

# **St. Michael's College, Cherthala**

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

**Internal Quality Assurance Cell**

**Minutes of the IQAC Meetings**



**2021-2022**

## **IQAC Meeting 1**

**Venue:** Conference Room, Bishop Peter Memorial Block

**Date:** 11/06/2021

### **Agenda –**

1. Introduce the newly appointed faculty to IQAC
2. Criterion Division
3. Documentation and AQAR
4. Assessment of Department

### **Members Attended -**

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

Manager: Fr. Nelson Thaiparambil

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:

Prof. Tessy Lalachan

Dr. John Thomas K.

### **Minutes –**

The first IQAC meeting for the year 2021-22 was held at the Conference room, Bishop Peter Memorial Block at 10.00 am. The meeting commenced with a silent prayer followed by formal welcome address by Dr. Sindhu S Nair, the IQAC co-ordinator. The members were welcomed to the IQAC team and were asked to extend their support to collect and compile data for the upcoming NAAC visit. The principal Dr. Mathew V took over the meeting to welcome the newly joined faculty to the college. He proposed to conduct an induction program for the freshers to orient them to handle the post covid batch of students. Dr. Antony Kuriakose suggested the introduction of new add-on courses during the academic year by all departments.

The IQAC co-ordinator briefed on the composition of IQAC and assigned each member to the seven criteria prescribed by NAAC. Duties were assigned to the heads of each criterion, with regard to data collection and compilation. Queries of the members were clarified by the co-ordinator. One of the criterion heads requested for additional support to the team from the side of non-teaching staff, which was approved by the Manager, Principal and IQAC co-ordinator.

The meeting agreed to conduct remedial classes on a regular basis starting from the second week of July for slow learners. Dr. Teny David was assigned as the in charge of remedial classes.

The meeting concluded by 11.30 am.

**Next Meeting** – The next meeting was proposed to be conducted on 30<sup>th</sup> July 2021(Friday)

### **IQAC Meeting 2**

**Venue:** Conference Room

**Date:** 02/08/2021

#### **Agenda –**

1. Review of minutes of 1<sup>st</sup> IQAC Meeting
2. ATR of the previous meeting
3. Delineate the system for guaranteeing timely, efficient and periodic progressive execution of academic, administrative, research and extension activities
4. Registration and organization of Alumni Meet

#### **Members Attended -**

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

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:

Prof. Tessy Lalachan

Dr. John Thomas K.

### **Minutes –**

The second IQAC meeting for the academic year 2021-22 was held on 3<sup>rd</sup> August 2021 at the Conference room, Bishop Peter Memorial Block at 2.00 pm. The meeting commenced with a silent prayer followed by the welcome address by the Dr. Mathew V.

The minutes of the previous meeting was approved by the council. The IQAC co-ordinator started the discussion reading report on the data obtained by IQAC from each criterion heads till date. Suggestions were given to respective criterion heads regarding the collection of supporting documents for the data collected. Each criterion heads were asked to create a separate mail id and upload the files year wise in Google Drive.

The IQAC co-ordinator emphasized on an academic mechanism required for efficient and periodic progress. The current state of academic procedures was discussed by the committee members, and they strongly advocated for the centralization of academic activities. Additionally, members emphasized improving the teaching-learning process in various departments, using ICT. Progress regarding remedial coaching was presented by the department heads and suggestion for a remedial timetable was proposed by Dr Sreedhar P. Nair.

Further, Dr Antony P. J. pointed out the importance of alumni interaction apart from feedback obtained from students, parents, and employees. The meeting suggested with the permission of the Manager and Principal to collect the alumni feedback and organize alumni meetings in the academic year.

The meeting concluded by 3.30 pm

**Next Meeting** – The next meeting is proposed to be held on the last week of September.

### **IQAC Meeting 3**

**Venue:** Conference Room

**Date:** 27/09/2021

### **Agenda –**

1. Extension activities for the year 2021-22
2. Utilization of e- resources by students
3. Decide a plan of action of SSR

### **Members Attended -**

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

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:

Prof. Tessy Lalachan

Dr. John Thomas K.

**Minutes –**

The 3<sup>rd</sup> IQAC meeting for the year 2021-22 started with a prayer at the Conference room at 10.15 am. The IQAC Chairman addressed the gathering with a welcome speech. The meeting was handed over to the IQAC co-ordinator who invited the respective person to read the minutes of the previous meeting. It was approved by the council. A report on the actions taken by the members on the suggestions given during the previous meeting was presented. The IQAC coordinator and the Manager appreciated the efforts of the team members in achieving the goal set in the previous meeting. The plan of action for carrying out the extension activities were outlined in the meeting. Co-ordinators of various clubs like NSS, Women's Cell, NCC briefed the detailed timeline of the dates and event to be organised. A report on the activities done so far was presented by respective members.

Librarian, Dr. Patricia Robin detailed the status of the number of students using e-resources like INFLIBNET and JSTOR. She remarked that the participation of students in using e-resources have been ensured by organising orientation classes to students, (batch wise) during the previous month.

