

IQAC MINUTES OF MEETING (2018-19)

St. Michael's College, Cherthala

Internal Quality Assurance Cell

Meeting 1: Minutes of the meeting held on 4th June 2018

Agenda

- Submission of detailed project report of RUSA
- Seminars and Workshops for the academic year
- Enrichment Programme for the academic year
- Orientation Programme for 1st year students

The meeting commenced at 10 am in the Seminar Hall. Dr. Mathew V., Principal and Chairman of IQAC, welcomed the members. As the first meeting for the academic year all of the internal members of the IQAC were present for the meeting.

Dr. Mathew V. – Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Beena James - Department of Chemistry

Smt. Liya Jose M. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

After the welcome address discussions were held as per the agenda for the meeting. Dr. Antony Kuriakose P., co-ordinator RUSA thanked each and every department for co-operating in the preparation work of the detailed project report of RUSA. He informed the members that the detailed report is to be submitted online on 18th of June and the hard copy of the same to the office in Thiruvananthapuram on the next day. Sri. Riju Gregory, coordinator IQAC asked the members in each of the department to chalk out the scheduling of various seminars and workshops to be conducted in the academic year. Dr. Mathew V. informed the members that elaborate preparation was made by the NCC unit of the college for the Environment day observance on the campus on the next day. Dr. Antony P. J. invited all the members for the seminar on 'Plastic Waste Management' to be organised on the 13th of June. Dr. Teny David informed the members that the NSS unit in

association with the Medical College, Alappuzha was to organise a Blood Donation Camp on the 11th of June.

This was followed by discussions on the preparations for the 'Yoga Day' to be jointly organised by the NCC and NSS units on June 21st. Smt. Patricia Robin requested the co-operation of all the members for the 'Reading Week Celebrations' commencing on the 25th of June. Dr. Mathew V. asked the members to organise more sessions for quality enrichment. Sri. Riju Gregory clarified that a team was to be deputed for attending the coming 'Edu-Conclave' on 29th of June at Ernakulam. After discussions Smt. Liya Jose, Department of Chemistry was given the task to identify four Post graduate students to attend the programme and to coordinate them for the same. Sri. V. J. Joseph, the administrative staff member informed that he got a call from a local school asking whether any scholarships would be provided for the students. Dr. Mathew V. informed that as usual the 'Indian Jeeva Karunya Trust' has sought permission and co-operation from the teaching staff for providing scholarships for school students in the Alappuzha District. He informed that tentatively the date was given for the programme on the 29th of June. Dr. Mathew V. asked the members to depute a team for preparation of the the orientation programme for the freshers. He informed that tentatively the classes for 1st Degree students would be starting from the 6th of July. If that the case it was decided to conduct the orientation programme from the 9th of July with a combination of 'General Induction' and department specific orientation. After discussions Sri. Sam Johnson coordinator CGPC, was given the responsibility to conduct the orientation programme for the freshers. Sri. Riju Gregory asked the members to maintain the activities calendar properly and to also maintain the records of various activities done for the past three years. The meeting came to an end after a cup of tea.

Meeting 2: Minutes of the meeting held on 20th July 2018

Agenda

- Enrichment Programme for Students
- Seminars and Workshops by various departments
- Independence Day Celebrations
- Placement Drive for students

The meeting commenced at 3 pm in the Seminar Hall. Sri. Riju Gregory, Coordinator, IQAC, welcomed the members. The following members of the IQAC were present for the meeting.

Dr. Mathew V. -Principal

Sri. Riju Gregory - Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Beena James - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

