

Date:- 20/8/17

Time:- 2:45 PM

Venue:- IQAC Room.

Agenda:-

1. Enhancement of learning outcome
2. Professional & enhanced teaching & learning
3. Academic progression and excellence

Meeting started with a silent prayer.

1. Fr Principal asked all the department heads to start add on programmes which gives value addition & job creation for the students.
2. Principal informed that departments like Commerce & management should focus on organizing market related add on programs.
3. It was proposed that B.Com department can think of starting professional courses like B.Com with CA, etc.
4. Principal said that it will be compulsory for all the students to go in for internships. One internship is compulsory in either of the semester.

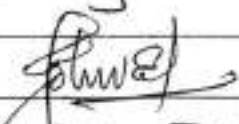


5. Principal advised all the departments to organise guest lectures, Industrial visits, Exhibitions, Workshops, Seminars etc in order to enhance teaching and learning outcome.
6. Father also invited that all the departments should also organize extension activities from their respective departments.
7. Principal & IQAC Coordinator showed a plan with all departmental heads regarding departmental meetings. Principal informed that all the departments should abide to this schedule and do the meetings in the first week of every month.

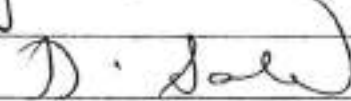
Following was the schedule suggested:-

- Monday - Computer Science dept.
- Tuesday - Commerce dept.
- Wednesday - Management dept.
- Thursday - Humanities dept.
- Friday - Travel & Tourism dept.
- Saturday - Languages dept.

Meeting came to an end by 4:00 PM.


Mr. E. John
Secretary IQAC.




Rev. Dr. Sabu George
Chairman, IQAC

Members Present

2. Rev Fr Vineeth George
3. Dr - Pameet Mathan
4. Ms Maria Rajan
5. Ms Cassandra Ramee
6. Ms Jayalakshmi
7. Mr. E. V. John
8. Mr. Madeth
9. Mr. Priyoginath Pandey
10. Mr. Sajeer Pasha
11. Ms. Seema Joseph
12. Mr. Rahul (Student Alumni President)

Vineeth
Pameet

Cinfe
Jayalakshmi

John
Madeth

20/8



Date :- 26/9/17

Time :- 2:45 PM

Venue :- IQAC Room

Agenda:-

1. Discussion on Students progression
2. Parents teacher meet.
3. Conference preparations.
4. Evaluation of each program.

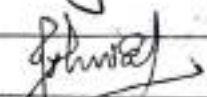


Meeting started with a silent prayer.

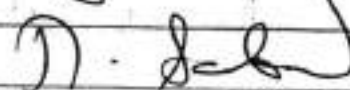
1. Principal informed all the HOD's that HOD's report & mentor's report should be submitted on regular basis. He informed that all the reports to be submitted to Principal by 10th of every month without fail.
2. IQAC Coordinator informed about Parents Teacher meet and feedback forms were collected from parents and parents are very happy and gave good feedback for the institution and faculties.
3. IQAC Coordinator informed that International Conference "People Connect" will be held on

4. All the faculty members were asked to Present papers in the conference.
5. It was informed by principal that each faculty need to contact their personal contacts and bring at least 5 members for the upcoming International conference.
6. Principal informed that evaluation of each & every program should be done after its completion so as to improve and enrich the standards of upcoming programs or events.
7. Principal said this will be a new way of college promotion and will illustrate commitment of faculty towards the activities of college.
8. It was proposed by IQAC Coordinator that henceforth for all the events the event coordinators should prepare a flow chart in advance while conducting a program or an event.

Meeting came to an end by 4:00 PM


Mr. G. V. John
Secretary IQAC




Rev. Dr. Sabu George
Chairman IQAC

Members Present:-

1. Rev. Dr. Sabu George
2. Rev. Fr. Vincent George
3. Dr. Harmeet Matharu
4. Ms. Maria D'Souza Rajan
5. Ms. Jayalakshmi
6. Ms. E.V. John
7. Ms. Alexandra Rance
8. Mr. Madath
9. Mr. Thyagarathi Pandey
10. Mr. Sajee Pasha
11. Ms. Seema Joseph
12. Dr. George

Dr. Sabu
Vincent
Harmeet
Maria
Jayalakshmi
E.V. John
Alexandra
Madath
Thyagarathi
Sajee
Seema
Dr. George

26/9



Date - 12/10/2017

Time - 2:45 PM

Venue - IQAC Room

Agenda:-

1. Matters Pertaining to CIA
2. NAAC Preparation and Study Circle
3. Career Guidance
4. Faculty empowerment
5. Planning for FDP
6. Staff Profile

Meeting started with a silent prayer.

