
8. Dr. Sandhya.c ste
10. Jessey John Jet
10. Tessey John Jet
11 Anita 1. Manuel Ants
12. Anisha Rajan Dajanne
13 Jenny Francis
14. Signol CG and
15 RIMU JOJE
11. Tim Thomas F
The state of the s

P	Dr Ligaran Mathew	- &
18.	Grega Mohas	- Quiji
19.	Nisha Maria E.G.	- Shapp
20.	78. Johnson Joseph	July
21	Barry M. Thomes	Don't
22	Shinoj Mathens	elegaling.
23	martin Mathew	Chart.
24.	Agrimof Chanas	(Ari
28	Dr. Sr. Gerry Goseph.	er Serry
26	BeepasS	Oron 5
27	Boninga N.V	J.S. T.
28.	Navarny, Raju	
29	Dr. Ancykutty Sosoph	6/
30 -	Dr. Raju. TS	7
31.	Dalling of Thilly	Preside
22,	Da. Jalyamma Maltrew	- maly
		CANI
33.	Rev. Pr. Scarla Ethirettu	

Dr. Antony Thomas Principal

Dr. Mathews T Thelly

**IQAC** Coordinator



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 16-10-2019 Time: 2.45 pm - 3.30 pm

**Venue: New Seminar Hall** 

Attendees: 23 (IQAC department coordinators)

The meeting started at 2.45 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) AQAR 2018-19	(1) To submit departmental AQAR by 05/11/2019 and to submit report on categorization of slow and advanced learners	(1) Departmental AQAR and report on categorization of students submitted in stipulated time.
(2) New format of AQAR	(2) To forward new format of AQAR to department coordinators	(2) New format of AQAR forwarded to coordinators and directed to follow the new format

The meeting ended at 03.30 pm.

Members present

Dr.

Nembers Present

I Dr. Antony Thomas

& Fr. Joby Joseph Mukale |

3. Dr. Antony Nathews T Thelly

4. Dr. Sollyamma Mathew

5. Dr. Sandhya C.

6. Dr. Rinu Jose

7. Ms. Tijo Nathews

8 Amal Slavir To

9 Deepa Mary Joseph

10 Psupad Summy

II Elizabeth Chandy

II. Anish Kumaaps

13. Syimal Co

14. Sanoraa K.S

15. Kaulishe Hiellt

16. Anisha Rafan

17. Anisha Rafan

18. Divya S Mais

19. Suph. S

19. Suph. S

10. Divya S Mais

10. Divya S Mais

11. Divya S Mais

12. Anisha Rafan

13. Syimal Co

14. Divya S Mais

15. Anisha Rafan

16. Divya S Mais

17. Divya S Mais

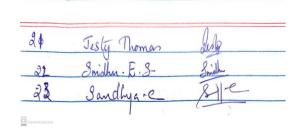
18. Divya S Mais

19. Divya S Mais

19. Divya S Mais

19. Divya S Mais

Dr. Antony Thomas
Principal



Dr. Mathews T Thelly IQAC Coordinator



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 21-10-2019 Time: 10.00 am - 11.00 am

**Venue: IQAC Office** 

Attendees: 13 (IQAC members)

The meeting started at 10.00 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) Discussion on	(1) To entrust NAAC	(1) The NAAC Coordinator presented the review
activities needed	Coordinator Dr.	report before executive members in the meeting
for quality	Sandhya. C to	held on 23/10/2019 and in staff meeting held on
improvement	present review of	24/10/2019.
	previous NAAC visit	The suggestions and recommendations during
	to executive	the presentation were pointed out to
	members and then in	department IQAC coordinators in a meeting held
	staff meeting	on 25/10/2019.

The meeting ended at 11.00 am.

