

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: 12.06.2023, Time: 3.30 PM

Venue: IQAC Room

Agenda

- IQAC Action Plan
- AQAR
- Feedback Analysis
- Add on Courses

Members Attended

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.
11. Dr. Vimsy Geo
12. Smt. Priya Antony
13. Sri. Prem Vineeth M. Eresseril
14. Ms. Dini Cyriac

Minutes

During the meeting held on 12.06.2023 at 3.30 pm in the IQAC Room, under the guidance of Principal Dr. Sindhu S. Nair and IQAC Coordinator Dr. Manoj Parameswaran, the IQAC Action Plan was meticulously reviewed and discussed. This involved a comprehensive analysis of the Annual Quality Assurance Report (AQAR) from the previous year, which provided valuable insights into the institution's performance. Additionally, stakeholders' feedback was thoroughly examined to gauge their perspectives and identify areas for improvement. As a result of these discussions, the participants agreed on the need to implement necessary revisions to the IQAC Action Plan to align it with the institution's goals and address any identified shortcomings. Furthermore, it was decided to prepare a detailed report synthesizing the analysis of AQAR and stakeholder feedback, which would serve as a blueprint for future action and enhancement of quality assurance measures within the college. The existing add-on programs were evaluated, and recommendations were made for new programs to address the changing needs of students. The committee also examined the new add-on course to be launched this academic year. The add-on cell coordinator revealed that nine add-on programs would be provided by various departments and presented their syllabi. The IQAC reviewed and approved all the syllabi. Furthermore, the committee proposed exploring potential collaborations with industry partners for specialized add-on courses.

IQAC Meeting 2

Date: 11.07.2023, Time: 2.30 PM

Venue: IQAC Room

Agenda:

- Submission of AQAR
- SSR - DVV Preparation
- Academic and Administrative Audit

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Sri. Binil K. P.
5. Sri. Hari U.
6. Smt. Seena Elizabeth George
7. Dr. Pearl Augustine
8. Dr. Antony P. J.
9. Dr. Mini P. A.
10. Dr. Vimsy Geo
11. Smt. Priya Antony

Minutes

Following the meeting on 11.07.2023 at 2.30 pm in the IQAC Room of St. Michael's College Cherthala, chaired by Principal Dr. Sindhu S. Nair and coordinated by Dr. Manoj Parameswaran, significant progress was made in quality assurance endeavors. The Annual Quality Assurance Report (AQAR) was successfully completed and submitted, adhering to the established schedule. Additionally, preparations for the upcoming Self-Study Report (SSR) and DVV were initiated, marking a crucial step towards accreditation compliance. Moreover, plans for the Academic and Administrative Audit were discussed comprehensively, outlining the scope and methodology for assessing organizational efficiency and academic standards. Moving forward, concerted efforts will be made to ensure timely completion of SSR preparations, while coordination with relevant departments will be strengthened to facilitate the smooth execution of the Academic and Administrative Audit.

After the vote of thanks and fellowship, the meeting got wrapped up by 3.45 PM.

IQAC Meeting 3

Date: 28.08.2023, Time: 3.30 PM

Venue: IQAC Room

Agenda:

- IIQA
- Feedback Responses to University
- IQAC Newsletter

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Mini P. A.
10. Dr. Vimsy Geo
11. Smt. Priya Antony
12. Sri. Prem Vineeth M. Eresseril
13. Ms. Dini Cyriac

Minutes

The Meeting commenced with the principal's welcome address and briefing of the agenda. Submission of the SSR would be initiated through opening the IIQA, hopefully by the end of November itself. The coordinator took over to convey the urgency to proceed with the filing work and the time-bound completion of the same through team work and absolute dedication.

The feedback surveys were initiated by the institution and the results would be promptly updated to the University. The team-in-charge is fast proceeding with the compilation of data and the procedure would likely to be over in two weeks.

The latest edition of the IQAC Newsletter is to be out by the end of the month itself. The heads of the departments were requested to update and submit the activity reports of their respective departments without delay.

The meeting was concluded at 4.30 PM with a warm note of thanks, jointly by the principal and the vice principal.

