

IQAC MEETING MINUTES 2019 - 2020

St. Michael's College, Cherthala

Internal Quality Assurance Cell

Meeting 1 (6th June 2019)

Agenda

- Honoring the new Vice Principal
- Seminars and Workshops for the academic year
- Mentoring Programme for the Academic year
- Registering Alumni Association

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

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - 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. congratulated the newly appointed Vice Principal and the Vice Chairperson Smt. Annie Jose K. He lauded her with praises for the invaluable effort that she has put in for the previous accreditation process. All the members congratulated her and sincerely offered their full support in regard the added responsibilities. There after the coordinator asked the members present, to elaborate on the planned academic and co-curricular activities recorded for the month of June and July as per the activities calendar for 2019-20. Dr. Teny David informed the members that from the 24th of the month of June a three day Nature camp was to be conducted by the National Service Scheme, Unit. All the members supported the initiative and Dr. Mathew V. opined that all such activities were to be sincerely supported after the severe and catastrophic floods that happened in the previous year. Dr. Antony P. J. informed the members that the department of Zoology in association with Forest, Wildlife and Environment department of Kerala was to conduct a one day seminar for students on the 28th of June. He continued that the resource person for the

same was expected to be the editor of 'Aaranyam', Sri. S. Balasankar. The members sincerely congratulated and offered their support for the same. Smt. Patricia Robin informed the members that the writer Sri. Sebastian Pallithode was to be for the Reading Week Observance on the campus on 25th of June. The vice principal and other members sincerely congratulated her for the proposed event. The coordinator asked the members to continue with the mentoring programme from the previous academic year for the students in the odd semesters other than for the freshers. He suggested that mentoring programme for the freshers' batch would only be started after the university provide with the final list of students for the programme. Dr. Mathew V. asked the administrative staffmembers for sharing the various programme that the college office was to conduct for the year. Sri. V. J. Joseph representing the administrative staff informed the members that two of the administrative staff members Sri Santhosh A. R. and Sri. John K. C. was to attend the e-Grants training to be conducted at the St. Joseph's College, Alappuzha on the 5th of July. Fr. Titus Augustine informed the members that the Alumni Association of the college, though offering string of various activities was thus far not registered with the government and sincere effort was taken to get the association registered at the earliest. Dr. Mathew V. and all the other members sincerely congratulated for the registration efforts put in by the present office bearers. The meeting came to an end after a cup of tea.

Meeting 2 (5th July 2019)

Agenda

- SMRUTI Registration Orientation for Civil Services
- Training Programme for Administrative Staff

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

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin - Librarian

Sri. V.J. Joseph - Administrative staff

After the welcome address the Principal Dr. Mathew V. informed the members that as per the discussion in the previous meeting the Alumni Association got their permanent registration from the government. He quoted the registration details as SMRUTHI Registered: No. ALP/TC/221/2019. All the members congratulated the whole team who worked behind this.

The coordinator then asked the members to specify on the details of the various programme that the departments and clubs had entered in the activities calendar for the month. Smt. Patricia Robin informed the members that the P. N. Panicker Foundation was to organise a one day seminar on Reading on the 9th July. The coordinator thanked every member for the proposed Orientation for Civil Service Aspirants by Dr. Nirmal Ouseph, IAS on the 10th of July. He continued that the CGPC has informed that on the 30th of July it was to conduct a scholarship exam for civil service aspirants, in association with ALS IAS Academy. Dr. Teny David informed the members that the NSS unit was to organise an event on 'Meeting Skill Development' by RJ Chichu Raju, former student and NSS volunteer. Sri. V. J. Joseph informed the members that the members of the administrative staff was to attend an E-TSB Training session at Cherthala Boys' School on the 24th of July to be organised by the Treasury department. Dr. Antony P. J. informed the members that the department of Zoology was to organise a one day exhibition and awareness class on 'Value Added Products from Aquatic Weeds', by Dr. Nagendra Prabhu. Smt. Patricia Robin said that the women Cell was planning to organise a one day invited talk to the IInd degree girl students to create awareness about gynaecological issues by Dr. Vimalamma of Mathilakam Hospital on the first week of August. Dr. Manoj P. department of Chemistry informed the members that the department has initiated preparations for the conduct of International Conference on 'Photo-Chemistry and Sustainable Energy' to be organised on the month of October and requested sincere cooperation from all the members. All the members responded positively and offered their sincere support. The coordinator offered thanks to the various departments for organising varied programme for the students. He also made the request to update the mentoring details for the odd semester students. After further discussions the meeting came to an end.