1. Principal informed the members for 1st CIA Hall tickets need to be given to all students.
2. Principal informed study circle will happen on 16/10/17 on new methodology of NAAC by few faculty members. He also informed Ms Vidya Shree will be taking up a session on GST as a faculty study circle on 17/10/17.
3. Principal informed that all those students who sign letter of Intent only will be eligible for placements through college as special training will be provided to them.



4. Principal asked all the HoDs to motivate & encourage more students to sign the letter and be a part of placement of the college.
5. IQAC Coordinator asked all the HoDs to inform all the faculty members to enroll for NPTEL and MOOC courses.
6. IQAC Coordinator informed about an FDP to be conducted on 11th Nov, 2017 on "Research Contribution as Scholar to Your Discipline: Guidance for Writing, Publishing and Reviewing".
7. Principal informed to form a Committee to do the required arrangements for Staff Picnic.

Meeting came to an end by 3:30 PM.

(Signature)
 Ms. E. V. John
 Secretary IQAC

(Signature)
 Rev. Dr. Sabu George
 Chairman, IQAC.

Members Present:-

1. Rev. Fr. Sabu George
2. Rev. Fr. Vineeth George
3. Dr. Harmeet Matharu
4. Ms. Maria Rajan
5. Ms. Cassandra Rance

(Signature)
 Vineeth
 Harmeet
 Maria
 Cassandra



7. Mr. Madesh
8. Mr. Triyoginath Pandey
9. Mr. Safar Pasha
10. Mr. E. V. John
11. Mr. Seema Joseph
12. Dr. George
13. Mr. Rahul (Alumni President)

[Signature]
 10/10/20/10
 [Signature]
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Date:- 13/11/2017
 Time - 2:45 PM
 Venue - IQAC Room.

Agenda:-

1. Evaluation of International Conference
2. Discussion on Quality matters
3. Alumni Involvement
4. Result analysis
5. New courses.

Meeting started with a short prayer.



1. Principal asked the HOD's to send the flow charts for the department related activities and also the flow charts pertaining to clubs and associations. as it is made mandatory to prepare flow charts for all the events prior to the event.
2. Principal asked all the HOD's to send a write up about the department to the principal. Write up should contain about various add on courses of the department.
3. It was suggested that alumni who are

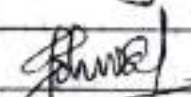
murals and give it to college and it can be displayed in important venues in college. This will help us to have more involvement from alumnies.

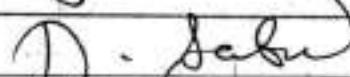
4. IQAC Coordinator requested all the HOD's to prepare result analysis after evaluation results are out from the University as it will help for the preparation of NAAC.

5. Principal informed that from next academic session 2018-19, we will be starting with MSW, PG Diploma in Yoga Studies, Diploma in Bharatanatyam & BSE.

6. Principal also informed that add on Programme in dance can be thought of.

7. Principal congratulated everyone for Conference. Meeting came to an end by 4:00 PM.

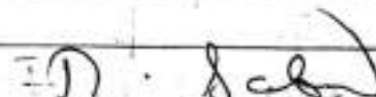
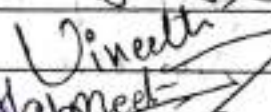

Mr. G. V. John
Secretary IQAC

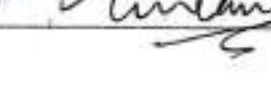

Rev. Dr. Sabu George
Chairman IQAC

Members Present

1. Dr. Sabu George
2. Rev. Fr. Vineeth George
3. Dr. Harmeet Mathan
4. Ms. Maria Rajan
5. Ms. Cassandra Rane




Dr. Sabu George

Rev. Fr. Vineeth George

Dr. Harmeet Mathan

Ms. Maria Rajan

Ms. Cassandra Rane

6. Ms. Jayalakshmi
7. Mr. E V John
8. Mr. Madesh
9. Mr. Triyoginath Pandey
10. Mr. Sajee Pasha.
11. Ms. Seema Joseph.
12. Dr. George
13. Mr. Rahul (Alumni President)

Jayalakshmi
John
Madesh
Triyoginath Pandey
Sajee Pasha
Seema Joseph
Dr. George
Rahul

12/10/21 12/11



Date :- 14/02/2018

Time :- 2:45 PM

Venue :- IQAC Room

Agenda :-

1. Discussion on quality matters
2. Student support & progression
3. Faculty empowerment
4. Preparation for upcoming NAAC Visit
5. Student development
6. Conducting of workshops
7. Internship for students
8. LSDP classes for 1st & 2nd year students
9. Student Conference / workshops / Seminars.

