

St. Michael's College, Cherthala
(Re-accredited by NAAC with 'A' Grade)

Internal Quality Assurance Cell

Minutes of the IQAC

Meetings 2020-2021



IQAC Meeting 1 Venue: Google Meet (Online)

Date: 05/06/2020

Agenda

1. Amend and assign the members to respective committee (Criterion-wise)
2. To create a modus operandi for the functioning of each department during the lockdown
3. To brief the members on data collection in the prescribed format
4. To give an overview on the documentation procedure using supporting documents

Members Attended -

Chairman: Dr. Mathew V.

Vice-Chairman: Sri. Riju Gregory

Manager: Fr. Nelson Thaiparambil

Co-ordinator: Dr. Sindhu S. Nair

Other members:

Dr. Antony Kuriakose P.

Dr. Manoj P.

Dr. Sreedhar P. Nair

Dr. Antony P.J.

Fr. Titus Augustine

Dr. Teny David

Dr. Patricia Robin

External Members:

Smt. Tessy Lalachan

Dr. John Thomas K.

Minutes: The IQAC meeting held on 5th June 2020, via the online platform Google Meet commenced at 11.15 am with a silent prayer. The principal addressed the gathering and welcomed the attendees. The members were asked to pardon the inconvenience of not being able to hold a physical meeting during the pandemic. The IQAC coordinator Dr. Sindhu S. Nair took over the session and provided a detailed overview of the constitution of the IQAC, which has been divided into six groups in accordance with the six criteria pertaining to the NAAC. The members were briefed on the roles and responsibilities of each group and were encouraged to actively participate in the activities of their respective groups. The coordinator emphasized the importance of proper documentation of college activities and events, particularly for the new and refurbished college website. It was emphasized that this documentation would be crucial for various purposes. The members were requested to ensure that all relevant information and documents are collected, organized, and made ready for uploading onto the website.

The members discussed and agreed to amend the existing committee assignments to ensure alignment with the NAAC criteria. The coordinator assigned each member to their respective committees based on their areas of expertise and interest.

The members discussed the challenges faced by each department during the lockdown period and brainstormed ideas to ensure effective functioning. It was decided that each department would create a modus operandi detailing their respective strategies, methodologies, and timelines for conducting online classes, assessments, and other academic activities.

The IQAC coordinator Dr. Sindhu S. Nair provided an overview of the data collection process, emphasizing the importance of accurate and timely data. The members were informed about the prescribed format and requested to collect and submit the required data within the given time frame. The coordinator explained the documentation procedure and emphasized the importance of supporting documents. It was emphasized that all activities and events should be supported by relevant documents such as photographs, reports, certificates, and testimonials. The members were requested to ensure proper documentation and maintain an organized record for future reference.

The meeting ended on a positive note, emphasizing the need to work harmoniously to achieve the goals of St. Michael's College.

Next Meeting:

A College level meeting was proposed to be held on 3rd August 2020.

IQAC Meeting 2 Venue: Google Meet (Online)

Date: 03/08/2020

Agenda

- Upgradation of facilities in the Department of Physical Education.
- Supporting teachers and students for online learning.
- Orientation for freshers
- Social extension activities during pandemic Experiential learning system

Members Attended -

Chairman: Dr. Mathew V.

Vice-Chairman: Sri. Riju Gregory

Co-ordinator: Dr. Sindhu S. Nair

Other members:

Dr. Antony Kuriakose P.

Dr. Manoj P.

Dr. Sreedhar P. Nair

Dr. Antony P.J.

Fr. Titus Augustine

Dr. Teny David

Dr. Patricia Robin

External Members:

Smt. Tessy Lalachan

Dr. John Thomas K.

Minutes:

The second IQAC meeting of the academic year 2020-21 commenced at 2.30 pm through the online platform Google Meet. The principal welcomed the gathering and requested for a silent prayer before commencing the discussion. The IQAC co-ordinator gave a brief introduction to the newly assigned members of each criterion of IQAC. The meeting then took up some key challenges faced by the college during the pandemic. It was decided to provide necessary training and resources to the teachers and students to enhance their online learning experience. Each department was asked to organize workshops and webinars to improve online teaching methodologies and provide technical support to teachers and students. The Chairman acknowledged the importance of utilizing Learning Management Systems (LMS) like MOODLE for effective course delivery. It was decided to conduct a course on MOODLE LMS to train teachers on its usage.

The members pointed out the need for upgrading the existing facilities of the department of Physical Education to enhance the learning experience for students. They discussed the possibility of obtaining support from the Sports Authority of India under the Khelo India initiative. It was agreed to initiate the process of contacting the Sports Authority of India to explore collaboration opportunities and seek support for the department's sports programs and infrastructure development.

It was decided in the meeting to organize INITIUM 2020, an orientation program to welcome and acquaint new students with the institution's policies, facilities, and programs. Faculties were assigned duties to organise the event through online platform.