Meeting 3 (21st August 2019)

Agenda

- IGNOU Study Centre Inauguration of Rifles Club
- Seminars / Workshops for Students

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 and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - Department of English

Dr. Teny David - Department of Botany

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

Dr. Mathew V. informed the members about the sanctioning of the IGNOU study centre on the campus. He sincerely offered his gratitude to all the members and especially Sri. Hari U. for accomplishing this. All the members expressed their happiness and offered sincere support for the smooth functioning of the study centre. The coordinator added that this was a great achievement for the campus as it was the sole study centre sanctioned by IGNOU in the district and the idle resources on the campus during weekends, could be fully utilised. Dr. Mathew V. informed the members about the second item in the agenda - the inauguration of Rifles' Club on the campus. He expressed his sincere gratitude towards the management, especially the college manager, Fr. Nelson Thaiparambil and all the members in the staff for the achievement. He told the members that this was to be inaugurated on the 31st of August by the honourable Chief Minister of Kerala, Sri. Pinarayi Vijayan. All the members were really excited to hear the news and after this, the coordinator asked the members to elaborate on the rest of activities and achievements by the various departments and clubs. Dr. Teny David informed the members that the Anti-Drug committee was to organise an awareness session for second year degree students on the 20th of August and intend 200 students to attend the programme. Dr. Antony P. J. told the members that the Zoology Association ZEST was to be inaugurated on the 27th of the month and for the same day they were planning to organise an alumni meet for the first batch of BSc Zoology. Dr. Manoj P. said that the inauguration of Chemistry Association was to be conducted on the 30th and for the keynote would be presented by Sri. Sebastian Nybra Rimello. The coordinator informed the members that the Mr. Sijo of the department of Physical Education had informed that the department was to conduct a one day seminar on 'Sports Injuries and Prevention', by Dr. Manoj M. of Kinder Hospital. All the members congratulated the department for the programme. Smt. Patricia Robin asked cooperation from all the members for the proposed exhibition to be organised by the Women Cell before the Onam holidays. All the members offered their support and after further discussions the meeting came to an end.

Meeting 4 (19th September 2019)

Agenda

- PFMS Seminar by IQAC and College Office
- Review of Mentoring Programme
- Faculty List Approval - IGNOU Study Centre

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 and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - Department of English

Dr. Teny David - Department of Botany

Smt. Priya Antony - Technical Staff

After the welcome address the coordinator asked the sincere co-operation of the members for the smooth conduct of the PFMS Seminar to be organised for the various colleges in Kerala. He told the members that the state office of the PFMS had confirmed that they would provide the resource persons for the training on the 23rd of September. He offered his sincere thanks to the college office for their wholehearted support. Smt. Priya Antony informed the members that almost fifty above colleges had informed their participation for the seminar and 20 colleges had already registered. Dr. Mathew V. congratulated the members for conducting such an important programme, which would be useful for many colleges. The coordinator then asked the members to elaborate on the mentoring programme for the students. Dr. Manoj P. said that the programme has not started for the semester 1 students as the admissions were not closed. The coordinator told the members that due to very late admissions happening due to the centralised allotment process only after the full admission process were over, the programme would be started. Most of the other members opined that the programme were going smoothly in their departments. Fr. Titus Augustine informed the members that the coordinator of CGPC had informed that it would be organising a one day seminar on 'Overseas Education', for final year degree students on the 19th of September. Dr. Teny David informed that the NSS unit was to organise an invited talk for 'Adolescent Problems', on the 24th September. Dr. Sindhu S. Nair sought the cooperation of the members for the proposed 'Tourism Fest - FORSCHER 2K19', to be conducted from the 3rd of October. All the members offered their sincere support and congratulated the department of B Voc THM for organising the event. Next as per the agenda Dr. Mathew V. asked about the progress in regard the beginning of distance learning courses by the IGNOU study centre. The coordinator informed the members that he had consulted the progress with Sri. Hari U. and got the reply that already the list of proposed faculty had been sent to the IGNOU office and when contacted they had informed that the approved list of faculty would be sent soon. After the discussions on the matter the Principal sought the members' cooperation for the college union election to be conducted on the 27th of September. After further discussions the meeting came to an end.

Meeting 5 (9th October 2019)

Agenda

- ICPSE - International Conference on Photochemistry & Sustainable Energy Inauguration of IGNOU Study Centre
- Seminars/ Workshops for Students

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 and one of the external member Dr. John Thomas were present for the meeting.