IQAC Meeting 4

Date: 05.09.2023, Time: 3.30 PM

Venue: IQAC Room

Agenda:

- SSR Data Collection
- Green Audit
- Strategic Plan

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.
11. Dr. Vimsy Geo
12. Smt. Priya Antony
13. Sri. Prem Vineeth M. Eresseril

Minutes

Convening at the IQAC Room of St. Michael's College Cherthala on 05.09.2023 at 3.30 pm, under the guidance of Principal Dr. Sindhu S. Nair and with Dr. Manoj Parameswaran (IQAC Coordinator), significant steps were taken to advance the college's strategic objectives. Firstly, the initiation of data collection for the Self-Study Report (SSR) marked a proactive approach towards accreditation compliance and institutional improvement. Furthermore, comprehensive discussions were held regarding plans for conducting a Green Audit, aimed at assessing the effectiveness of environmental sustainability initiatives within the college. Additionally, the Strategic Plan for the institution was meticulously reviewed and updated to align with current objectives and future aspirations, ensuring a coherent and forward-thinking approach towards organizational development. As the meeting concluded, the focus shifted towards implementing the outlined strategies, thus reinforcing the institutional commitment to excellence and sustainability.

IQAC Meeting 5

Date: 12.10.2023, Time: 10.30 AM

Venue: IQAC Room

Agenda:

- IIQA
- Value Education
- Mentoring

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.
11. Dr. Vimsy Geo
12. Sri. Prem Vineeth M. Eresseril

Minutes

A meeting of the college IQAC was convened on October 12th, 2023, at the IQAC Room. The session commenced with a solemn moment of silent prayer, followed by a warm welcome address delivered by the Principal of the college, Dr. Sindhu S Nair. A concise report was given on the implementation status of decisions made during the previous IQAC meeting. Dr. Manoj P., IQAC Coordinator, introduced and led a detailed discussion on Institutional Information of Quality Assessment (IIQA), emphasizing the importance of accurate data collection. Action points were allocated to ensure the timely completion of pending tasks, with a deadline set for the submission of IIQA by November 15th, 2023.

The significance of integrating value education into the curriculum was highlighted. Members shared ideas on fostering a culture of ethics, empathy, and social responsibility among students. Strategies for incorporating value-based modules into existing syllabi were discussed. It has decided to maintain attendance for value education classes.

Members underscored the importance of strengthening the mentoring activities within the college. The effectiveness of the mentoring system was evaluated, incorporating feedback from both mentors and mentees. Measures for enhancing the mentorship experience were deliberated upon, with agreements reached to conduct periodic reviews to assess its impact on student development. It was decided to conduct the mentoring programme regularly.

The meeting concluded by 11:30 a.m.

Next Meeting: The next meeting was proposed to be conducted on 13 November 2023.

IQAC Meeting 6

Date: 13.11.2023, Time: 03.00 PM

Venue: IQAC Room

Agenda:

- Report of Mock Visit
- SQAC
- IIQA

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Sri. Binil K. P.
5. Sri. Hari U.
6. Smt. Seena Elizabeth George
7. Dr. Pearl Augustine
8. Dr. Antony P. J.
9. Dr. Mini P. A.
10. Dr. Vimsy Geo
11. Smt. Priya Antony
12. Sri. Prem Vineeth M. Eresseril

Minutes

A meeting of the IQAC was held on 13.11.2023 at IQAC Room at 3:00 p.m. The meeting commenced with a silent prayer followed by the welcome address by the IQAC Coordinator of the college Dr. Manoj P. The minutes of the previous meeting were approved by the members present.

The report of the mock visit was presented by IQAC coordinator Dr. Manoj P. Impressions and suggestions proposed by the external committee were reviewed. Implementation of the suggestions was discussed. It has decided to ensure conscientious efforts at the department level to systematically document every supporting data and file demanded by IQAC for the accreditation process.

Students Quality Assurance Cell (SQAC) was constituted under the leadership of Mr. Binil K. P. A brief action plan for the committee was discussed. It was decided to select student representatives from each class and conduct regular meetings with them to build rapport with them. It has also decided to collect feedback from students regarding various aspects of academic and administrative functioning.

Dr. Manoj P has presented the final draft of IIQA for uploading. Suggestions were invited and the members pointed out the necessary modifications. It has decided to upload the IIAQ on the 15th of November. The meeting ended at 4:30 p.m.

