

**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 08-06-2021 Time: 02.30 pm – 03.30pm

Platform: Google Meet

Attendees: 5 (IQAC core committee members)

The meeting started at 02.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

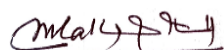
Agenda	Decision
(1) AQAR 2020-21	(1) Discussed AQAR 2020-21 and decided that departments should send monthly reports of all activities to IQAC
(2) Faculty Enrichment Programme	(2) Organize faculty enrichment programme based on the revised AQAR in June 2021
	(3) Conduct training programmes for non-teaching staff members

The meeting ended at 3.30 pm.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier Cheeramthara
2. Dr. Mathews T. Thelly
3. Dr. Sandhya C.
4. Dr. Jollyamma Mathews
5. Dr. Renu Jose



Dr. Mathews T. Thelly
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



KURIAKOSE ELIAS COLLEGE MANNANAM,KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 11-06-2021 Time: 03.00 pm – 04.00 pm

Platform: Google Meet

Attendees: 16 (IQAC core committee members, criteria team members, and DQAC coordinators)

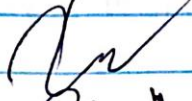
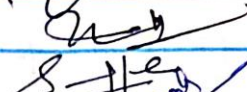
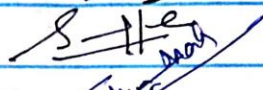
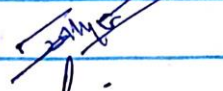




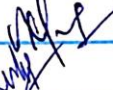
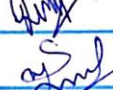
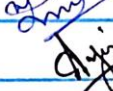
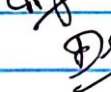
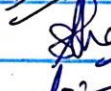
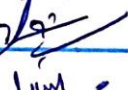
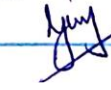

The meeting started at 03.00 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

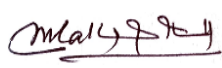
Agenda	Decision
(1) AQAR 2020-21	(1) Ensure the participation of faculty members in webinars related to NAAC conducted by various agencies (2) Conduct programmes in departments in association with government agencies and NGO's (3)Ensure enrollment of all UG and PG students in certificate courses (4) Conduct more placement-oriented training programmes for students (5) Organize more IQAC initiative programmes (6) Conduct more professional development programmes for faculty and non-teaching staff members

The meeting ended at 04.00 pm.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier C.S. 
2. Dr. Mathews T. Thelley 
3. Dr. Sandhya C. 
4. Dr. Jollyamma Mathews 
5. Dr. Rina Jose 
6. Dr. Dhannya P. Joseph 
7. Ms. Nisha Maná E. G. 
8. Dr. Ranjini Radhakrishnan 
9. Dr. Mercy Mathews 
10. Dr. Jesty Thomas 
11. Ms. Sijimol C.G. 
12. Dr. Anju Augustini 
13. Ms. Deepa Mary Joseph 
14. Ms. Amal Shanin T.J. 
15. Ms. Jenny Francis 
16. Ms. Gincy Lukose V. 



Dr. Mathews T. Thelley
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 26-07-2021 Time:3.30 pm– 5.00 pm

Platform: Googlemeet

Attendees: 5 (IQAC core committee members)

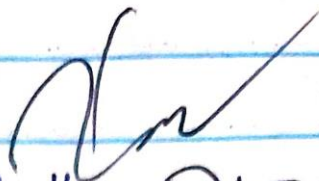

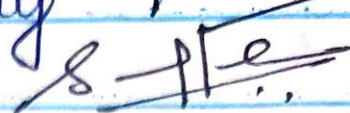
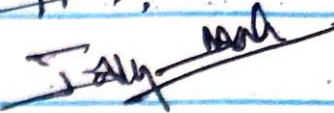
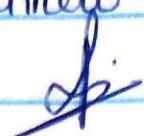
The meeting started at 03.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

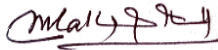
Agenda	Decision
(1) Discussion of MoU with Marian College, Kuttikanam	(1) Dr. Mathews T. Thelly, IQAC coordinator was entrusted to prepare MoU with Marian College, Kuttikanam
(2) Collection of additional data required for the website	(2) collection of additional data required for the website to be collected at the earliest from the departments concerned (3) Include the youtube channel link in the external link menu on the website (4) Include organogram and PTA in the website
(3) FDP	(5) Organize FDP in collaboration with MGU- Stride in December 2021
(4) AQAR 2020-21	(6) Departments should submit AQAR 2020-21 and supporting documents to criteria leaders on or before 30 September 2021
(5) Monthly Report	(7) Monthly report of all the activities organized by departments to be sent to IQAC by DQAC.