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator
Dr. Sindhu S. Nair - Department of Economics
Dr. Antony Kuriakose P. - Alumni Representative
Dr. Manoj P. - Department of Chemistry
Dr. Antony P.J. - Department of Zoology
Fr. Titus Augustine - Department of English
Dr. Teny David - Department of Botany
Smt. Patricia Robin – Librarian
Sri. V.J. Joseph - Administrative staff
Smt. Priya Antony - Technical Staff
Dr. John Thomas - External Member

After the welcome address, the Principal asked Dr. Manoj P. department of Chemistry to elaborate on the preparations for the International Conference. Dr. Manoj informed the members that almost all the duties were chartered distributed and monitored and everything was progressing in a smooth manner. However he requested sincere cooperation of all the members that such an event demanded and expressed the concern that just one more week was there for the event to happen. The Principal and all the members offered their sincere support for the event. Dr. John Thomas, the external member of IQAC sincerely congratulated the college and especially the department of Chemistry for organising such an event that was very much demanded for a safer and cleaner energy generation for safeguarding the environment. After a while the discussions moved to the second topic in the agenda, the inauguration of IGNOU study centre on the campus. Dr. Mathew V. just before the discussions on the topic offered a note of gratitude for getting the study centre a reality. He elaborated the backwardness of the area and the poor circumstances of the students and the case of ill-fated students who were out from the regular stream of higher education, would at last have a chance to enroll in the distant mode and that too with the very reputed open university. He sincerely thanked all the members who really worked hard for this to happen, especially the coordinator of the Study Centre, Sri. Hari U. Dr. John Thomas also congratulated the whole college for making the IGNOU study centre a reality. The coordinator informed the members that on the inaugural day itself IGNOU would be conducting an orientation programme for the new empanel of counselors. After further discussion the coordinator asked the members about the other programme and seminars listed on the activities calendar. The Principal told the members on behalf of Dr. Sreedhar P. Nair, department of Commerce, that the department had informed that it was to organise a workshop on GST on the 14th of October. Dr. Antony P. J. informed the members that the department of Zoology was to observe the 'World Stroke Day' on the campus, by organising a 'Diabetes Detection Camp' on the 30th of the month. Fr. Titus Augustine informed the members that on the 4th of November the CGPC was to conduct a seminar on 'Personality Development' in association with 'National Child Development Council'. All the members congratulated the organisers of these events. After a cup of tea the meeting concluded.

Meeting 6 (12th November 2019)

Agenda

- IQAC Invited Talk - Respecting IPR in an Academic Environment International Seminar on Responsible Tourism
- Action Taken Report of Feedback

The meeting commenced at 3 pm in the Seminar Hall. Smt. Annie Jose K., Vice Principal and Vice Chairperson of IQAC, welcomed the members. The following members of the IQAC and one of the external member Smt. Tessy Lalachan were present for the meeting.

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

Smt. Tessy Lalachan - External Member

The coordinator after the welcome address informed the members that IQAC was planning to conduct the invited talk on 'Respecting IPR in an Academic Environment'. He was really enthusiastic and told the members that the resource person available for the invited talk was a person of very high academic and industry profile from the United States, Mr. Douglas Haggermann. The coordinator continued that the resource person had informed about his availability in the afternoon of 15th of November and most of the initial arrangements had been completed. He sought further cooperation from the members for the smooth conduct of the same. Dr. Mathew V. congratulated the efforts put in by the coordinator for the programme. The coordinator replied that he was searching for a long time a person to provide a good session on the topic, but was not able to find and the present resource person was found with apt help from the college manager Fr. Nelson Thaiparambil. He offered his sincere gratitude to the manager for arranging such an important resource person. All the members offered their full support for the event. After that, Dr. Sindhu S. Nair informed the members that the preparations for the 'International Seminar on Responsible Tourism' to be organised by the department of B Voc. In association with King's College, London was going in full swing and the resource persons had contacted and confirmed the dates of 5th and 6th December for the seminar. She sought sincere support from all corners even though most of the arrangements were complete. Smt. Annie Jose K. congratulated Dr. Sindhu and all the members of the B Voc. Department for organising such a seminar. Smt. Tessy Lalachan, the second external member of IQAC, congratulated the college as a whole for conducting the seminar. She

praised that this was the third event in the academic year on the campus that was providing resource persons of international repute in leading topics such as ‘Sustainable Energy’, ‘IPR’ and ‘Responsible Tourism’. She congratulated the IQAC for providing a wide array of programme on the campus. The coordinator thanked the external member for finding time for the meeting but opined that IQAC was just a facilitator and all these were happening due to the timely volunteered help offered by the various departments and clubs. All the members congratulated the B Voc. Department and sincerely offered their support for the same. After discussions the coordinator asked the members to take the feedback from the students, parents and teachers as per the provided templates and prepare ‘Action Taken Reports’ by each of the departments. He opined that only randomly selected ten percent of the students and parents need to be covered in the feedback survey and the preparation of ‘Action Taken Report’ should be done in a very professional manner. After further discussion the meeting came to an end.