After the welcome address the coordinator asked the members for furnishing the details in regard the activities to be done for students before the 1st term is over. Dr. Teny David told the members that a three day Nature-Edu Camp was planned for degree students tentatively from the 29th of July. He asked support from all the departments for the same. Dr. Mathew V. suggested that such a programme is to be supported to instil values and creating a new generation of nature lovers. He appreciated Dr. Teny David for taking the initiative. Dr. Antony P. J., informed the members that the department of Zoology in association with PADDY, Ernakulam was planning to organise a workshop for popularising SCUBA diving. He informed that training would be provided to the participants with very meager costs. All the members appreciated the initiative. Smt. Patricia Robin then informed the members that the Women Cell has planned to conduct an awareness programme for 1st degree students on the importance of breast feeding. She told that the initiative was taken with talks held with ICDS officials and tentatively the date for the same was fixed to be on the 2nd of August. She also thanked all the members for providing cooperation for the 'Reading Week' celebrations. Sri. Riju Gregory asked the members to bring in proper coordination between CGPC and the various departments for improving campus visits by companies. Sri. Sam Johnson informed that the leading job providers were still depending on city based campuses and to break the trend lots of effort was to be put in. Even though the case he informed that the CGPC had planned to conduct two campus recruitment initiatives in the 1st semester itself. The first one was planned for 30th July, the ICICI recruitment drive and another one on Thursday 2nd of August by Riverland Cruises. Sri. Riju Gregory asked the administrative staff members whether they have planned for initiatives regarding any skill upgradation. Sri. V. J. Joseph informed the members that Sri. Vineeth is to attend training sessions at Thiruvananthapuram, in regard changes that have taken place in PF accounts. Dr. Mathew V. asked the members to plan accordingly for Independence Day Celebrations. After elaborate discussions it was decided by all the members that the Independence Day Celebrations was to be jointly organised by the NCC, NSS and Women Cell Units.

Meeting 3: Minutes of the meeting held on 3rd September 2018

Agenda

- Flood Relief Camp
- Quality Improvement Programme for Students
- Assistance to talented students in sport

The meeting commenced at 3 pm in the Seminar Hall. Sri. Riju Gregory, IQAC Coordinator welcomed the members and discussions followed as per the agenda. The following members of the IQAC were present for the meeting.

Dr. Mathew V. –Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Beena James - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin - Librarian

Smt. Priya Antony - Technical Staff

After the welcome address Dr. Mathew V., Principal, offered thanks to each of the departments, clubs and the college office for the timely help offered for the smooth conduct of the Flood Relief Camp for the 2000 plus people from Kuttanad area in the Alappuzha District. He told that both the teaching as well as administrative staff contributed for the same. As contributions from other quarters poured in voluntarily some of the staff members residing nearby offered their whole time to the management of the camp, he continued. He also thanked the NSS and NCC units for their added support. Dr. Manoj P. department of Chemistry, informed that some of their planned activities were to be rescheduled due to the days lost due to the flood relief camp. Sr. Riju Gregory informed that he had interacted with various departments to reschedule their activities and to find out a way to carry out all of the quality improvement activities for the students. Dr. Antony P. J., department of Zoology, said that their department had rescheduled the field visit for the students of 2nd and 3rd degree students to CMLRE to a new date on the 25th of September. Sri. Sam Johnson informed that the one day training for students 'Light it Up', was rescheduled to September 28th. Dr. Teny David informed the members that there was no change for the 'Two Day Orientation Camp' for fresh NSS volunteers and as per the scheduled it was to begin from the 29th of September. Dr. Manoj P. informed the members that the 'Visit to the VSSC Space Museum', for the students in Chemistry, was rescheduled to the 10th of October. Sri. Riju Gregory informed the members that interactions with the Physical Education department, both with the faculty and students, stressed the importance of providing financial and other adequate support for students participating in various competitions at the university, state and national levels. Sri. Hari U. said that the students for the weightlifting championships have got a good chance of winning the medals at the university and state levels. Dr. Mathew V. opined that already support was provided for their training and further support would be provided for participation in such events in association with the PTA. Sri. Riju Gregory asked all the departments to plan and organise various social outreach programme for the local populace. The meeting came to an end at around 4.30 pm.

Meeting 4: Minutes of the meeting held on 11th October 2018

Agenda

- Honoring the Winners in Kerala University Weightlifting Championships
- Social Outreach Programme
- Mid-Term Review DST-FIST
- WWS and SSP Programme

The meeting commenced at 3 pm in the Seminar Hall. Dr. Mathew V., Principal welcomed the members and discussions followed as per the agenda. The following members of the IQAC were present for the meeting.

