

St. Michael's College, Cherthala

(Re-accredited by NAAC with 'A' Grade)

Internal Quality Assurance Cell

Minutes of the IQAC Meetings



Internal Quality Assurance Cell (IQAC), 2022-23

St. Michael's College, Cherthala

IQAC Meeting 1

Date: 27-06-2022

Venue: Conference Room, Bishop Peter Memorial Block

Agenda

1. Welcome the newly joined faculty to the Michael's IQAC fraternity
2. Revise and finalize the membership within each committee (Criterion-wise)
3. IQAC News Letter
4. Envision better functioning of macro units, especially the various departments
5. Spread awareness among members regarding collecting data in the proper/prescribed format
6. Proper documentation with supporting documents
7. Moot proposal for renovation of the college website

Members Attended

1. Dr. Sindhu S. Nair (Principal and Chairperson)
2. Dr. Manoj Parameswaran (Coordinator)
3. Fr. Nelson Thaiparambil (Manager)
4. Dr. Teny David
5. Ms. Smisha
6. Mr. Joseph Libin K.L.
7. Mr. Sam Johnson
8. Dr. R. Rajesh
9. Ms. Cindrella Treesa D.
10. Ms. Crissy Nicholas
11. Dr. Patricia Robin
12. Ms. Betty Merin Eapen
13. Dr. Seena Kurian
14. Sr. Mary Gracy A.M.
15. Mr. Prem Vineeth M. Eresseril
16. Dr. Beena James
17. Dr. Vimsy Geo

Minutes

The first IQAC meeting of the academic year commenced at 11 am at the conference room with a silent prayer. Dr. P. Manoj, the newly designated coordinator of the IQAC addressed the members and requested the best of efforts for the efficacious and fructifying functioning of the committee which would positively result in the cherished vision of the college, most specially, in securing a sparkling 'A++' during the forthcoming NAAC Accreditation process. The principal, along with the members, lauded the Recognition of the Chemistry Department as an approved Research Centre by the University of Kerala. The Head of the Department of Chemistry, Dr. Manoj Parameswaran (IQAC Coordinator) took the honour and presented the feat as an accomplished milestone, which, in its turn,

should inspire the rest of the departments to function systematically with a vision. The coordinator briefed on the constitution of the IQAC which has been divided into six groups, in accordance with the six criteria pertaining to the NAAC. The proper documentation of the college activities and events was highlighted and repeatedly mandated by the coordinator that would be decisive in many realms, especially, when it comes to the new and refurbished college website which is informed to be in its technical making process, indeed, another long cherished goal of SMC.

Sri. Sam Johnson (Dept. of English) who was formerly in charge of the college website and now heading the Criterion V of the IQAC, shared his experience regarding the difficulty in getting the required data in its proper format from each and every department and hence suggested representation of all the departments within the committees. The coordinator expressed his concern but pointed out the practical difficulty in such a huge representation. However, the following changes and additions were made according to the magnitude of workload and the prior experience of the faculty. Also, representation of the college office was also proposed and executed in all the committees, without exception.

The coordinator suggested starting the work for the quarter and promised that, if needed, there would certainly be the timely addition of new members to each criterion. The criterion heads and members were encouraged to retrieve and make optimum use of the data already collected by the former heads and members. A very important instruction regarding keeping record of the events was made by the coordinator, that is, after every event, the brochure, a short report and geotagged photos should be forwarded to the IQAC without fail. An orientation-cum-induction programme was informed to take place on the 28th and 29th of June, for the newly joined faculty. The brochure was duly circulated among the HoDs concerned. Academic Planning should be systematically and efficiently executed at the department level and an annual evaluation of the same would be strictly carried out towards the end of the academic year.

As a move towards enhancing transparency and responsibility, the criterion-wise constitution of the IQAC would be published within the college handbook, this academic year onwards. Some grievances and suggestions were voiced by the faculty regarding the infrastructure, especially about assuring internet connectivity, need for LED display notice boards and revamped campus hygiene and the coordinator has promised to look into and channelize these to the authorities concerned so that immediate steps would be taken. Representing the non-teaching/technical staff, Mr. Prem Vineeth spoke to everyone about the dire need to use electronic gadgets especially computers, with utmost care and caution. Dr Teny David was concerned about the difficulty/risks associated with the use of PCs/laptops on the professional platform. Also, there was a voiced need to have printers within each and every department. The coordinator has agreed to take up the issue seriously and promised to update the developments in the Whatsapp group. Feasible suggestions were offered by Dr. Seena Kurian (Hindi) and Mr. Abin Albert (Economics) for the productive materialisation of the 'Clean Campus, Green Campus' goals and were asked to proceed with the follow-up as well. The Coordinator, towards the end of the session, informed the members of the need to conduct regular meetings to ensure proper working of the system

The session was dispersed on a positive note and exhortation to work together as a harmonious team, towards achieving the cherished goals of the institution.

Next Meeting: A college level meeting was proposed to be conducted on the 7th of July 2022.