Next Meeting: The next meeting was proposed to be conducted on 6 December 2023.

IQAC Meeting 7

Date: 06.12.2023, Time: 03.30 PM

Venue: IQAC Room

Agenda:

- IIQA Clarification
- External Visit
- LMS
- Updates about SSR

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.
11. Dr. Vimsy Geo
12. Smt. Priya Antony
13. Sri. Prem Vineeth M. Eresseril

Minutes

IQAC meeting was convened on December 6th, 2023, at the IQAC Room at 3:30 p.m. The session commenced with a moment of silent prayer, followed by a warm welcome address delivered by the Principal Dr. Sindhu S Nair. The minutes of the previous meeting were unanimously approved by the members. The implementation and progress of the Learning Management System (LMS) were assessed. It was noted that a workshop for teachers on LMS usage was scheduled for the first week of December to enhance their proficiency. Dr Sreedhar P Nair emphasized the need for creating and conducting courses through the LMS platform. Additionally, plans were finalized for an external visit aimed at ensuring the comprehensive verification of documents for the seamless submission of the SSR. Dr. Manoj P. provided updates on the queries pertaining to the IIQA submission, addressing concerns raised by the committee. The principal raised inquiries regarding the progress of preparing supporting documents for the SSR, directing the criterion heads to provide status updates. It is noted that almost all the seven criteria are heading to completion of DVV. IQAC coordinator reminded the systematic compilation of data both as softcopy and hardcopy. The meeting concluded with a vote of thanks.

Next Meeting: The next meeting was proposed to be conducted on 8 January 2024.

IQAC Meeting 8

Date: 08.01.2023, Time: 03.30 PM

Venue: IQAC Room

Agenda:

- SSR Data Uploading
- Supporting Documents
- Criterion Wise Updating

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Sri. Binil K. P.
5. Sri. Hari U.
6. Smt. Seena Elizabeth George
7. Dr. Pearl Augustine
8. Dr. Antony P. J.
9. Dr. Mini P. A.
10. Dr. Vimsy Geo
11. Smt. Priya Antony
12. Sri. Prem Vineeth M. Eresseril
13. Ms. Dini Cyriac

Minutes

The session started with a moment of silent prayer, followed by a cordial welcome address delivered by the Principal Dr. Sindhu S Nair. The minutes of the previous meeting were reviewed and duly approved by the attending members.

The IQAC coordinator announced the acceptance of IQA clarifications by NAAC. Criterion heads were tasked with updating the status of their SSR document preparation, emphasizing the importance of timely completion. The principal appreciated the team for their diligent efforts in compiling and preparing the documents for NAAC accreditation. It was decided to schedule separate meetings with the college Manager to assess the progress effectively. The IAQC coordinator reiterated the necessity of thorough documentation of supporting materials, underlining its significance in the accreditation process. Members raised queries concerning the collection of data, seeking clarity on the process. Criterion heads requested additional support from the office staff for technical support. Jose Febin K. F. and Sebastian T. V. were assigned to perform additional help for the smooth upload of data to the website. The criterion heads and members were encouraged to work together as a team to effectively collaborate and achieve common goals. The meeting wrapped up at 4:15 p.m.

Next Meeting: The next meeting was proposed to be conducted on 9.2.2024

IQAC Meeting 9

Date: 12.02.2024, Time: 03.30 PM

Venue: IQAC Room

Agenda:

- SSR Finalization for NAAC Accreditation Process

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.
11. Dr. Vimsy Geo
12. Smt. Priya Antony

Minutes

The meeting commenced at 3:30 PM with the principal leading the session. The IQAC coordinator outlined the agenda, focusing on the finalization of the SSR for the NAAC accreditation process. The importance of completing the SSR accurately and comprehensively to reflect the institution's achievements, challenges, and future plans was highlighted.

Criterion heads provided updates on the progress made in compiling their respective sections of the SSR. Discussion ensued regarding the integration of departmental reports into a cohesive SSR document, ensuring consistency and alignment with NAAC guidelines. Suggestions were made for enhancing the clarity and coherence. Action items were assigned to address any gaps or inconsistencies identified in the SSR content, with criterion heads and staff members tasked with providing additional information or revisions as necessary. A timeline for finalising the SSR document was established, with deadlines set for the completion of remaining sections and the overall review process.