Dr. Mathew V. –Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Beena James - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Dr. Teny David - Department of Botany

Sri. V.J. Joseph - Administrative staff

After the welcome address Dr. Mathew V., Principal, informed the members that two of the students in BA Economics Ms. Sreekutty S. P. and Ms. Aswathy C. had won gold medal in Kerala University weightlifting championships. He also told that in the same championships Mr. Ajay James of the same department had won the silver medal. He congratulated the department of Physical Education and the department of Economics for the achievements. Dr. Teny David informed the members that Ms. Vindhuja P. S. of the second year BSc Zoology was selected for Pre Republic Day Camp at Bangalore. All the members congratulated both the NSS team and the student for the achievement. Dr. Mathew V. asked the members to chalk out plans for the social outreach activities of the various departments. Dr. Manoj P. informed the members that the department of Chemistry was planning to conduct 'ChemWonders', a visit to the Chemistry Lab to be arranged for the local students doing their higher secondary, to make them aware about the important possibilities for pursuing a degree in Chemistry. He informed that tentatively this visit was scheduled to be on the Monday, 15th of October. Sri. Hari U. informed the members that the department of Commerce was planning to conduct a one-day field visit cum study tour for the 1st year B Com students to the Mararikulam Beach area on the 25th of October. Sri. Riju Gregory informed that the mid-term review meet of DST-FIST was scheduled to be at RAMADA, Alappuzha on the 27th of October. After discussions it was decided that both Dr.

Mathew V. and Dr. Manoj P. would attend the review meeting of DST-FIST. Dr. Beena James, department of Chemistry informed the members that on the 30th, the students doing

the final year MSc Chemistry were planning to visit the Department of Applied Chemistry, CUSAT. Dr. Antony Kuriakose P. of the department of Economics asked about the implementation of Walk With the Scholar (WWS) and Scholar Support Programme (SSP) in the college. Dr. Mathew V. informed that he has received the list of identified students from the conveners Dr. Dwajam D. B. and Sri Joseph Libin. He urged all the members to have a committed effort for implementation of such programme. Dr. Dwajam D. B. said that the fund for both WWS and SSP would be released by the government soon. After further discussions the meeting came to an end.

Meeting 5: Minutes of the meeting held on 30th October 2018

Agenda

- IQAC Seminar on the RAF and the Re-accreditation Process
- Regular Study Centre of IGNOU
- Gender Sensitisation on the Campus
- Skill Addition Programme
- IQAC Team's Visit to the Departments

The meeting commenced at 10 am in the Seminar Hall. Sri Riju Gregory, coordinator IQAC, welcomed the members. The following members of the IQAC were present for the meeting.

Dr. Mathew V. –Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

After the welcome address discussions were held as per the agenda for the meeting. Sri. Riju Gregory informed the members that he has got a lot of queries regarding the new accreditation process from the faculty of various departments. Dr. Antony Kuriakose P. opined that a one day session for the faculty of the college briefing the complete procedure would be beneficial and most of the members also raised the similar requests. Dr. Mathew V. asked the IQAC coordinator to arrange a session for the faculty at the earliest. Sri Riju Gregory opined that a session on RAF and the New Accreditation process can be arranged on the same week if needed and after discussions tentatively it was decided to conduct on the first week of November. The coordinator also promised

that another session with a former peer team member of NAAC would be arranged in the same academic year. Dr. Mathew V. said that after assuming the office he has often got many requests from the local populace for starting some genuine programme for working people, especially during the weekends. This would be beneficial for the management, staff and the people around, if the institution was able to provide certificate, diploma, degree and PG programs. After the initial search for validity of such distant learning programs, the quality and benefit of the programs offered by IGNOU, revered even across the globe was the only choice. So he asked the members to entrust someone to study the viability and put up a proposal for the same to the Regional Study Centre, Kochi. After elaborate discussions Sri. Hari U. of the department of Commerce was assigned the duty for the same. Sri. Hari U. told the members that he would study about it and contact the regional office and discuss the possibility of conducting a one day counselling session by the IGNOU officials at the earliest. Next, as per the agenda, discussions were on to conduct a gender sensitization programme on the campus. Smt. Patricia Robin informed the members that the women cell were already in discussions with some of the experts in the field and the cell was planning to conduct the same on the 3rd week of November. The Principal and all the members offered full support for the same. As per the next item in the agenda discussions were on to conduct skill addition programme. Dr. Manoj P. suggested that a continuous tie-up with state ASAP programme was needed for the benefit of the students. Sri. Sam Johnson, convenor, CGPC informed that CGPC in association with PMKK was planning to conduct an awareness programme and already contacted Sri. Pavan Thomas, the resource person for the awareness programme. Sri. Riju Gregory informed the members that the departmental visits would be conducted by the IQAC on 27th of November and asked the departments and clubs to maintain and update all the files and presentations in that regard. The meeting concluded after a while.