IQAC Meeting 2 (Criterion Meeting)

Date: 30/06/2022

Venue: Conference Room

Agenda:

1. The first meeting of the newly constituted Criterion Committees
2. Briefing of the various criterion heads
3. The mode of functioning of each criterion
4. Explanations to queries and discussion

Attendees

1. Dr. Sindhu S. Nair (Chairperson)
2. Dr. Manoj Parameswaran (Coordinator)
3. Dr. Teny David
4. Ms. Smisha
5. Mr. Joseph Libin K.L.
6. Mr. Sam Johnson
7. Dr. R. Rajesh
8. Ms. Cindrella Treesa D.
9. Ms. Crissy Nicholas
10. Dr. Patricia Robin
11. Ms. Betty Merin Eapen
12. Dr. Seena Kurian
13. Sr. Mary Gracy A.M.
14. Mr. Prem Vineeth M. Eresseril
15. Dr. Beena James
16. Dr. Vimsy Geo
17. Sr. Mary Grace
18. Mr. Maxon

Minutes

The first meeting of the IQAC with the various Criterion Committees commenced with a silent prayer at 10.30 am. After the introductory-cum-welcome address by the principal, the IQAC coordinator, Dr. Manoj Parameswaran introduced the heads and members who constitute each criterion committee. This was followed by a brief round of criterion introduction by the respective criterion leaders. The coordinator explained and underscored the need for a sincere and systematic effort by each cell that would definitely help the institution perform well, at its best during the forthcoming NAAC visit that is duly followed by the submissions of AQARs and the SSR. The institution expects and wishes for the visit to happen by the end of 2023 and therefore, the members are requested to put in the best of their calibre and everyone responded to the same with a promising round of ovation. The

coordinator enquired about the sufficiency of each committee in number and constitution, with regard to the bulk to handle, every team seemed to be contended and agreed to proceed with the work at the earliest. However, all agreed to intimate the authorities in case of any kind of inadequacy or obstacle during the course of work.

With the gentle reminder of the General Body scheduled to be convened on the 7th of July, the meeting got wrapped up by 11.30 am.

IQAC Meeting 3 (General Body)

Date: 7/8/2022

Venue: Fenicio Digital Seminar Hall

Agenda:

1. Presentation of the various criteria and right orientation pertaining to the data collection and documentation.
2. Fixing and informing the deadlines
3. Planning and scheduling the internal as well as external mock-visits
4. Explanations to queries and compiling acceptable suggestions

Attendees

The entire Teaching and Non-Teaching Staff of the college, presided over by the Principal and monitored by the IQAC Coordinator

Minutes

The general body, as scheduled, commenced at 2pm, with a silent prayer. The Principal Dr. Sindhu S. Nair addressed the audience and extended a warm welcome. Sincere and systematic preparation for the upcoming IQAC internal Visit was solicited. This was duly followed by the IQAC coordinator's address and the prime stress was laid on the documentation of the AQAR and the desirably earnest work behind that. At the outset, every department was requested to prepare and submit the academic and activity calendar at the earliest. Also, the dire need to envision a productive plan for the smooth and transparent conduct of Internal Examination and Add-on Courses was voiced and suggestions collected. Data and documents were requested for the time-bound compilation of the first IQAC Newsletter of the academic year.

Moving towards the core topic, coordinator proceeded with the seven criteria of NAAC documentation based on which is to be prepared the AQAR and the supporting documents, and there would be qualitative as well as quantitative heads under each criterion. Criterion 1 mandates data and documents pertaining to the Academic Calendar, the conduct of Internal Exams, Value Education and finally, the successful running of Add-on Courses for which the brochure, time schedule and the attendance statements too are to be promptly updated. Another aspect of great importance is the student-parent-alumni feedback, that is to be collected from the college level and a Feedback Committee would be constituted soon to execute the survey and sort out the results. Criterion 2 focuses on the teaching-learning reforms that are initiated and followed for the welfare and academic excellence of the students. All those innovative reforms that lay focus on advanced as well as slow learners, Remedial coaching, Peer- teaching, Mentoring, Student- fulltime teacher ratio, Internal Exam Cell, Internal Exam grievance cell, No. of students enrolled and no. of those enrolled as reserved category, etc are the various pertinent aspects and figures that come under this

criterion in particular. Also, followed by the conduction of the Student Satisfaction Survey, the link to the same need to be updated in the college website too.

Criterion 3 charts and documents Research Development and extension activities. The various heads include the number of teachers as research guides, number of research projects undertaken, number of workshops and seminars conducted, number and details of publications in UGC CARE journals, Book chapters, papers published in national/international conference proceedings, Awards and recognitions for extension activities, No. of extension/outreach programmes, and functional MoUs. Criterion 4 highlights the IT and ICT enabled teaching initiatives and feats. Campus WiFi, Automated library and ICT enabled teaching tools etc are strictly and efficiently monitored and reformed. Also other capacity building and life skills facilities, for example, a fully functioning gym and other services pertaining to Health, Fitness and Hygiene. Criterion 5, 6, and 7 were given a quick and brief sum up and these would be covering up the no. of students benefitted for clearing competitive exams, job interviews, Institution infrastructural facilities and progress, and continued best practices.