The meeting ended at 5.00 pm.

Members present

Scanned copy of members present in IQAC register.

1. Fr. Dr. Xavier C.S. 
2. Dr. Mathews T. Thelley 
3. Dr. Sandhya C. 
4. Dr. Jollyamma Mathew 
5. Dr. Rini Jose 



Dr. Mathews T. Thelley
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 01-10-2021 Time: 10.00 am– 10.45 am

Venue: Principal's Office

Attendees: 4(IQAC core committee members)

The meeting started at 10.00 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

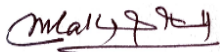
Agenda	Decision
(1) Quarterly report of department activities	(1) Fr. Siju Edasseryparambil CMI was assigned the duty to assist IQAC and to monitor ERP and Website. (2) Quarterly report of all the activities of departments to be sent to IQAC. The first quarterly report is to be sent on or before 10 th October 2021.

The meeting ended at 10.45 pm.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier C.S. ✓
2. Dr. Mathews T. Thelly ✓
3. Dr. Sandhya C. ✓
4. Dr. Rini Jose ✓



Dr. Mathews T. Thelly
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 13-09-2021 Time: 3.00 pm – 4.30 pm

Venue: IQAC Office

Attendee: 7 (IQAC members)

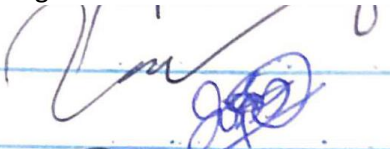
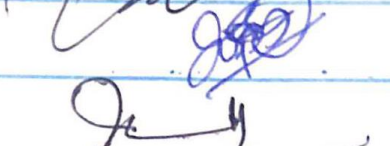
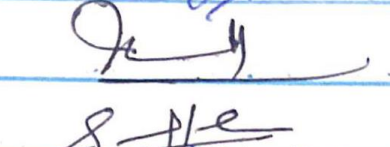
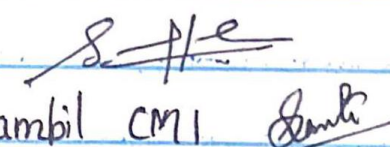
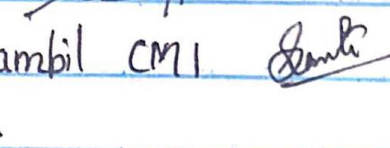


The meeting started at 3.00 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

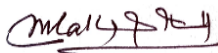
Agenda	Decision
(1) Activities of the academic year 2021-22	(1) Convene a meeting with the NIRF committee to discuss NIRF ranking (2) Programme code for all UG and PG programmes to be created by criteria I in consultation with IQAC. (3) A meeting of core committee members is scheduled on 15/09/2021 and 17/09/2021 at 2.30 pm to finalise the checklist for various criteria (4) Convene a criteria-wise meeting to discuss the checklist and ensure that all details are included in AQAR.

The meeting ended at 4.30 pm.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier C.S. 
2. Fr. Biju Thomas 
3. Dr. Mathews T. Thelly 
4. Dr. Sandhya C. 
5. Fr. Siju Edasseryparambil CMI 
6. Dr. Renu Jose 
7. Ms. Shamal T.M. 



Dr. Mathews T. Thelly
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 15-09-2021 Time: 2.30 pm – 04.45 pm

Venue: IQAC Office



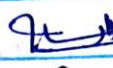
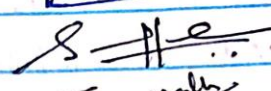
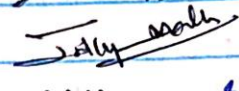



Attendee: 8 (IQAC core committee members)

The meeting started at 2.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved.

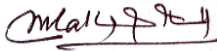
Agenda	Decision
(1) AQAR 2020-21 and finalise checklist of criteria 1 and 2	(1) To include name of course, duration , syllabus , name and contact details of the course coordinator in the brochure of certificate courses (2) class teachers should ensure that students pursue internship programmes (3) Report of categorization o students to be submitted to IQAC. (4) to extend library working hours after consultation with librarian (5) to submit mentoring report to IQAC on or before 15 th November 2021

The meeting ended at 04.45 pm.

Members present

1. Fr. Dr. Xavier C.S. CMI 
2. Fr. Biju Thomas CMI 
3. Dr. Mathews T. Thelley 
4. Dr. Sandhya C. 
5. Dr. Jollyamma Mathew 
6. Fr. Siju Edasseryparambil CMI 
7. Dr. Rini Jose 
8. Mr. Shamal T.M. 