Meeting 6: Minutes of the meeting held on 28th November 2018

Agenda

- Campus Visit of Staff and Students of King's College London
- Seminar/ Invited Talks for Students
- IQAC Team's Second Phase of Visit to the Departments

The meeting commenced at 3 pm in the Seminar Hall. Dr. Mathew V., Principal and Chairman of IQAC, welcomed the members. The following members of the IQAC were present for the meeting.

Dr. Mathew V. –Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Beena James - Department of Chemistry

Smt. Liya Jose M. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

After the welcome address the first topic of discussion was the announced campus visit by the staff and students of King's College, London on the 4th of December. Dr. Mathew V. informed the members that he had already got their official request and the departments would cooperate with the slight changes needed for the interactions with the staff and students in the various departments. He continued that the team was expected to spend most of the time during the morning session and some time in the afternoon session. All of the members offered their sincere support for the interactive session and agreed that students would be split into different teams to accommodate the visitors and also to have a proper interaction exposure with the international students. Next in the agenda was to discuss the various academic as well as co-curricular seminars and invited talks to be organised for the students. Dr. Manoj P. of the department of Chemistry informed the members that he received the official communication sanctioning the visit of 27 postgraduate students in Chemistry to IIT Chennai, on the 14th of December. Dr. Mathew V. congratulated the department and offered the necessary assistance if needed. Dr. Teny David told the members that the Lapwing nature club was to organise a wildlife expedition to Shendurney Wildlife Sanctuary located in the Kollam district, with 40 students on the 15th of December. All the members congratulated and supported the expedition. Smt. Patricia Robin informed the members that the Women Cellin association with the department of Women and Child Development was to organise its next seminar on the 11th of December. All the members congratulated the Women Cell members and offered their support for the programme. Sri Riju Gregory informed the members that as they already knew, the visit of the IQAC to the various departments and clubs on the 27th of November could only cover some of the departments and the remaining departments and clubs would be having the visit on a next date possibly on the 15th of January 2019. The date was set tentatively according to him because, of the uncertainty of the availability of the Principal for the visit. He informed that all the remaining departments and clubs would prepare themselves for the same any date from the proposed date. Dr. Teny David asked the support of the members for the 7 day NSS Annual Camp beginning from the 25th of December. All the members offered their full support and after a cup of tea the meeting came to an end.

Meeting 7: Minutes of the meeting held on 4th January 2019

Agenda

- Rifle Club of Alappuzha on the Campus
- Extension Activities by departments and clubs
- Civil Service Awareness among Students

The meeting commenced at 3 pm in the Seminar Hall Dr. Antony P. J. department of Zoology welcomed the members. The following members of the IQAC were present for the meeting.

Dr. Mathew V. –Principal
Sri. Riju Gregory – Coordinator
Dr. Antony Kuriakose P. - Alumni Representative
Dr. Manoj P. - Department of Chemistry
Sri. Hari U. - Department of Commerce
Dr. Beena James - Department of Chemistry
Smt. Liya Jose M. - Department of Chemistry
Dr. Antony P.J. - Department of Zoology
Dr. Dhvajam D.B. - Department of Physics
Sri. Sam Johnson - Department of English
Dr. Teny David - Department of Botany
Smt. Patricia Robin – Librarian
Sri. V.J. Joseph - Administrative staff
Smt. Priya Antony - Technical Staff