With the hope and exhortation to work hard, the meeting came to closure by 4 pm. The next meeting is informed to happen on the 5th of August, most probably, in the online mode.

IQAC Meeting 4 (Online)

Date: 05/08/2022

Platform: Google Meet

Agenda:

1. Plan of action for the current academic year
2. Add-on Course
3. Mentoring
4. First IQAC internal visit to Departments/Clubs etc
5. AQAR 2021-22
6. Any other relevant matter approved by the chair

Attendees

1. Dr. Sindhu S.Nair (Principal)
2. Dr. P. Manoj (IQAC Coordinator)
3. Dr. Antony Kuriakose (Vice Principal)
4. Dr. Seena Elizabeth
5. Dr.P.J. Antony
6. Dr. Pearl Augustine
7. Mr. Hari. U
8. Mr. Binil K.P.
9. Dr. Anna Mini
10. Dr. Vimsy Geo
11. Dr. Beena James

Minutes

Meet proceedings began with the coordinator's address and presentation of agenda in a nutshell. The Principal was requested upon to take over and through the short speech that followed, Dr. Sindhu S. Nair briefed about the agenda, the need for proper documentation with meticulous adherence to the proper format (AQAR) that fitly justifies the division of criteria among the faculty. NAAC visit is quite definitely to be expected in 2023 and a focused and determined effort from each and every department is solicited. There will be better infrastructural facilities, one more research department (Commerce) in the immediate future and there is every right for us to hope for the best results if we are ready to put in the best. The new IQAC room is all set to start functioning from the very next session onwards. CLMC-CBCSS too has been allotted a room duly furnished with a system along with WiFi connection and a printer.

The coordinator Dr. Manoj Parameswaran took over and opened discussion on each agenda. Regarding the plan of action for the academic year, each criterion committee is reminded to continue and progress with their allotted tasks. The next in the agenda was to fix guidelines for the Add-on courses and a prolonged and active discussion followed and Mr. Hari U. (Coordinator, Add-on Course Programmes), Dr. Manoj Parameswaran (Coordinator, IQAC), Dr. Sindhu S. Nair (Principal), Dr. Antony Kuriakose (Vice Principal), Dr. Seena Elizabeth, Dr. Mini P.A., Mr. Binil K.P. and Dr. Pearl Augustine (CBCSS Coordinator) voiced their suggestions and valuable opinions. It was agreed to run the 30 hrs add-on courses during the period, September to January and will be offered to the semester five students. Attendance to the same should be made compulsory and the internals and exams should be conducted, completed and certificates issued in a time-bound manner. Every department is requested to submit the estimate cost of running the add-on courses so that, the fee to be collected from the students could be fixed reasonably. However, a tentative amount of Rs. 500/- got fixed.

The next agenda was mentoring and it was informed that the college Mentoring Cell would be publishing list of mentees for teachers to start the Mentoring sessions for the academic year, at the earliest. Every department is entrusted with the task of sorting out the back files of Mentoring during the last five academic years, starting from 2018. The coordinator intimated the members of the IQAC internal visits to the various departments and the need to hurry up with the preparations. Also, the deadlines for the submission of AQAR and SSR are also hinted at. In order to discuss the next agenda, Dr. Pearl Augustine, (Coordinator, CLMC- CBCSS) took over and spoke about the guidelines and tentative dates of the upcoming internal exams that are to strictly follow the University Exam Pattern. However, as many teachers voiced their concern over portions yet to be covered, it was decided to shorten the exam duration from 3hrs (University Model) to 1 ½ hrs.

The next agenda being the College Website Data Collection, all the department heads are requested to compile and submit the data (Teachers' Profiles, Photos, Activity Calendar) from their respective departments, at the earliest. With a brief vote of thanks by the IQAC Coordinator, the meet proceedings ended by 12 pm.

IQAC Meeting 5

Date: 09/11/2022

Venue: IQAC Room

Agenda:

1. Report of the Internal Visit and Discussions
2. Academic Audit
3. AQAR
4. Preparation of SSR
5. Any other relevant matter approved by the chair

Attendees

1. Dr. Sindhu S. Nair (Principal)
2. Fr. Nelson Thaiparambil (Manager)
3. Dr. P. Manoj (IQAC Coordinator)
4. Dr. Pearl Augustine
5. Dr. Seena Elizabeth
6. Mr. Binil K.P.
7. Dr. Sreedhar P. Nair
8. Dr. Patricia Robin
9. Mr. Hari U.
10. Dr. Vimsy Geo
11. Sr. Mary Grace
12. Mr. Prem Vineeth

Minutes

As scheduled, the meeting was arranged in the renovated IQAC Room and commenced at 11.40 pm. Dr. Manoj Parameswaran, the IQAC Coordinator, set a befitting beginning by briefing the agenda of the meeting. The Principal, then, addressed the members and voiced her impression of the internal Departmental visits conducted during the previous week. Though the performances were not up to the expected level, she expressed that in a positive manner, focusing on the lots of ways through which improved results can be achieved during the next visit itself. The coordinator took the proceedings forward, adhering to the proposed agenda. The primary stress fell on the feedback regarding the first internal visit conducted by the IQAC to various departments. The overall impression seemed to be a mixed one. Certain departments were well-equipped with the data and could organize the presentations very well. But certain other departments revealed the need for more focused effort and coordination. The proposal for a second internal visit (before the previously charted external visit) was subsequently put forward.