Members present

Members Present Rini Jose

Dr. Antony Thomas Principal

Dr. Mathews T Thelly

**IQAC** Coordinator



## **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 28-10-2019 Time: 2.00 pm - 4.00 pm

**Venue: IQAC Office** 

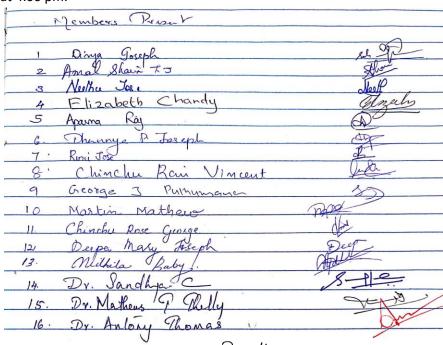
**Attendees: 16 (Cell/Club Coordinators)** 

The meeting started at 2.00 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) Discussion on	(1) To orient the activities	(1) The activities of cells/clubs complied with the
strategies for	in the direction of	decision as evidenced by their reports
improvement of the	student/community	
activities of	welfare	(2) Dr.Deepa Mary Joseph, Assistant Professor in
cells/club		Botany was entrusted with the responsibility to
	(2) To apply for sanction	apply for Bhoomithra sena club. The application
	of Bhoomithra Sena	was sent to Directorate of Environment & Climate
	Club in the college	Change, Thiruvananthapuram, Kerala on
		11/09/2019

The meeting ended at 4.00 pm.

Members present



Dr. Antony Thomas
Principal

Dr. Mathews T Thelly IQAC Coordinator



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 05-11-2019 Time: 10.30 am - 12.30 pm

**Venue: IQAC Office** 

**Attendee: 12 (IQAC Executive 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) Approval of joint- secretary and criteria members for the next NAAC	<ul><li>(1) To appoint Rev.Fr.Xavier C.S as joint secretary of IQAC</li><li>(2) To approve the List of criteria members for the next NAAC assessment period.</li></ul>	<ul><li>(1) Rev.Fr.Xavier C.S was appointed as joint secretary of IQAC</li><li>(2) Approved the List of criteria members for the next NAAC assessment period</li></ul>
assessment period (2) Measures to improve NAAC Score	(3) To entrust Criteria leaders to execute the suggestions/recommendations by IQAC and to meet the class teachers for proper implementation of the suggestions	(3)Criteria leaders took steps to ensure proper implementation of the decisions taken by IQAC

The meeting ended at 12.30 pm.

Members present

Nembers Present

I. Dr Antony Thomas

2. Fr. Joby Joseph Mukalel

3. Dr. Mathews T Thelly

4. Dr. Sandhya C.

5. Animal Thomas

6 Sijimol. C. G.

7 Dr. Dhanaye P. Joseph

8 71. Johnson Joseph

9 Changl TM

10. Rowy Gresege

11. Dr. Johnson Malhed

12. Fr. Xavier CS

Dr. Antony Thomas Principal

Dr. Mathews T Thelly IQAC Coordinator



#### INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 16-01-2020 Time: 11.30 am – 12.30 pm

**Venue: IQAC Office** 

Attendee: 18 (IQAC members and criteria leaders)

The meeting started at 11.30 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) IQAC initiatives'	(1) To conduct intercollegiate student's	(1) KE fest Zephyr was conducted from
	fest as a IQAC initiative	19/02/2020 to 20/02/2020. 13
(2) Collection of		colleges across Kerala participated in
curriculum feedback	(2) To improve library facilities	the event
from stakeholders		(2)
	(2) To the control of the book	(2) Library augmented with
(2) Conduct of Clobal	(3) To improve activities related to best	323 text books and provided training with stipend to B.LiSc students from
(3) Conduct of Global Alumni meet 2020	practices	other institutions
Alumini meet 2020	(4) To collect curriculum feedback from	
	various stake holders through online	
	forms	blood donors club was honoured
		by medical college, Kottayam as
	(5) To constitute committees for the	the best unit for giving maximum
	smooth conduct of Global Alumn	
	meet 2020	of medical college. The staff
		student fraternity actively
		involved in covid 19 pandemic
	(6) To submit a proposal for NAAC	prevention measures
	sponsored National Seminar	(5) Collected curriculum feedback
		from various stake holders through
		online mode during the month of
		February, March and April 2020,
		analyzed and necessary action
		taken
		(6) The committees were constituted
		and it functioned effectively for the
		smooth conduct of Global Alumni
		meet on 26/01/2020
		(7) Submitted a proposal to NAAC for
		(7) Submitted a proposal to NAAC for conducting National Seminar on
		15-03-2020
		15-03-2020

The meeting ended at 12.30 pm.