Dr. Mathews T. Thelley
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 17-09-2021 Time: 2.30 pm – 4.00 pm

Venue: IQAC Office

Attendee: 8 (IQAC core committee members)

The meeting started at 2.30 pm. Dr. Mathews T. Thelly, IQAC Coordinator welcomed the members present. The Minutes of the previous meeting was approved as is:

Agenda	Decision
(1) AQAR 2020-21 and finalise checklist of criteria 3 and 4	<ul style="list-style-type: none">(1) The Research Committee of the college should create a Research Action Plan aimed at motivating departments to seek financial support for their research endeavors from both government and non-governmental organizations.(2) Every department should conduct at least one seminar on IPR, Research methodology , Entrepreneurship development every year. The report of the seminar/ workshop is to be submitted to IQAC on or before February 2022.(3) More activities are to be planned under UBA and SCSREC schemes.(4) Discuss the progress of Barcode ID cards for students , media room and language room facilities with the Bursar of the College.(5) Teachers should encourage students to apply for more scholarship from NGO's(6) Every department should conduct at least one career guidance seminar in each academic year.(7) Maintain a register of students appearing for various competitive examinations(8) Convene a meeting on 20-09-2021 at 4.00 pm to discuss Merit Day Celebrations.

The meeting ended at 4.00 pm

Members Present

Scanned copy of members present in IQAC Register

1. Fr. Dr. Xavier C.S.

Xavier

2. Fr. Biju Thomas CMI

Biju

3. Dr. Mathews T. Thelley

Thelley

4. Dr. Sandhya C.

Sandhya

5. Dr. Jollyamma Mathew

Jollyamma

6. Fr. Siju Edasseryparambil CMI

Sanju

7. Dr. Rini Jose

Rini

8. Mr. Shamal T.M.

Shamal

Mathews T. Thelley

Dr. Mathews T. Thelley
IQAC Coordinator

Xavier

Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 20-09-2021 Time: 10.30am –11.30am

Venue: IQAC Office

Attendee: 8(IQAC core committee members)

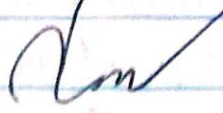







The meeting started at 10.30 am. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved as is.

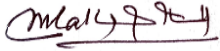
Agenda	Decision
(1) ERP	(1) Complete the data entry of first year degree students in ERP on 24-09-2021 (2) Include certificate courses/ value education courses and category of the students in ERP (3) The ERP website link, along with the respective user names and passwords, has to be sent to the students in the ERP system on 22-09-2021

The meeting ended at 11.30 am.

Members present

Scanned copy of members present in IQAC register

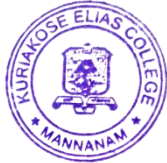
1. Fr. Dr. Xavier C.S. 
2. Fr. Biju Thomas CMI 
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4. Dr. Mathews T. Thelley 
5. Dr. Sandhya C. 
6. Dr. Jollyamma Mathew 
7. Dr. Rina Jose 
8. Mr Robert M.P. 



Dr. Mathews T. Thelley
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 05-11-2021 Time: 10.30am – 11.30 am

Venue: IQAC office

Attendee: 10 (IQAC Core committee members)

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

Agenda	Decision
(1) ERP	(1) Include separate dashboard for Heads of the Departments in ERP to display department time table, attendance for each day (2) Include option to edit attendance by the respective class teachers (3)Provide wifi access to use ERP where there is no network coverage. (4)Schedule ERP training for faculty members on 08/11/2021 ,09/11/2021 and 10/11/2021

The meeting ended at 11.30am.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier C.S. *Xm*
2. Fr. Biju Thomas CMI *Biju*
3. Fr. Siju Edasseryparambil CMI *Sanku*
4. Dr. Mathews T. Thelley *Thelley*
5. Dr. Sandhya C. *Sandhya*
6. Dr. Jollyamma Mathew *Jollyamma*
7. Dr. Rini Jose *Rini*
8. Mr. Shamal T. M. *Shamal*
9. Noble Davis *Noble*
10. Robert MP *Robert*

Mathews T. Thelley

Dr. Mathews T. Thelley
IQAC Coordinator

Xavier C.S.

Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 09-11-2021 Time: 3.30 pm – 4.30 pm

Venue: IQAC office

Attendee: 7(IQAC core committee members)

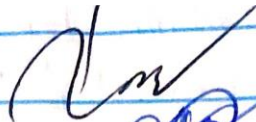




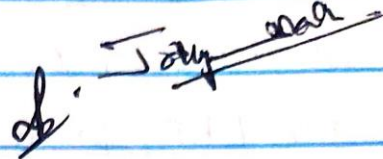

The meeting started at 3.30 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting were approved.