There was a suggestion that a common template would be formed and circulated among the departments from the institution-level by the IQAC. This would prove to be an efficacious step in ensuring uniformity. The suggestion was ruled out to be infeasible by the chair as the data possessed and to-be processed by the departments, in itself, lacks uniformity. Also,

the exact problem was found to be not with the presentation or the lack of data, but the uncertainty regarding the proper insertion/documentation of the same under appropriate heads. The Coordinator cited the example of Criterion 2.3.1, wherein the various Student-Centric Methods related to Teaching-Learning Evaluation are mandated to be incorporated. The title might appear to be vague but here, the various common events like Association Activities, Industrial Visits, Virtual Tour (Experiential Learning), Seminars, Club Activities (Participatory Learning) and Projects and Dissertations (Problem-Solving Methodology) could be aptly included. Soft-Skill Training is an endeavour, we are yet to proceed seriously with and it was pointed out that there must be better efforts towards attaining more functional MOUs. Every department should spearhead an effective campaign towards launching Skill Development Programmes

Mr. Hari U. pointed out that there is a pronounced absence of uniform pattern within the presentation of data by various departments and Mr. Binil K.P. made a request for frequented visits by the IQAC to various departments in developing this uniformity. This would and should be a time-consuming exercise but will definitely lead to perfection. Though the plan for an immediate second internal visit was proposed, this was replaced by the Manager's suggested plan to conduct a general body meeting for the entire college which got unanimously approved. The 16th of November, from 9.30 am to 4 pm would be the tentative date and time for the meeting. It was decided to focus on and update the data for the 2021-22 academic year AQAR and the backlog would be duly dealt with afterwards, and this would specifically be discussed during the upcoming general body

After a brief summing up, the meeting came to a fag closure at 12.30 pm with the proposal of a criterion meeting to be conducted on the 14th of November

IQAC Meeting 6 (Criterion Meeting)

Date: 14/11/2022

Venue: IQAC Room

Agenda

1. Updates about the AQAR Data Collection

Attendees

1. Dr. Sindhu S. Nair (Principal)
2. Dr Manoj Parameswaran (IQAC Coordinator)
3. Ms. Jyothi Mary
4. Mr. Hari U.
5. Mr. Joseph Libin
6. Dr. Pearl Augustine
7. Mr. Sam Johnson
8. Dr. Patricia Robin
9. Dr. Vimsy Geo
10. Dr. Teny David
11. Dr. Beena James
12. Sr. Mary Gracy

Minutes

The criterion meeting commenced at 2.10 pm with a silent prayer and the Principal's address. The IQAC coordinator demanded updates from each criterion head regarding updates about the AQAR 2021-22 data collection. Ms. Jyothi Mary, head of the first criterion gave a positive update that almost the entire data has been collected and sorted out with adequate supporting documents. She vividly presented the status with a power point presentation. Mr. Joseph Libin gave updates regarding Criterion 2 and voiced the slight confusion persisting regarding the Mentor-Mentee Ratio and the updated pass percentage. Criterion 3 head Dr. Beena James updated that the dept.-wise data collection for Criterion 3 is going on will be completed shortly.

Dr Teny David, Criterion 4 in-charge voiced some of the difficulties with regard to calculating the student-computer ratio and to complete the audit procedure to be done with the college office and the library. The coordinator provided directions regarding the way to collect supporting documents and advised the members to consult the Office superintendent and the college librarian for better support.

Dr Smisha M.A., head of Criterion 6 gave the update that the data collection had been progressing in the most desirable way and to be completed soon. The coordinator analysed the updates and gave some general guidelines to update and improvise the current data, with the example of the head 'Student Centric Methods' within the second Criterion wherein, the different activities like Industrial Visits, Association Activities, Club Activities, Seminars, Projects, Research Project, etc can be included.

The date of the next general body was informed to be the 19th of November and reminding the same, the meeting was concluded at 3 pm.