Members present

Members Present
1. Dr. Antony Thomas & Dhi
2. Fr. M. Joby Joseph Con
3. Fr. Xavier (3
4. Dr. Mathews 7 Thelly telly
5. Dr. Sandhya C.
6. Ms. Indu Peter Indu
7. Dr. Razin Radhalushoan
Jency Francis
I for Johnson Joseph! Sister.
10 Stancy, Sebasian Stancy
11. Coincy Lukese V my
12 Jest Thomas Tulk
13. Dr. Rini Jose
14. Do. Smithe. S. Smith
18. Do. Dhannya P. Joseph 807
16. Dr. Raju. T.G
7. Mercy Mothers. The
18. Nicha Marie F.G. Alland
4

Dr. Antony Thomas Principal

Dr. Mathews T Thelly IQAC Coordinator



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 25-02-2020 Time: 02.00 pm - 03.00 pm

**Venue: IQAC Office** 

Attendee: 13 (IQAC members)

The meeting started at 02.00 p.m. 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) Learning outcomes	(1) To Assess the learning outcomes	(1) Steps were taken to assess the learning outcomes
<ul><li>(2) Institutional Management System</li><li>(3) College Website</li></ul>	<ul><li>(2) To implement Institution Management software</li><li>(3) New college website</li></ul>	_

The meeting ended at 03.00 pm.

Members present

Members Present

1) Dr. Antony Thomas

2) Fr. Joby Joseph Mukalel

3) Fr. Joseph Ozhukayıl

A) Frepkaviex C3

5) Dr. Sandhya C

6) Dr. Jollyamme Malhon

7) Nicha Haria 5.6.

8) Syrimol CG

4. Tushy Thomas

10. Dhenny P. Joseph

11. Janimel Thomas

12 Dr BRIGIT PAUL

13. Or Hartheys Filluly

11. Or Hartheys Filluly

11. Or Hartheys Filluly

12. Or Hartheys Filluly

13. Or Hartheys Filluly

14. Or Hartheys Filluly

15. Or Hartheys Filluly

16. Or Hartheys Filluly

17. Or Hartheys Filluly

18. Or Hartheys Filluly

19. Or Hartheys Filluly

10. Or Hartheys Filluly

11. Or Hartheys Filluly

12. Or Hartheys Filluly

13. Or Hartheys Filluly

14. Or Hartheys Filluly

15. Or Hartheys Filluly

16. Or Hartheys Filluly

17. Or Hartheys Filluly

18. Or Hartheys Filluly

19. Or Hartheys Filluly

19.

Dr. Antony Thomas Principal

Dr. Mathews T Thelly IQAC Coordinator

Mr. Tijo Mathews Secretary

41



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 12-03-2020 Time: 10.30 a.m - 12.30 pm

**Venue: IQAC Office** 

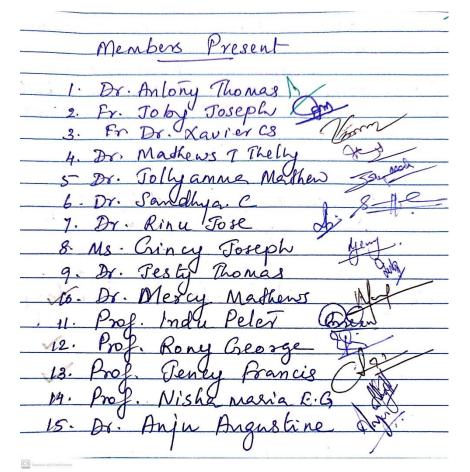
Attendee: 15 (IQAC members and criteria leaders)