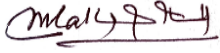
Agenda	Decision
(1) Merit Day Celebrations (2)Orientation Programme for first year PG students	(1) To conduct merit day celebrations to honour MG University Rank Holders 2021 on November 19,2021 in the New Seminar Hall at 11.00 am (2) Invite Dr. Varghese K. Cherian , Syndicate Member MG University and Principal, St. Joseph's Training College, Mannanam as the chief guest of merit day celebrations. (3) Conduct induction programme for first year post-graduation students on 18/11/2021 at 1.45 pm in the college auditorium (4) Invite Dr. Jose James, Assistant Professor St.Joseph's College Moolamattom as the resource person for the induction programme.

The meeting ended at 4.30 pm.

Members present

Scanned copy of members present in IQAC register

1. Fr. Dr. Xavier C.S. 
2. Fr. Biju Thomas 
3. Fr. Siju Edasseryparambil CMI 
4. Dr. Mathews T. Thelley 
5. Dr. Sandhya C. 
6. Dr. Jollyamma Mathew 
7. Dr. Renu Jose 



Dr. Mathews T. Thelley
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



KURIAKOSE ELIAS COLLEGE MANNANAM, KOTTAYAM
INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 02-12-2021 **Time: 03.30 pm – 4.45 pm**

Venue: IQAC office

Attendee: 8 (IQAC core committee members)

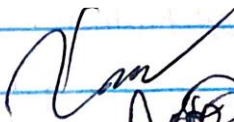
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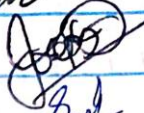
Agenda	Decision
(1) Submission of AQAR 2020-21	(1) Submit data and documents of activities for the period 1 st June 2021 to 31 st December 2021 to the respective criteria in the prescribed format on or before 09/12/2021
(2) TPR 2020-21	(2) Convene a meeting of DQAC and criteria leaders on 03/12/2021 at 03.00 pm in the New Seminar Hall to discuss submission of AQAR 2020-21
(3) Participation of teachers in FDP	(3) Ensure the participation of all faculty members in FDP (4) Provide soft copy of TPR 2020-21 to all teachers


The meeting ended at 4.45 pm.

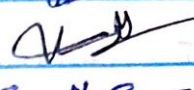
Members present

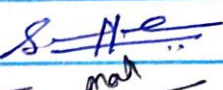
Scanned copy of members present in IQAC register

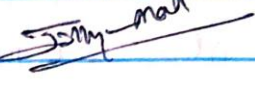
1. Fr. Dr. Xavier C.S. 

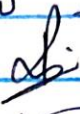
2. Fr. Biju Thomas CMI 


3. Fr. Siju Edasseryparambil CMI 

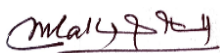
4. Dr. Mathews T. Thelly 

5. Dr. Sandhya C. 

6. Dr. Jollyamma Mathew 

7. Dr. Rini Jose 

8. Mr. Shamal T.M. 



Dr. Mathews T. Thelly
IQAC Coordinator



Fr. Dr. Xavier C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 03-12-2021 Time: 3.00 pm – 4.15 pm

Venue: New Seminar Hall

Attendee: 21 (DQAC members and Criteria leaders)

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

Agenda	Decision
(1) Submission of AQAR 2020-21	<ul style="list-style-type: none">(1) Submit data and documents of activities for the period 1st June 2021 to 31st December 2021 to the respective criteria in the prescribed format on or before 09/12/2021(2) Increase the number of scholarships for students(3) Students and faculty members have to increase the usage of library and inflibnet facilities(4) Teachers without Ph.D. Degree have to register for Ph.D. programme(5) Faculty members have to publish at least one book or book chapter(6) Departments should conduct extension activities

The meeting ended at 4.15 pm.