IQAC Meeting 7- General Body

Date: 19/11/2022

Venue: Fenicio Digital Seminar Hall

Agenda

1. Updates of the data collection and compilation pertaining to AQAR
2. Open discussion on all the seven criteria

Attendees

The entire teaching and non-teaching staff of the institution

Minutes

The second general body convened and hosted by the college IQAC commenced in the seminar hall with a silent prayer and Principal's welcome address, at 9.30 am. As a general request, teachers are requested to work better towards maintaining campus discipline. Also, the optimal use of the library facilities was earnestly recommended. There was a voiced demand for maintaining the student-progression report (Student achievements after passing out) along with the enhancement of faculty discipline and the conduction of productive intellectual discourses. Dr. Manoj Parameswaran, the IQAC Coordinator greeted and thanked the attendees and the criterion members in particular are requested to hurry up with the data collection and better performance during the next internal visit.

- Newly appointed supervisors for monitoring the progress of each criterion
 - Criterion 1 – Sri. Hari U.
 - Criterion 2 – Dr. Pearl Augustine and Sri. Prem Vineeth
 - Criterion 3 - Dr. Antony P.J.
 - Criterion 4 – Sri. Binil K.P.
 - Criterion 5 - Dr. Seena Elizabeth
 - Criterion 6 – Dr. Mini P.A.
- Upcoming Deadlines
 - Next Internal Visit of IQAC: By the first week of January (Followed by a IQAC Meeting)
 - Third Visit (External): Second/Third week of February (Followed by a review meeting after the second visit)
 - The Submission of SSR: April-May

It was informed officially that the venue for the forthcoming visits and the departmental presentations would be the renovated IQAC Room. The newly appointed supervisors are entrusted with the task of updating the progress of every criterion on a weekly basis

- Based on the Peer Team Report - 2015, the major suggestions for improvement
 - Teaching Curriculum – to be improved on the whole
 - Inadequate permanent faculty – almost solved
 - Attainment and recognition of one more research centre before SSR submission, more research centres would strengthen the research culture too.
 - Working towards more number of approved research guides
 - Securing research grants from industrial sector
 - Central lab facility and subscription of reputed research journals
 - Focused effort for securing National/International awards and recognitions
 - Consultancy programmes, Industrial collaborations, setting up ATMs, etc.
 - Campus recruitments and job fairs
 - Towards the full automation of office (finance, e-governance already done) and the library (Issue and return are completely automated, Serials Control yet to be accomplished and the subscriptions too) – suggested seeking help from experienced librarians
 - The wholehearted backing of the NSS is requested for the properly carried out Solid and Plastic waste management
 - Beautification of the pool- urgent need for fencing

Followed by the general topics of concern, the proceedings shifted towards a Criterion-wise Open Discussion. The major points that triggered discussion, and voiced suggestions are:

Criterion-1

Qualitative Metrics

- Centralised Internal Exam system – a positive feat
- However, conduction of Model exams alone will not suffice, there should be a strict and uniform code for the award of Internal Marks, for Assignments and regarding the attendance too
- 75% attendance should be made mandatory and those who fail to secure it should be sent for condonation process
- There ought to be clear guidelines for the continuous evaluation
- It would be a great feat if we develop a question bank and conduct the model exam, choosing questions from it. There is a software to do this professionally and the expected cost would be around 2 lakhs
- The submission of assignments should be made a serious exercise and there is a possibility for conducting seminar presentations within peer groups
- Suggested installation of centralised deadlines for the submission of assignments, in the academic calendar. To oversee all these, the existing supervising body may be improvised
- The lab-cycle as imagineered by the B.Voc. Dept. is relevant in this regard. According to which the breach of deadlines would be dealt with the award of minus marks
- Value Education should be envisioned and implemented without much delay, more importantly there should be an effectively compiled syllabus for the same. Dr. Teny David would be in charge of this.

Criterion 1 Quantitative Metrics

- We have already achieved impressive feats
 - Two diploma courses offered by the community college
 - Newly launched certificate courses (Eg: Malayalam and Psychology)
 - Two working Bonafides
- Good to focus on outcome-based evaluation
- Strive to develop our institution into a viable ‘Business Incubation Centre’, if so, there is every chance that Govt. funds would flood into.
- Our prospects would be great if we could conceive and execute projects that can be associated with the Agricultural Ministry (eg: Paddy Cultivation, development of supreme seed varieties, water resource management, etc.)
- Best to identify the plants/trees within the campus, bring back the earnest work behind the Medi- Garden and Butterfly Garden (Botany Head Dr. Teny Sir has promised to materialize this and has provided updates on the preparations that are already going on)
- Outreach Programmes under the auspices of BEAD
- The Noble venture from the department of Chemistry – setting up labs and conducting faculty- orientation programmes within the schools in the locality

- The erstwhile project of ‘Sastrajalakam’
- The teachers are requested to take the initiative enrolling the maximum number of students for the newly launched certificate courses.
- We are in great need of more number of functional MoUs
- The nature club tour can be documented
- The association of the Zoology Dept. with Charamangalam School can also be developed into an MoU
- A model of the MOU was requested to be shared among teachers
- IQAC will be conducting the Feedback Survey for the entire college and the data will be uploaded in the college website
- Our College website is under construction and the work is being done by the B.Voc Department. However, for the perfect completion of this, the full support and submission of data from all departments is sincerely and urgently requested

