



25<sup>th</sup> May 2021

## Minutes of IQAC Meeting

The Annual meeting of the IQAC held online via Google suit with external members including the Manager of the College discussed the following.

### Agenda

- AQAR Submission
- Exit exam 2020- May 31, 2021
- IIQA – August 31, 2021, SSR October 15,2021
- Academic and Administrative Audit, 2020-21
- Website Designing & ERP
- HR- Placement, Induction Programme, Bridge Course
- Career Counsellor
- Student Satisfaction Survey Analysis
- Online Mentoring/ Counselling
- IQAC Initiatives for the Year

### Members Present:

Dr Anitha Jose	Sd/-
Rev Dr Thomas Joseph Parathara	Sd/-
Ms Anne Mary Joseph	Sd/-
Dr Paulami Aich Mukherjee	Sd/-
Dr Jinsamma Joseph	Sd/-
Dr Jissy Mathew	Sd/-
Ms Rinsy Thomas	Sd/-
Ms Linz Tom	Sd/-
Dr Jickey Isaac	Sd/-
Dr Marina Aloysius	Sd/-
Dr Binumol Abraham	Sd/-
Ms Suja Mary George	Sd/-

Dr Theresa Thomas	Sd/-
Rev Tinju Tom	Sd/-
Ms Rosmi Lukose	Sd/-
Rev Sr Kunjumol Joseph FCC	Sd/-
Rev Dr Thomas Padiyath	Sd/-
Mr Samson Valiyaparambil	Sd/-
Mr Tomo Maximin	Sd/-
Dr Saban KV	Sd/-

The meeting began after a short prayer with the Secretary welcoming the members present which was followed by reading the report of the previous meeting. Ms Anne Mary Joseph, the acting co-ordinator and the NAAC co-ordinator presented the agenda for the meeting and presented the activities of the IQAC during the past years and the steps initiated towards quality enhancement as an autonomous institution. The need for a career counselor for the college to help students identify their aptitudes was highlighted and the manager informed that appropriate steps would be taken.

It was decided

- To submit the AQAR by the second week of July as soon as the new website was launched.
- To conduct the Exit exam of the passing out students in the first week of June.
- To fix the dates for the submission of the IIQA and SSR tentatively as 31 August and October 15.
- To implement a new ERP was initiated by the management which will allow scope for blended learning as recommended in the previous AAA.
- To continue the initiative of IQAC-the finishing school –for passing out students though many students were reluctant to pay extra for the initiative.
- To improve the placement drives and Mr. Dipu Thomas, the external member offered his help.

- To ensure that programmes are charted to develop the communications skill and speaking aptitudes of the student community by developing systematic modules for skill development as well as the active involvement of the faculty to encourage using English effectively for communication in the campus.
- To conduct the Student Satisfaction survey and to continue the mentoring process class wise with the teachers listening to the students every week after regular hours. The students who need special help are to be identified and directed to the tele-counselling initiative of the MSW Department.
- To organize innovative programmes like an all women Tedex Programme
- Strengthen the Industry- Academia Linkage.
- Organize agriculture symposiums and flower shows as part of extension activities to cater to the needs of local community and collaborating with them.
- To hold Evening Presentations, student Ownership Programmes etc. as institutional best practice

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