Members present

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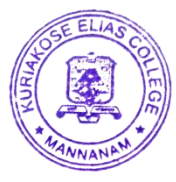
- | | |
|-------------------------|--------------------|
| 1. Fr. Dr. Xavier. C.S | <i>[Signature]</i> |
| 2. Dr. Sandhya.C | <i>[Signature]</i> |
| 3. Neethu Jose | <i>[Signature]</i> |
| 4. Sunu Ann Thomas | <i>[Signature]</i> |
| 5. Divya S Nair | <i>[Signature]</i> |
| 6. Aparna Ray | <i>[Signature]</i> |
| 7. Rose Mary N.J. | <i>[Signature]</i> |
| 8. Anamol Thomas | <i>[Signature]</i> |
| 9. Chinchu Rani | <i>[Signature]</i> |
| 10. Simple Mathew | <i>[Signature]</i> |
| 11. Dr. Mejo Jose | <i>[Signature]</i> |
| 12. Christina Alex | <i>[Signature]</i> |
| 13. Geory Francis | <i>[Signature]</i> |
| 14. Chinchu Rose George | <i>[Signature]</i> |
| 15. Deepa Mary Joseph | <i>[Signature]</i> |
| 16. Meetha George | <i>[Signature]</i> |
| 17. Gincy Lukose | <i>[Signature]</i> |
| 18. Shamaal T.M | <i>[Signature]</i> |
| 19. Jibson Mathew | <i>[Signature]</i> |
| 20. Vivek.S | <i>[Signature]</i> |
| 21. Dr. Sridhar. E. S. | <i>[Signature]</i> |

[Signature]

Dr. Mathews T. Thelley
IQAC Coordinator

[Signature]

Fr. Dr. Xavier. C.S.
Principal



**KURIAKOSE ELIAS COLLEGE MANNANAM,
KOTTAYAM**

INTERNAL QUALITY ASSURANCE CELL

Date of meeting: 10-01-2022 Time: 03.45 pm –4.15pm

Venue: IQAC office

Attendee: 8 (IQAC core committee members)

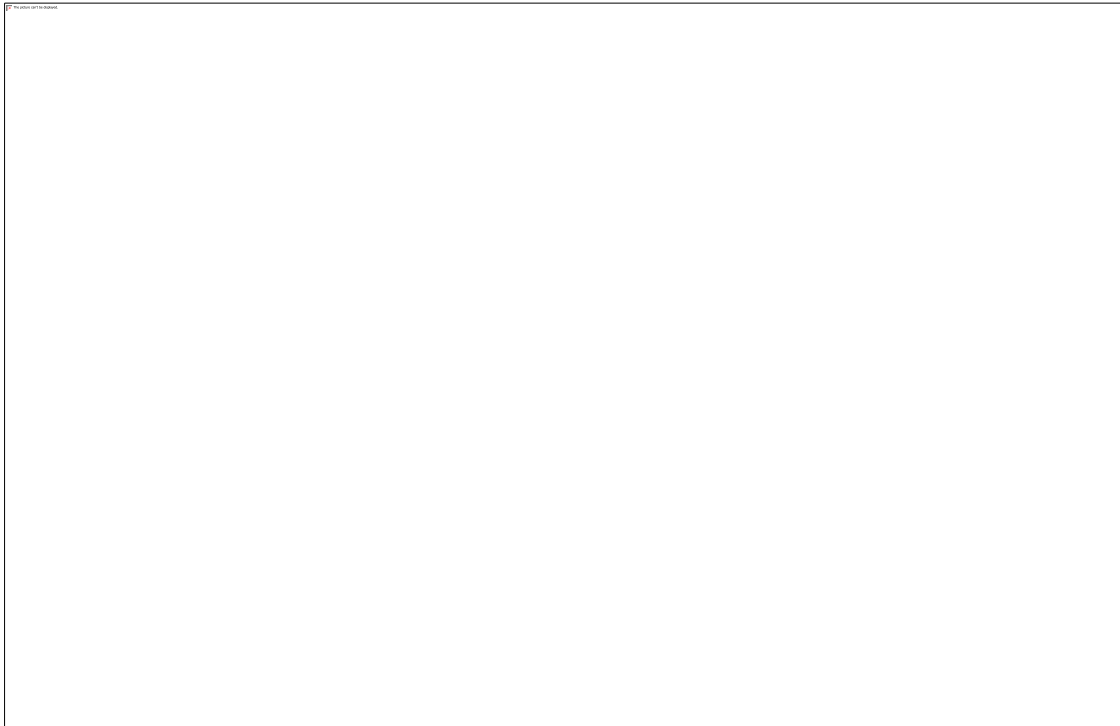
The meeting started at 3.45 pm. Dr. Mathews T. Thelly, IQAC coordinator welcomed the members present. The minutes of the previous meeting was approved.

Agenda	Decision
(1) Submission of AQAR 2020-21	(1) Time schedule for uploading AQAR 2020-21 was finalised

The meeting ended at 4.15 pm.

Members present

Scanned copy of members present in IQAC register



Mathew T. Thelly

Dr.Mathews T. Thelly
IQAC Coordinator

Fr. Dr. Xavier C.S.

Fr.Dr.Xavier.C.S.
Principal