Criterion 2 (Teaching-Learning Evaluation)

Qualitative Metrics

- Carry out focused programmes targeting advanced as well as slow learners (WWS & SSP). Bridge course cannot be under these heads
- Proposal to start Remedial Coaching by December 1
- Student Centric Methods (a) Experiential Learning eg: Industrial Visits, Association Activities, b) Participatory Learning eg: Group Discussions, Debates, etc.. 3) Problem Solving Methods eg: Research, Projects, etc)
- ICT enabled Teaching – Projectors and PowerPoint Presentations will not suffice- we need to go further with video lectures, smart classrooms, smart boards and so on
- Bringing the Language Lab back to the curriculum is decisive.
- Internal Assessment, Programme Outcome and Course Outcome should be clearly stated within the template, in the descriptive mode

Quantitative Metrics

- The College office ought to be prompt with the documentation in this regard.
- Under the head ‘full-time teachers’, details of both the permanent and guest faculty shall be incorporated (Except for the part time hands like the faculty for German, in the B.Voc. Dept.)
- Raising the pass percentage is of paramount importance and there should be focused effort in this regard
- For the calculation of pass percentage, each candidate’s result page should be checked and verified, so that, successful re-attempts will not be missed
- The Campus level Student Satisfaction Survey would be conducted by the IQAC
- Criterion 2.4.1, when it comes to the B.Voc. department, the document duly signed by the principal could be produced as the supporting document

Criterion 3 – Research, Innovation and Extension Qualitative Metrics

- We need to submit proposals for minor research projects and strive towards getting them approved

Quantitative Metrics

- Grants from the Government and Non-Governmental bodies should be sought for and properly documented
- Update the details pertaining to Paper presentations, publications, and book chapters by the faculty (Publications are desired to be care-listed)
- We must work better towards more number of Grants, Industrial Collaborations and Functional MOUs
- Reports of all activities along with the geotagged photos are to be duly saved in the drive

Criterion 4 – Infrastructure and Learning Resources

Qualitative Metrics

- WiFi Campus, Fully Automated Office and Library, Fully functioning gymnasium, Yoga programmes, etc
- Perfect Waste Management, Incinerator, Sanitary Pad Vending Machine, Waste water Recycling, Clean and Beautified Campus and class rooms.

Criterion 5 – Student Support and Progression Qualitative Metrics

- Student participation within co-curricular and extracurricular activities are to be documented without fail
- The Alumni figure comes around 35,000 – need to focus more on the pre-degree batches-most of whom are adorning decent positions at present
- While conducting Induction Programmes for the forthcoming batches, we need to identify them with the ordinal number of their enrolment (eg: The 2022 English batch is the 9th one since the formation of the Department)
- Regarding the college-level scholarships: The amounts need to be raised, new scholarships to be launched
- A Job Fair by Feb- March
- A Complete Ban on the use of Mobile Phones was mooted – The Authorities, however, modified this to be A Judicious Ban on the Use of Mobile Phones
- Sports: There is need for a boost up right from the admission process, infrastructure (Indoor Stadium, Proposal for Turf)
- The Physical Education Head is requested to network with the neighbouring schools and select the upcoming talents in the field

Criterion 6 – Governance Leadership and Management

- Effective Performance Appraisal envisaged for the teaching as well as non-teaching staff
- Better strategic plan for the optimal utilization of funds
- The details pertaining to the FDP and Refresher courses should be promptly documented

- All funds mentioned in Criterion 3 should be included here too

Criterion 7 was agreed to be handled and documented by the core committee as constituted by the management after consulting the college council.

The discussion was exhaustively long, but unprecedented in terms of positive impact. After a short but inspiring message by the manager, Fr. Nelson Thaiparambil, the meeting was concluded by 3.30 pm.

IQAC Meeting 8

Date: 14/12/2022

Venue: IQAC Room

Agenda

1. Updates about the collection of AQAR
2. The need for assigning work among the criterion members and the completion of the same during Christmas holidays

Attendees

1. Dr. Sindhu S. Nair (Principal)
2. Fr. Nelson Thaiparambil (Manager)
3. Dr. P. Manoj (IQAC Coordinator)
4. Dr. Pearl Augustine
5. Dr. Seena Elizabeth
6. Mr. Binil K.P.
7. Dr. Sreedhar P. Nair
8. Dr. Patricia Robin
9. Mr. Hari U.
10. Dr. Vimsy Geo
11. Sr. Mary Grace
12. Mr. Prem Vineeth

Minutes

The meeting was convened with urgency as the Christmas vacation was about to start the next week. The members gathered by 10.30 am in the IQAC Room and the Principal welcomed the team and solicited their maximum support and completion of documentation during the vacation. The manager, during his address, expressed the positive hope that the departments would definitely excel and perform well during the next internal visit. The IQAC coordinator instructed the Criterion heads to divide and assign responsibilities to the members in a fair and feasible manner. The members requested for a follow-up meeting in the online mode during the vacation and this was readily accepted by the authorities. December 23rd was chosen to be the tentative date for the Google Meet session. Also, the criterion heads are directed to update the progress of work through the respective whatsapp groups without fail.