The meeting started at 10.30 a.m. 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) Discussion on academic activities (2) Collection of Student Satisfaction Survey (3) Mentoring and Value-added programmes (5) To direct departments to submit action plan to IQAC by 31-03-2020 (6) To have more collaborations (7) To ensure participation of students in various academic bodies/cells/clubs (8) Collection of Student Satisfaction Survey and feedback from stakeholders through online mode	(1) Due to covid pandemic unable to comply with physical fitness check (2) Revised policy framework (3) Guidelines for conducting fest formatted (4) ED club initiated its activities by providing students the opportunity to a. Have interaction with successful entrepreneurs, b. Industrial visit c. Fest of skills d. Online quiz etc. (5) Action plan was submitted by departments in the stipulated time (6) Initiated collaborations with various institution (7) Ensured the participation of students in various academic bodies/cells/clubs (8) Student Satisfaction Survey and feedback from stakeholders were collected in May 2020, analyzed and necessary action taken (9) Mentoring wing effectively monitored the mentoring process in the college

The meeting ended at 12.30 pm.

Members present



Dr. Antony Thomas Principal

Dr. Mathews T Thelly IQAC Coordinator



### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 18-03-2020 Time: 2.00 pm - 4.00 pm

**Venue: IQAC Office** 

Attendee: 10 (IQAC members)

The meeting started at 2.00 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) New Website (2) NAAC related matters	<ul> <li>(1) To entrust matters related to new website to web site committee comprising Prof.         Jobin Varghese P and Prof. Tijo Mathew     </li> <li>(2) To assign IQAC Coordinator to follow up on value education</li> </ul>	<ul> <li>(1) Web site committee initiated the activities related to web site. During the meeting IPSR group ( website provider) presented their design</li> <li>(2) Revised syllabus of value education programme was successfully implemented in the college.</li> </ul>

The meeting ended at 4.00 pm.

Members present

Members Present

1. Dr. Antony Thomas
2. Fr. Joby Joseph
3. Fr. Dr. Kavier. C.S
4. Dr. Madhews Thelly
5. Dr. Sandhya. C
6. Dr. Jollyamma Madhew Jose
7. Dr. Rinke Jose
8. Prof. John. Vasahese P
9. Prof. Tijo Madhews
10. Fr. Dr. O. C. Joseph

Dr. Antony Thomas
Principal

Dr. Mathews T Thelly IQAC Coordinator



#### **INTERNAL QUALITY ASSURANCE CELL**

Date of meeting: 20-03-2020 Time: 10.45 am - 11.45 am

**Venue: IQAC Office** 

**Attendee: 20 (Head of the Departments)** 

The meeting started at 10.45 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) Academic Matters	(1) To create KE College YouTube channel	(1) Created YouTube channel on 01/05/2020
	(2) To conduct Academic and Administrative Audit	(2) Academic and Administrative Audit scheduled on 22-09-2020
	(3) To constitute a committee for implementation of ICT tools for teaching and	(3) A committee consisting of Prof. Tijo Mathews, Prof. Nisha Maria E.G, Prof. Deepa Mary Joseph and Mr.
	learning	Jacob Antony constituted to facilitate ICT enabled teaching and learning

The meeting ended at 11.45 am.

Members present

1. Dr. Anlony Thomas
2. Fr. Joby Joseph Mukalel
2. Fr. Joby Joseph Mukalel Jurin. 3. Dr. Fr. Xavier CS
4. Dr. Mathews. T. Thelly
5. Dr. Sandhya. c
6. Dr. Jollyamma Mathew Santo
7. Dr. Rivu Jose
g- Bases S
9. Dr. Gr. Serry Soseph Lauratal 84. Serry
10 Aprilla J. Manuel Mall
11 Stoney Sebustian Stancy
12. Dr Lujarani Mathor
13. Dr. Rinie Jose
14. Sijimol. C-G
15. Jollyamma Malhead
16 Dapa Mary Joseph Dest
IT EUZABETH ALEXANDER South
18. Srceja Mohan Sur
19. Etyo Malbens
20. Dharrya P. Joseph

Dr. Antony Thomas Principal mary 16

Dr. Mathews T Thelly IQAC Coordinator