Meeting started with a short prayer.

1. Father asked HOD's to inform the teachers to give online assignments like from Inflibnet and Delnet.
2. It was emphasised by IQAC Coordinator that in order to strengthen the placement cell & to make the students more employable there should be a week long training for 1st & 2nd year students during semester holidays.
3. Ex. Principal stressed that those

KSET/SEET. need to do it immediately. So all of these faculties need to start preparing seriously.

4. IQAC Co-ordinator stressed that all the faculties should publish papers in UGC recognised journals only.

5. Ex. Principal informed all the committees of NAAC will have meeting every Friday from 3:10 PM to 4:30 PM every week for NAAC preparations.

6. It was informed by the principal that all departmental Heads to make sure that all students should go for internships.

7. IQAC Coordinator informed all HoD's to make sure they conduct student conferences, workshops or seminars on a regular basis henceforth.

8. IQAC Coordinator also said that two workshops are being planned one on "Intellectual Property Rights" for faculties + another one "Skill development workshop" for students. Dates will be finalised and informed at the earliest.

9. IQAC Coordinator informed Mr. Sagar

10. Feedback from all the members were taken regarding LSDP sessions for the students. All the members gave a positive feedback, and said sessions went on well and students liked the sessions.

Meeting came to an end by 4:30 PM.

John
Mr. E. V. John
Secretary, IQAC

D. Sabu
Rev. Dr. Sabu George
Chairman, IQAC.

Members Present:-

1. Rev. Dr. Sabu George
2. Rev. Fr. Vincent George
3. Ms. Maria D'Souza
4. Ms. Jayalakshmi
5. Mr. E. V. John
6. Ms. Cassandra Ponce
7. Mr. Madhus
8. Mr. Prigginath Pandey
9. Mr. Safar Pasha
10. Ms. Seema Joseph
11. Dr. Harmeet Matharu
12. Dr. George
13. Mr. Augustus.

D. Sabu
R. Vincent
Augustus
John
Carlina
Madhus

14/2



Harmeet
George
Augustus

Date: - 2/3/18.

Time: - 2:45 PM

Venue: - Seminar Hall.

Agenda:-

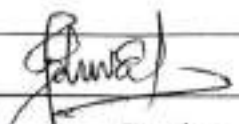
* Criterion wise presentation and discussions.

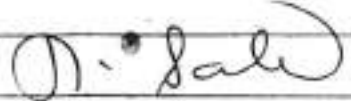
Meeting started with a silent prayer.

Criterion 1 & 2 gave their presentations and following suggestions were made:-

- (1) To organize student conferences on areas of like Gender Equality, Environment & Sustainability, Human Values & Ethics.
- (2) Need to motivate students & teachers to enroll for NPTEL / MOOC courses.
- (3) Environmental Club needs to start up a course / design a program.
- (4) Need to try & get collaborations from different bodies.
- (5) Student internships and field projects should be made compulsory.
- (6) Some projects need to be made compulsory for students in subjects like EPH and

- 7) Add on programs should be conducted by all the departments.
- 8) Need to identify specific programs for advanced learners by having students exchange program or by special lecture series.
- 9) Use of experiential learning & problem solving methodology in class room to be used.
- 10) Course Plan and Teacher's diary should include innovative methodology Teacher's use in their respective class rooms.
- 11) Programme Outcomes & Course outcome should be prepared.
- 12) Evaluation of Programme outcome & Course outcome need to be done.


M. E. V. John
Secretary IQAC.


Rev. Dr. Sabu George
Chairman, IQAC

Members Present:- All faculty & staff.



Date :- 5/4/2018

Time :- 2:45 PM

Venue :- IQAC room

Agenda :-

1. Finalization of date of PTM.
2. NAAC Preparations.
3. Faculty Empowerment.
4. Introduction of new Courses.
5. Skill development for students.
6. Internship for students.
7. Counselling for students.
8. College Promotion.
9. Matters pertaining to Course Completion.
10. E-Content development.

Meeting started with a silent prayer.