The IQAC co-ordinator suggested to prepare a plan of action for SSR on all the individual criterions. All Criterion heads were asked to communicate the same with their fellow members for final compilation and preparation. Queries of the criterion members were clarified by the IQAC coordinator.

The meeting concluded on a positive note.

**Next Meeting** – The next meeting is scheduled on 15<sup>th</sup> November 2021

**IQAC Meeting 4**

**Venue:** Fenicio Digital Seminar Hall

**Date:** 15/11/2021

**Agenda –**

1. Add-on Course
2. Mentoring
3. Internal Examinations
4. AQAR submission
5. Any other relevant matter approved by the chair
6. Road map for SSR Preparation

**Members Attended -**

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

Manager: Fr. Nelson Thaiparambil

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:  
Prof. Tessy Lalachan  
Dr. John Thomas K.

**Minutes –**

The meeting commenced at 11.00 am at Fenicio Digital Seminar Hall presided by the Chairman Dr Mathew V, IQAC coordinator Dr. Sindhu S Nair and the Manager Fr. Nelson Thaiparambil. The minutes of the previous meeting was read and approved by the council. Reports of action taken on the decisions of the previous meeting were presented. The IQAC coordinator queried the status of add on course, remedial coaching and mentoring sessions conducted by various departments. Heads of respective departments presented a detailed overview of activities done till date.

The meeting decided to formulate a committee for the centralised conduct of internal examinations under the guidance of CBCSS Cell. It was proposed that the committee prepare a schedule for the internal examinations for the upcoming semester.

The IQAC members requested for additional support from office staff to collate the data collected as a part of the seven criteria of NAAC. The duty of scanning and sorting of hard copies of certificates and supporting documents were assigned to Mr Maxon A. M. (office staff) under the guidance of Dr. Manoj P. Each criterion heads were asked to seek the support of Maxon for data compilation.

The proposal for revamping of college website was put forward in the meeting and approved by the members. The required documentation and data collection process for the same was assigned to Mr. Sam Johnson.

The meeting came to a conclusion by 12.00 pm

**Next Meeting** – The next meeting is scheduled on the first week of January

**IQAC Meeting 5**

**Venue: IQAC Room**

**Date: 06/01/2022**

**Agenda –**

1. Audit of infrastructure
2. Fund generation of infrastructure maintenance
3. Updates about the AQAR Data Collection

**Members Attended -**

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

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:

Prof. Tessy Lalachan

Dr. John Thomas K.

**Minutes –**

The IQAC meeting commenced at 2.10 p.m. with the Principal's speech and a prayer in silence. The IQAC coordinator requested information regarding the AQAR 2021-22 data collection from each criterion head. Each of the criterion heads detailed on their progress in data collection and collation. The head of criterion 7 informed that the data collection has been completed.

Queries were posed regarding the mentor–mentee ratio and calculation of pass percentage. The IQAC coordinator gave a detailed explanation with previous examples to clarify the doubt. Members of criterion 4 raised doubts about some of the problems with figuring out the student-to- computer ratio and finishing the audit with the college office and library. The coordinator gave the members instructions on how to gather supporting documents and advised them to seek better support from the office superintendent and the college librarian. Suggestions were made to incorporate activities like industrial visits, club activities, seminars, projects, outreach activities by NSS and research projects.

A detailed action plan was developed during the meeting to raise funds for infrastructure development. Audit report was read, and the needs were addressed during the same. It was decided to seek the help of PTA and Alumni of respective departments. The Manager assured that the face of the institution would reflect a positive change in the coming academic year.

The meeting dispersed by 3.30 pm

**Next Meeting** – The next meeting is scheduled on the first week of February

## IQAC Meeting 6

Venue: IQAC Room, Date: 28/02/2022

### Agenda –

1. Data Collection
2. Work Arrangements for the Submission of AQAR

### Members Attended –

Chairman: Dr. Mathew V.

Co-ordinator: Dr. Sindhu S. Nair

Manager: Fr. Nelson Thaiparambil

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:

Prof. Tessa Lalachan

Dr. John Thomas K.

### Minutes –

The meeting was summoned at a short notice as the end semester exams were scheduled to begin in the coming week, followed by summer vacation. The meeting began at 10.30 am at the IQAC room. The principal greeted the gathering and asked for complete cooperation in completing the documentation procedure. During his address, the manager expressed the optimistic expectation that the departments would unquestionably perform admirably during the subsequent internal visit. The Criterion heads were instructed by the IQAC coordinator to divide and delegate members' responsibilities in a fair and practical manner. The members requested an online follow-up meeting during the vacation, which the authorities readily accepted. In addition, the criterion heads are instructed to regularly communicate with their respective WhatsApp groups to update on the work's progress.

The principal thanked the participants for their enthusiastic support of the emergency meeting, and the session ended at 11.15 a.m.

  
Dr. Sindhu S. Nair  
IQAC Coordinator



  
Dr. Mathew V.  
Principal