After the welcome address Dr. Mathew V. informed the members that the management had informed him of the possibility of a tie up with Alappuzha Rifle Association to proceed with the starting of a Rifle Club on the campus. He expressed that the proposed facility would provide the training for aspiring students free of cost and would also open up another added advantage for placements, related to law and order services. He continued that tentatively the foundation stone laying would be done on the 27th of January by the honorable minister for Public Works, Sri. G. Sudhakaran. All the members were really excited to know this and expressed hope that everything went smoothly and the facility would be functioning at the earliest. After the initial discussion on this next the coordinator asked the members to inform the members about the various activities that have planned for the remaining part of the academic year. He informed them that as some of the faculty have expressed their inconvenience for the proposed IQAC team's visit on the 15th, a new schedule would be discussed for the same. After the discussion it was decided that on the 29th of January the second leg of the visit might be conducted. After this discussion Dr. Teny David informed the members that the college NSS Unit had planned to conduct an awareness session for students in regard drug abuse in association with the Excise department office, Chengannur. Dr. Antony P. J. informed the members that the Bio-Diversity Board had contacted and sought permission to conduct a seminar and create a Bio-Diversity Club on the campus. Smt. Liya Jose told the members that the AICUF was to organise a one day seminar by the famous social worker Ms. Daya Bai remembering the victims of endosulfan use. All the members supported the initiative taken by the AICUF. As the next item in the agenda discussion moved on, in regard, creating an awareness among students to take the Civil Services Exam seriously. Most of the members were of the opinion that the students were really shy when they tried to talk about cracking the civil services exam. After discussions Sri. Sam Johnson was given the charge to identify a team to provide a Civil Service Awareness Programme for the students. After further discussions it was decided to conduct before the end of January. The meeting came to an end after a while.

Meeting 8: Minutes of the meeting held on 5th February 2019

Agenda

- Honoring Dr. Mathew V. Elected to Kerala University Senate
- Seminars and Workshops for students
- Training Assistance for Students Kerala University Youth Festival
- IQAC Seminar by a Peer Team Member

The meeting commenced at 10 am in the Seminar Hall Sri. Riju Gregory coordinator IQAC welcomed the members. The following members were present for the meeting.

Dr. Mathew V. –Principal

Sri. Riju Gregory – Coordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Sri. Hari U. - Department of Commerce

Dr. Beena James - Department of Chemistry

Smt. Liya Jose M. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Dr. Dhvajam D.B. - Department of Physics

Sri. Sam Johnson - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

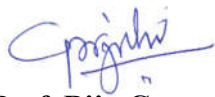
Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

Smt. Tessy Lalachan - External Member

Immediately after the welcome address the coordinator congratulated Dr. Mathew V. the newly elected member to the Kerala University Senate. He opined that the cooperation from all of the faculty proved fruitful for the same. The coordinator specially mentioned the name of Dr. Antony Kuriakose P., department of Economics for ably getting the support from other colleges as well. Next it was Dr. Mathew V.'s turn. He thanked all the members for their sincere support and promised that he would do his best in regard safeguarding academic interests of the college as well as the university. He also personally thanked Dr. Antony Kuriakose P. for the result. Next the coordinator asked the members to elaborate on the academic activities for the rest of the academic year. Smt. Patricia Robin informed that the college library was to organise an outreach programme to the Anganwadi No. 54, of Cherthala South Panchayat on 6th of February. All the members congratulated her for the activity. Dr. Antony Kuriakose P. informed that the department of Economics was to conduct a state level seminar by Dr. Tharian George on the 20th of February. Dr. Manoj P. followed and told that the department of Chemistry was to organise a national seminar tentatively on the next day. All the members supported and congratulated both of them. Sri. Hari U. department of Commerce informed the members that the preparations for the Kerala University Youth Festival was underway and there

was every chance of winning big this time around due to the talented students like Sarun Raveendran and Neeraj and also for the sincere practice put out by the drama group. The principal said that as in the previous years, sincere support would be provided in association with the college PTA. The coordinator informed the members that he has contacted Prof. Harry Cleetus, retd. Principal, St. Albert's College, Ernakulam and the former Peer Team Member NAAC, for a one day orientation for the teaching faculty in regard preparations for the re-accreditation process. He told the members that tentatively the date was given by the resource person on the 21st March 2019. He thanked all the members for their sincere cooperation and support provided for the various activities of IQAC in the academic year and requested them to save the date for the IQAC seminar. After some amicable sharing of thoughts the meeting came to an end.



Prof. Riju Gregory
IQAC Coordinator



Dr. Mathew V.
Principal