Dr. Antony Kuriakose P recognized the importance of engaging in social extension activities during the pandemic. It was agreed to identify and participate in relevant social activities to contribute to the community and support those in need. Serving as FLTC, manufacturing & distribution of sanitizer and face mask were some initiatives suggested by the members. Dr. Manoj discussed the role of our institution to be opened as a First Line Treatment Center (FLTC) and the need for manufacturing and distributing sanitizers and face masks. It was decided to allocate resources and contact production unit directly, to meet the demand for sanitizers and face masks. A distribution plan was proposed to be formulated and implemented to ensure the availability of these essential items to the wider community.

Dr. Teny David emphasized the significance of experiential learning through field visits and industrial surveys. It was decided to design and implement a comprehensive experiential learning program that integrates practical experiences into the curriculum.

The meeting dispersed at 4.00 pm.

IQAC Meeting 3 Venue: Google Meet (Online)**Date: 16/11/2020****Agenda –**

1. Academic Audit
2. AQAR
3. Any other relevant matter approved by the chair

Members Attended -

Chairman: Dr. Mathew V.

Vice-Chairman: Sri. Riju Gregory

Co-ordinator: Dr. Sindhu S. Nair

Other members:

Dr. Antony Kuriakose P.

Dr. Manoj P.

Dr. Sreedhar P. Nair

Dr. Antony P.J.

Fr. Titus Augustine

Dr. Teny David

Dr. Patricia Robin

External Members:

Smt. Tessa Lalachan

Dr. John Thomas K.

Minutes:

The meeting of IQAC members commenced at 10.00 am through online mode. The principal addressed the gathering and appreciated the department of Physical Education for acquiring the Khelo India support from the Sports Authority of India. Also, he elaborated on the significance of timely evaluation and assessment of students using appropriate assessment procedures and techniques during the pandemic.

The IQAC co-ordinator Dr. Sindhu S. Nair assigned the responsibility for overall supervision of exam evaluations to the Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC). An action plan was proposed for the conduct of internal exams through online mode.

Further, teachers were asked to develop e-learning content in various formats such as video classes, audio classes, quizzes, online exams, and online notes. The members discussed the possibility of different learning management systems, including Moodle and Google Classroom, as well as platforms like Google Meet, WhatsApp, Zoom, and YouTube, to facilitate academic activities.

Dr. Antony P J proposed the formation of a committee comprising faculty members, administrators, and staff responsible for preparing and submitting the AQAR and SSR. IQAC co-ordinator was assigned as the lead person to oversee the entire process, by the Chairman. Dr. Sindhu S Nair assigned duties to respective faculties to collect relevant data, information, and documentation required for the AQAR. The compilation of data related to academic programs, infrastructure, faculty qualifications, student achievements, research activities, and other key performance indicators were assigned to Dr. Teny David and Dr. Manoj P.

Dr. Sreedhar P. Nair proposed the need of mentoring sessions for students during the lockdown. A detailed plan was delineated to conduct mentoring through online mode by respective departments. Moreover, digital competency classes were proposed to be given to

students to ensure their presence in online classes. The meeting also decided to donate mobile phones to deserving students to attend online classes.

The meeting concluded by 11.30 am

Next Meeting:

The next meeting is scheduled to be conducted on 12th January 2021.

IQAC Meeting 4 Venue: Google Meet (Online)

Date: 12/01/2021

Agenda –

1. Analysis of progress of the data collection and compilation pertaining to AQAR
2. Academic Audit (External Visit)

Members Attended -

Chairman: Dr. Mathew V.

Vice-Chairman: Sri. Riju Gregory

Manager: Fr. Nelson Thaiparambil

Co-ordinator: Dr. Sindhu S. Nair

Other members:

Dr. Antony Kuriakose P.

Dr. Manoj P.

Dr. Sreedhar P. Nair

Dr. Antony P.J.

Fr. Titus Augustine

Dr. Teny David

Dr. Patricia Robin

External Members:

Smt. Tessy Lalachan

Dr. John Thomas K.

Minutes:

A scheduled online meeting conducted by the IQAC took place on 12th January 2021 at 11.00 am. Dr. Sindhu S. Nair, the IQAC Coordinator, welcomed the participants and requested the criterion heads to provide updates on their progress with AQAR data collection. The meeting began with a presentation by Dr. Manoj P, who informed the members that data collection was almost complete, except for the mentoring details. He suggested having the write-ups reviewed and edited by a language expert. However, the coordinator prioritized completing the data collection before focusing on proofreading.

Dr. Sreedhar P. Nair expressed his uncertainty regarding the supporting document for the improved pass percentage and was advised to directly contact the relevant University section to obtain it. The coordinator instructed each team members to complete data collection and assured them that the necessary links for supporting documents would be provided in the next phase. He also emphasized the importance of keeping all important supporting documents (signed hard copies) within their respective departments.

An interactive session followed, during which general doubts were raised, discussed, and clarified. A suggestion to enhance the classrooms to ICT enabled and Wi-Fi connected classes to maintain the continuum of online teaching, even after the reopening was made by some of the members.

Concluding the session at 12.15 pm, the coordinator expressed her optimism that the college be fully functional physically during the coming academic year.

Dr. Sindhu S. Nair
IQAC Coordinator

Dr. Mathew V.
Principal