1. Fr. Principal informed that Parents teacher meet will happen on 12th April, 2018, at 12:00 PM onwards.
2. Principal asked to follow certain instructions connected with PTA and said it's compulsory for all parents to come.
3. IQAC Coordinator informed to take feedback of curriculum from the parents.



4. IQAC Coordinator asked all the chairs of NAAC to do the GAP analysis for their respective criterion. And present the same during faculty meeting to the members.
5. Ex. Principal said faculty study circle should be functional by having special area of discussion or lecture.
6. Principal said more time and efforts need to be put in for NET exam by all the faculties who have not cleared the same.
7. It was recommended by IQAC Coordinator that faculties doing their Ph.D need to sign an undertaking that they will serve in the institution for 3 years after receiving their Ph.D.
8. Principal informed about the new courses which will be added for the next upcoming academic year. M.Sw, PG Dipl in Yoga studies, Bharathanatyam.
9. Principal informed that more promotion should be done in order to get more students for these courses.
10. Principal informed that leadership

regularly and not occasionally and they need to file the reports all of the activities they do.

17. It was stressed by Principal that all the students need to go for internship compulsorily. Ms. Anu Damodaran needs to help the students for the same.

12. Principal informed that college will initiate counselling practical as a part of behavioural development. Details of what the students wish to do after degree and long-term goals need to be recorded.

13. Principal informed for College Promotion Standee needs to be prepared by all departments. Standee should cover the write of :- course benefits, job prospects and it should be ready by 15th of April.

14. Principal asked all HoDs to see that faculties complete the Portions. He added that subjects having 2 hrs should take min 26 hrs of classes, 3 hrs - 42 hrs of classes, 4 hrs - 56 hours of classes, & those with 5 hrs - 70 hours of classes.

15. Principal asked HoDs to strictly monitor the same.

16. Principal also stressed on submission of Preparatory exams by 2nd May 2018 without fail by all faculties.

17. IQAC Coordinator insisted on creation of E-Contents. All the faculties should record a lecture of their session.

18. It was also informed that PPTs used by faculties should be stored in a separate place or hard disk.

Meeting ended by 5:00 PM.

Ms. E.V. John
Secretary, IQAC

D. Sabu George
Chairman, IQAC

Members Present

1. Rev. Dr. Sabu George
2. Rev. Fr. Vineeth George
3. Ms. Maria Rajan
4. Ms. Jayalakshmi
5. Ms. E.V. John
6. Ms. Cassandra Ranea
7. Ms. Madhush
8. Mr. Triyoginath Pandey
9. Mr. Sajee Pasha
10. Ms. Seema Joseph
11. Dr. Harmeet Matharu
12. Dr. George

D. Sabu George
Fr. Vineeth George
Ms. Jayalakshmi
Ms. E.V. John
Ms. Cassandra Ranea
Ms. Madhush
Mr. Triyoginath Pandey
Mr. Sajee Pasha
Ms. Seema Joseph
Dr. Harmeet Matharu
Dr. George



Date:- 13/04/18

Time - 2:45 PM

Venue - Seminar Hall

Agenda:-

Extension 3/4/5 presentations.

Following were the suggestions given:-

1. Call the departments, clubs & associations to be ready with extension dates.
2. Need to apply for number of awards for extension activities.
3. It was suggested to organise some activities for neighbourhood.
4. Need to have a botanical garden and board to be placed with name of the plant.
5. Need to improve and develop e-users and physical usage of library resources.
6. Need to look for scholarships and fellowships from governments.
7. Need to make anti-ragging cell stronger.



having nominal fees which students can easily pay and get enrolled with.

9. Placement cell needs to have all the documents related to students including higher studies, placements and details regarding the jobs.

10. More involvement from final year students to be ensured for organizing intra-collegiate fests and encourage them to take the lead.

(Signature)

Mr. EV John
Secretary, IQAC

(Signature)

Rev. Dr. Sabu George
Chairman, IQAC

Members present:- all faculty & staff.



Date:- 26/05/2018

Time:- 2:45 PM

Venue - IQAC Room

Agenda:-

1. NAAC Preparations discussion
2. Academic Plan
3. Certificate and other skill development programmes
4. Effective utilization of resources
5. College Promotion
6. College Placements
7. Research collaborations
8. Environmental Consciousness and Sustainability.



Meeting Started with a silent prayer.