Meeting 7 (9th December 2019)

Agenda

- Social Outreach Programme
- University Athletic Meet Enrichment Activities

The meeting commenced at 3 pm in the Seminar Hall. Smt. Annie Jose K., Vice Chairperson of IQAC, welcomed the members. The following members of the IQAC were present for the meeting.

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - 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 to find a balance between academic activities and social extension activities. He pointed out that there was a string of academic activities happening in the academic year, but only few social outreach programme initiated. He congratulated the department of B Voc. Software Development for proposing for the contribution of books to the library of a nearby Higher Secondary School. He asked Dr. Sindhu S. Nair to elaborate on the programme. Dr. Sindhu informed the members that the initiative was taken by the staff and students of B Voc. Software Development and they were collecting various books to be contributed to the library of Areeparambu Government Higher Secondary School. She continued that they were

planning to hand over the collected books by the third week of December. Dr. Mathew V. and all the members fully supported and congratulated the initiative. The coordinator also informed the members that Mr. Sijo T. F., the guest faculty in the department of Physical Education had informed that the preparations for the Kerala University Athletic Meet were underway and this time around the performance of the college was expected to be better than the previous year. The probable events for medal positions were in the events of Javelin, Discus, Hammer Throw, 20 kilometer walking and 110 meter hurdles. Dr. Mathew V. congratulated the Physical Education department for the serious preparations for the competition and hoped that the participants become winners. All the members congratulated and offered best wishes for the competition. The Principal then asked the members to elaborate on the activities recorded as per the activities calendar. Smt. Patricia Robin informed the members that the college library was to organise an invited talk for the faculty members on 'Creative REM' by Dr. Ratheesh Krishnan on the 13th of December. The meeting came to an end after further discussions.

Meeting 8 (15th January 2020)

Agenda

- Outcome Based Education
- Preparation and Uploading
- AQAR Future Plan

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

Dr. Mathew V. - Principal and Chairman, IQAC

Smt. Annie Jose K. - Vice Chairperson

Sri. Riju Gregory - Co-ordinator

Dr. Sindhu S. Nair - Department of Economics

Dr. Antony Kuriakose P. - Alumni Representative

Dr. Manoj P. - Department of Chemistry

Dr. Antony P.J. - Department of Zoology

Fr. Titus Augustine - Department of English

Dr. Teny David - Department of Botany

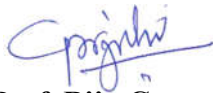
Smt. Patricia Robin – Librarian

Sri. V.J. Joseph - Administrative staff

Smt. Priya Antony - Technical Staff

After the welcome address the coordinator asked the members to prepare the Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programme that the departments were offering. Some of the departments expressed ambiguity in the various terms and asked the IQAC to plan for a session on the preparation process. After discussions, Dr. Manoj P. and the coordinator agreed that the department of Chemistry in association with the IQAC would be presenting a one day session on Outcome

Based Education for faculty members as early as possible. They expressed surety in finding the apt resource person for the same. Dr. Mathew V. asked about the ongoing preparations for uploading the AQAR 18-19. The coordinator informed the members that the data collection was underway, but the portal would be open to upload only in March 2020. He suggested every department to upload all the relevant documents to a cloud drive and share the link to the IQAC. He requested the support of all the members for the same. All the members offered their sincere support in this regard. After further discussions the coordinator asked the members that due to the hectic schedule of examinations and valuation of answer scripts it would be impossible to have an IQAC meeting with a good number of members and therefore asked them to elaborate on the activities planned for the remaining of the academic year. The Principal informed the members that he had received a request from the department of Commerce for conducting an 'Exhibition on Eminent Entrepreneurs' on the second week of February. Fr. Titus Augustine informed that the inauguration of 'Literati - English Association' was planned to be on 4th of February and the same day the inauguration of the 'Book Club' was planned. Smt. Patricia Robin informed that the Women Cell was to organise an 'Orientation for Girls in Legal Rights' tentatively planned to be conducted on the 13th of February. The coordinator thanked all the members for the various activities conducted in the academic year. Dr. Mathew V. asked the members to prepare a future plan for furthering the development activities in the college. He asked the members to have a brainstorming session prior to the beginning of the next academic year and prepare a future plan that would be presented before the College Governing Body. All the members sincerely agreed in this regard. After a little chat with a cup of tea the meeting came to an end.



Prof. Riju Gregory
IQAC Coordinator



Dr. Mathew V.
Principal