The principal thanked the members for their wholehearted positive response towards the emergency meeting and the session came to an end by 11.15 am.

IQAC Meeting 9 - Criterion Meeting (Online)

Date: 23/12/2022

Platform: Google Meet

Agenda

1. Updates about the AQAR data collection
2. The second internal visit by the IQAC

Attendees

1. Dr. Sindhu S. Nair (Principal)
2. Dr Manoj Parameswaran (IQAC Coordinator)
3. Ms. Jyothi Mary
4. Mr. Hari U.
5. Mr. Joseph Libin
6. Dr. Pearl Augustine
7. Mr. Sam Johnson
8. Dr. Patricia Robin
9. Dr. Vimsy Geo
10. Dr. Beena James
11. Sr. Mary Gracy

Minutes

An online meeting scheduled and convened by the IQAC commenced at 10 am, on 23rd December 2022, during the Christmas Vacation. The IQAC Coordinator Dr. Manoj Parameswaran rendered a warm welcome to all the members and invited the criterion heads to update their progress, with the AQAR data collection. The session began with the presentation by Ms Jyothi Mary Mathew, head of the Criterion 1 Team. She has made the update that the entire data collection is almost done except for the add-on course on Robotics offered by the Physics Department. Also, she put forward a suggestion that the write-ups should be scrutinised and edited by a language expert too. However, the coordinator reserved the final proof-reading as secondary as the data collection needs to be completed first. Mr. Joseph Libin of Criterion 2 voiced his doubt regarding the supporting document for the improved pass percentage and was instructed to contact the respective University section and collect it directly. Dr. Beena James, head of Criterion 3 informed that the data collection is nearly complete except for the authenticity of the link to the UGC- CARE list. The coordinator advised the team to finish with the data collection and the links would be supplied in the next phase without fail.

In the absence of the Criterion 4 head, a team member stepped forward and cleared some minor doubts regarding the presentation of figures of the fully functioning gadgets and the

budget. Criterion 5 data collection had been announced to be over except for the website link that was to be provided. The coordinator promised to cater to this once the college website which is under maintenance, is ready. This was followed by an interactive session wherein some general doubts are voiced, discussed and cleared, especially regarding the second internal visit and the departmental presentations. Dr. Mini P.A. got her doubts regarding the outcome based modifications to the syllabi, cleared. Dr. Hari U. enquired whether there should be a uniform pattern for the departmental presentations during the second visit. The coordinator mandated that there should be criterion-wise presentations, so that no head/category is skipped or missed out. He also was specific about the need for keeping all the important supporting documents (signed hard copies) within the respective departments.

Wishing the teams and departments the best for the second round of presentations, the coordinator concluded the session at 11am with a brief vote of thanks.

IQAC Meeting 10

Date: 13/03/2023

Venue: IQAC Room

Agenda

1. Review of the second IQAC interaction with Departments/Clubs/Associations
2. Submission of AQAR 2021-22
3. Academic Audit (External Visit)
4. Preparation and Submission of SSR
5. Benchmarks for Colleges by NAAC.

Attendees

1. Dr. Sindhu S. Nair (Principal)
2. Fr. Nelson Thaiparambil (Manager)
3. Dr. P. Manoj (IQAC Coordinator)
4. Dr. Antony Kuriakose (Vice Principal)
5. Dr. P.J. Antony
6. Dr. Pearl Augustine
7. Dr. Seena Elizabeth
8. Mr. Binil K.P.
9. Dr. Sreedhar P. Nair
10. Dr. Patricia Robin
11. Mr. Hari U.
12. Dr. Vimsy Geo
13. Sr. Mary Grace
14. Ms. Priya S.
15. Mr. Prem Vineeth

Minutes

The first meeting of the IQAC for the academic year and also, post the second departmental visits, was convened in the Conference Room at 10.30 am. The meeting commenced with the welcome message by the Principal Dr. Sindhu S. Nair who expressed her mixed review of the second round of IQAC internal visits. This was followed by the Manager's address and Fr. Nelson Thaiparambil spoke about the need to work with boosted energy, a sense of togetherness and ultimately, motivated by the love and commitment to the institution. Dr. Manoj Parameswaran, the IQAC Coordinator voiced his honest impression of the second innings of departmental presentations and spoke at length about the aspects and departments as a whole that need improvement and systematic team work. The compilation of the Annual Reports are to be completed at the earliest and Dr. P.J. Antony, the in-charge was given an ultimatum.