1. IQAC Coordinator briefed about the preparations happening for the next cycle of NAAC.
2. Principal asked the members to start collecting the documents from office.
3. Administrative Officer was instructed to give the required data to all the members.

the academic plan as per his instruction

5. Members stressed the importance of starting new certificate & value added courses which makes students employable.
6. Principal informed one skill developer program to be made compulsory for the students.
7. He said need to keep financial aspect in mind. need not burden the students for the same.
8. It was suggested by members that alumni can be invited to talk about the importance of add on programs so that students get clarity of same and understand the importance.
9. It was suggested by alumni president that for more visibility of college to outsiders effective utilization of resource should be done like conducting competitive exams on Sundays in the campus & starting up of evening college.
10. IQAC Coordinator instructed RPC to look into research collaborations.
11. It was also suggested to conduct a

projects.

12. It was also suggested by the members. Why not to initiate our own research Centre.
13. It was also proposed by IQAC Coordinator that one day session for students on waste management & segregation of waste need to be conducted.
14. All the members had a discussion on how to make campus plastic free and feasibility of E-store selling cloth bags.

Meeting came to an end by 5:30 PM.

Mr. EV John
Secretary, IQAC

Rev Dr Sabu George
Chairman, IQAC.

Members Present-

1. Dr Sabu George
2. Fr Vineeth George
3. Dr Harmeet Matharu
4. Ms Maria Rajan
5. Ms Seena Joseph
6. Ms. Jayalakshmi
7. Mr. Sajee Pasha
8. Mr. Madhesh
9. Mr. Triyograj Pandey



D. S. S. S.

Vineeth

Harmeet

Maria

Jayalakshmi

Sajee

Madhesh

Triyograj

26/5

11. Mr. Augustus -
12. Mr. E. V. John (Club)
13. Mrs. Tija Thomas (Industry expert)
14. Mr. Rahul G. (Alumni President)
15. Mr. Jose Prabhakar (Alumni Vice President)
16. Mr. Sijo Jose (College Captain)



Date:- 22/06/18.

Time:- 3:10 PM

Venue:- AV Room 1

Agenda:-

1. Planning for academic year.
2. Naac Preparation status.
3. Conferences / Workshops / Seminars.

Meeting started with a Silent Prayer.

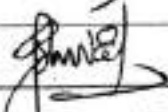
1. Principal & IQAC Coordinator reviewed the annual plans of all the departments and suggestions were made.
2. After discussion principal asked to make necessary changes based on the suggestions.
3. Principal suggested the need to appoint deputy coordinator as the existing experienced faculties are heading different departments & criteria.
4. IQAC suggested criterion wise duties need to be strengthened. Principal added that to include more members in team if required.
5. Principal informed that there will be a

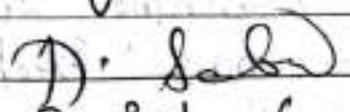


and will be organised soon.

6. All HoD's were instructed to organise Conferences / workshops / seminars for students.

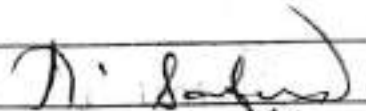
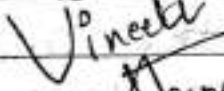
Meeting came to an end by 4:30 PM

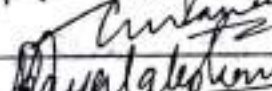
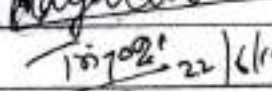
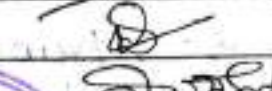
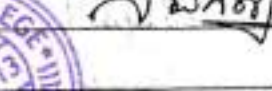
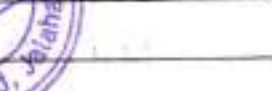
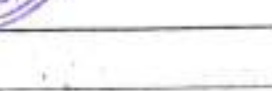

Mr. E.V. John
Secretary, IQAC


Rev. Fr. Sabu George
Chairman, IQAC

Members Present

1. Rev. Fr. Sabu George
2. Fr. Vineeth George
3. Dr. Harriet Mathew
4. Ms. Manu Rajan
5. Ms. Cassandra Rane
6. Ms. Jayalakshmi
7. Mr. Teijyapathi Pandey
8. Ms. Seema Joseph
9. Mr. Madish N


Fr. Sabu George

Fr. Vineeth George

Dr. Harriet Mathew

Ms. Manu Rajan

Ms. Cassandra Rane

Ms. Jayalakshmi

Mr. Teijyapathi Pandey

Ms. Seema Joseph

Mr. Madish N