The meeting concluded with a reminder of the importance of timely completion and collaborative effort in achieving NAAC accreditation goals.

IQAC Meeting 10

Date: 19.02.2024, Time: 02.30 PM

Venue: IQAC Room

Agenda:

- Filing SSR Supporting Documents

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Dr. Pearl Augustine
8. Dr. Antony P. J.
9. Dr. Mini P. A.
10. Dr. Vimsy Geo
11. Smt. Priya Antony
12. Sri. Prem Vineeth M. Eresseril

Minutes

The meeting commenced at 2:30 PM presided by the principal of St. Michael's College. The agenda for the meeting, focused on filing SSR supporting documents, was introduced by the IQAC coordinator. He emphasized the significance of gathering and organising all necessary supporting documents in a separate file. Criterion heads provided updates on the status of compiling and organizing their respective criterion's supporting documents.

Discussion ensued regarding the specific requirements for the supporting documents, including formatting guidelines and submission deadlines. Suggestions were made for streamlining the process of collecting and categorizing supporting documents to ensure efficiency and accuracy. Action items were assigned to criterion heads and staff members to complete the compilation of supporting documents, with clear responsibilities and deadlines outlined. Heads were instructed to coordinate with their respective teams to ensure that all relevant documents are accounted for and appropriately filed. It was emphasized that thorough documentation is essential for demonstrating compliance with NAAC criteria and enhancing the institution's accreditation prospects.

The meeting concluded with a summary of action items.

IQAC Meeting 11

Date: 04.03.2024, Time: 02.30 PM

Venue: IQAC Room

Agenda:

- DVV Clarification

Attendees

- All Staff Members

Minutes

On March 4, 2024, at 2:30 PM, the IQAC coordinator hosted the, with all the members of the staff. The agenda primarily focused on addressing queries raised by NAAC, concerning DVV documents and corresponding changes to be made in respective criteria. Attendees, including department heads and staff members, discussed the specific changes required to align with the queries raised upon submission of SSR. Criterion heads provided updates on the status of queries. Action items were assigned to ensure the timely implementation of necessary changes, with clear responsibilities and deadlines outlined for each criterion heads and staff members. The meeting concluded with a reminder of the significance of adherence to timelines and collaborative effort among departments to achieve accreditation goals.

IQAC Meeting 12

Date: 27.03.2024, Time: 11.30 AM

Venue: IQAC Room

Agenda:

- Preparation for the NAAC Peer Team Visit
- Organization of Department Files
- Filing in IQAC

Attendees

1. Prof. (Dr.) Sindhu S. Nair
2. Dr. P. Manoj
3. Dr. Antony Kuriakose P.
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Mini P. A.

11. Dr. Vimsy Geo
12. Smt. Priya Antony
13. Sri. Prem Vineeth M. Eresseril
14. Ms. Dini Cyriac

Minutes

The meeting was called to order at 11:30 AM by the IQAC coordinator. He began the meeting by addressing the importance of the upcoming NAAC Peer Team Visit and emphasised the need for thorough preparation. All departments were instructed to ensure that necessary documents and presentations were ready well in advance.

Discussion ensued regarding the specific requirements for the NAAC Peer Team Visit, including documentation, facilities, and presentations. Action items were assigned to relevant department heads and staff members to oversee the preparation tasks. Next, the agenda item regarding the organisation of department files was discussed. It was noted that there is a need to streamline the filing system to ensure easy access to important documents. Suggestions were made regarding the implementation of a digital filing system to improve efficiency and accessibility.

Department heads were tasked with coordinating efforts to reorganize department files according to the agreed-upon system. Lastly, the filing process in the Internal Quality Assurance Cell (IQAC) was addressed. It was highlighted that accurate and timely filing is essential for maintaining compliance with quality standards. Staff members responsible for filing in IQAC were reminded of the importance of their role and instructed to ensure all necessary documentation is filed appropriately.

The meeting concluded with a summary of action items and a reminder of deadlines for each task.

Dr. Manoj Parameswaran
IQAC Coordinator

Prof. (Dr.) Sindhu S. Nair
Principal



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