The coordinator also informed that the AQAR 2020-21 has been already submitted and the submission process is halfway through for the 2021-22 AQAR. The Feedback surveys too have been conducted and the results would be put on display within the refurbished college website. Afterwards, he started with the agenda, one after the other. The academic audit would be completed by April itself and there would be presentations before an external expert as well, for which the entire staff is requested to brace up and bring out their best. Mr. Binil K.P. and Dr. Antony Kuriakose (Vice Principal) voiced the need for rebuilding and maintaining a healthy and professional rapport among the staff, without which no great goal could be achieved. The coordinator too accepted this to be the need of the hour and hoped the coming days would be made a golden opportunity for this, especially with the guidance and support of the senior teachers of the institution. The authorities congratulated and upheld as an example, the excellent performances by Team Commerce and Team Physics.

The coordinator reiterated the fact that the April-May period is very crucial with regard to the data collection and compilation, external visits, the Green Audit and the renovation and beautification of the campus for all of which the wholehearted support and cooperation of the entire staff has been solicited. It is also informed before concluding that there would be an expert talk during the vacation and also before closing, there would be a general body as well.

With a warm and informal vote of thanks, the meeting ended at 12 pm.

IQAC Meeting 11- General Body

Date: 21/03/2023

Venue: Fenicio Digital Seminar Hall

Agenda

1. Updates of the data collection and compilation pertaining to AQAR
2. Academic Audit (External Visit)
3. Preparation and Submission of SSR
4. Presentation and Detailed discussion on the benchmarks for colleges by NAAC

Attendees

The entire teaching and non-teaching staff of the institution

Minutes

A general body comprising the entire teaching and non-teaching staff of the college was convened on the 21st of March 2023, in the Fenicio Digital Seminar Hall at 2.30 pm. The meeting commenced with an introductory-cum-welcome address by the principal. The meeting was pointed out to be imperative as the summer vacation is fast-approaching. Vacation time being unprecedentedly crucial for the SMC NAAC cycle, all are earnestly requested to continue the team work and ceaseless preparation for the submission of SSR and the NAAC Visit which is soon to follow.

The second internal visit by the IQAC witnessed remarkable progress and revamped presentations by most of the departments. However, there should be a uniform consistency that is yet to be achieved and for this, benchmarks are to be fixed in strict accordance with those mandated by NAAC. Measures have already begun to be implemented like the extension of Library hours, the extended availability of lab assistants and so on. In order to enhance the results and impact of internal exams, the practice of identifying and appreciating the toppers too has been proposed. The strict monitoring of student attendance too seems to be a dire necessity, from the perspective of the general academic discipline of the institution

Unified and focused effort is envisaged and solicited from the staff during the vacation and April 10th would be the deadline for submitting the reports by Departments, Clubs and Associations (Hard copies duly signed by the respective coordinators, Principal and the IQAC Coordinator.). The session was taken over by Dr. Manoj Parameswaran, SMC IQAC Coordinator, who briefly gave a review of the second IQAC Internal Visit and presentations and the general benchmarks updated and published by NAAC. A reasonable and effective Vacation Plan would prove to be decisive as far as the NAAC preparations are concerned. AQAR 2020-21 has been submitted and the 2021-22 AQAR submission too is fast-progressing but some details are yet to be furnished and the criterion groups are already informed of the same. The various criterion teams are requested to be present and do a final verification prior to the 21-22 AQAR submission. Also, the documentation for the 2022-23 AQAR too should be done simultaneously and the final uploading should be materialised by June, so that the activities, events and achievements during April-May too could be incorporated. The SSR submission has been informed to happen by August.

Coordinator proposed the expansion of each criterion team if the head or members felt it necessary. As a result, Sri Janeesh was added to Criterion 3 and Sri. Joseph T.D., to

Criterion 4. April is a crucial month, wherein, the external visit, a college-level presentation by each department, an expert-talk, green audit, etc would be organised and conducted. An attendance monitoring app is being devised by an agency named Easy Go, which is soon to be made to use. Feedback surveys are already conducted and the results would be compiled shortly. As the fourth semester results are out, the departments are directed to re-calculate and update their pass percentage. Project work should be shown to be carried out, not only by the final years, but by the freshers and sophomores as well. The student - full-time teacher ratio needs to be improved if possible, also, student-computer ratio. The Institution, evidently, needs to improve on the areas: care-list publications (with the affiliating institution being mentioned), paper presentations, book chapters, books with ISBN, awards and recognitions and so on

The manager took over and started with the truly motivating assurance that we are sure to secure A++, provided we are ready to work together. As the maiden step, all staff are mandated to go through the NAAC benchmarks without fail. The Institutional Audit too is to be done, for which the presence and analytical prowess of three teachers too is solicited. The internal discipline appears to be a domain wherein we need to put in improved efforts. Also, the budget for the next academic-financial year would be presented before the coming June

Principal took over and voiced the need for the formation of a Core Committee to guide and supervise the NAAC preparations which will be done in consultation with the management and College Council at the earliest

Wishing for the best of efforts and results, the Principal thanked everyone and concluded the session by 3.45 pm.

Dr. Manoj Parameswaran
IQAC Coordinator

Prof. (Dr.) Sindhu S. Nair
Principal



Prof. (Dr.) Sindhu S. Nair
Principal
St. Michael's College
Cherthala.