

Date: 1 June 2022

Time: 11:30 AM

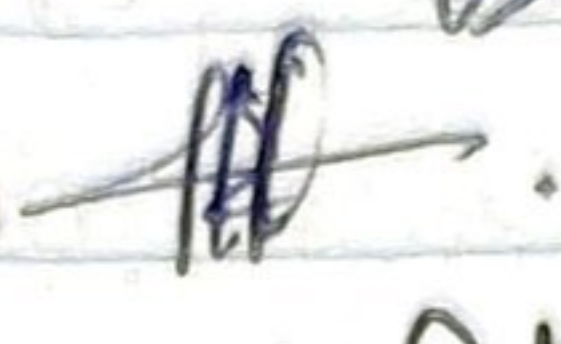
venue: Auditorium

### Members Present

Dr. Sujia Mary Varghese

Dr. Anupama P 

Dr. Minu Susan Kashy 

Dr. Melni Chandy 

Charthanya Ara 

Sanjatha Radul Konth 

Dr. Rajani Jacob 

The meeting began with an update on the online meetings conducted by the coordinator, principal and secretary with the criteria conveners and SSR team leaders. The following decisions were conveyed:

- i- Members to work on Criteria 1, 2 and 3 till June 7, 2022
- ii- Each convenor to decide on 2-3 points for which the faculty/HODs must submit data before 7 June 2022.
- iii- Points required from Criteria 1: Curricular Aspects
  - 1.2. Details of Add-on/Value Added Courses
  - 1.3. Details of activities on cross-cutting issues.



iv. Points required from Criteria 2: Teaching-learning & Evaluation  
 2.3.1. Student centric methods

v. Points required from Criteria 3: Research & Extension Activities.

3.1.1. Grants received from govt. & non-governmental agencies.


3.1.2. No. of teachers recognised as research guides

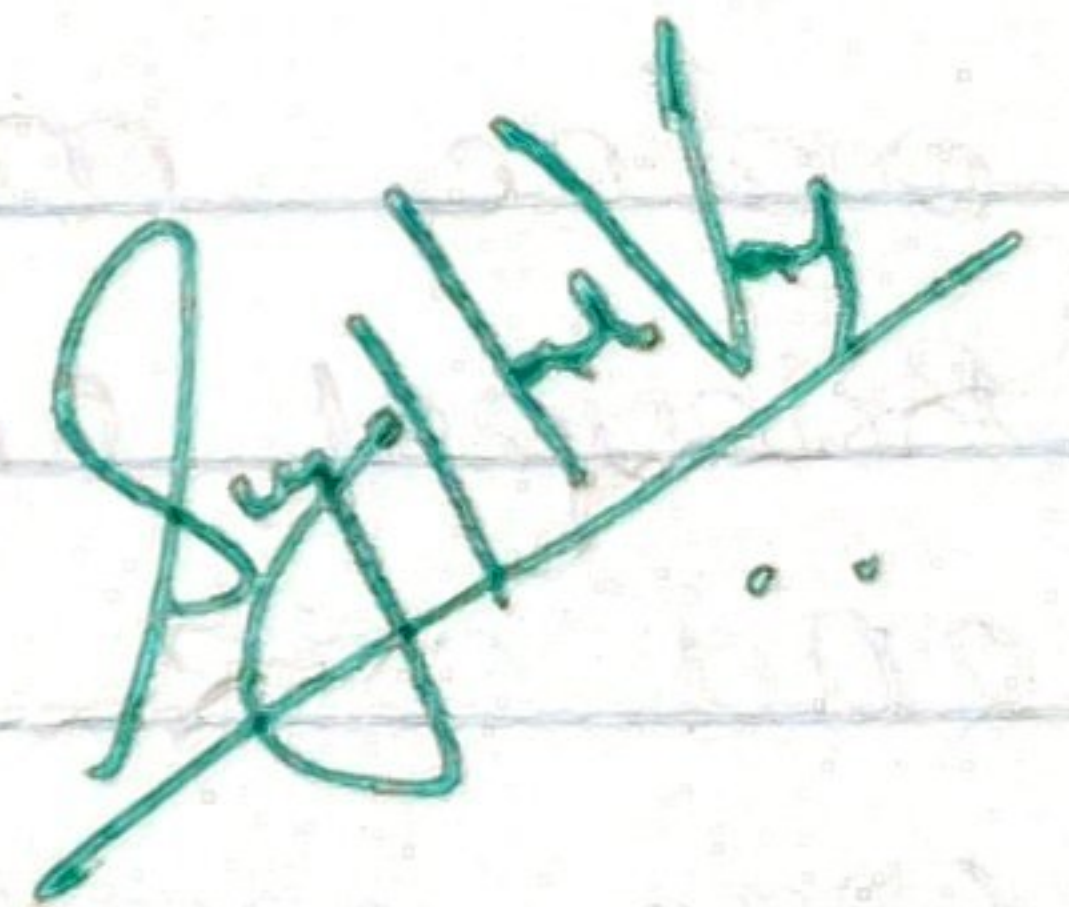
3.1.3. No. of seminars/conferences etc

3.2.1. No. of papers published per teacher in the journals notified on USC website.

All HODs are requested to submit the data to the conveners before the meeting on 7 June 2022.

The meeting came to a close at 12.30 AM.

  
 Secretary, IQAC





Date: 21 July 2022

Venue: Auditorium

Members present:

1. Dr. Sujo Mary Vaughese *Suj Mary*
2. Dr. Chupama P *CP*
3. Dr. Rajani Jacob *Rajani Jacob*
4. Dr. Meli Chandy *Meli Chandy*
5. Dr. Mary Susan Koshy *Mary Susan Koshy*
6. Fr. Dr. Gigi Thomas (Dean of Studies, Mar Ivanios College) *GD*
7. Chaitanya Asa *Chaitanya Asa*
8. Sangeetha Rachel Konth *Sangeetha Rachel Konth*

The meeting began at 11:30 AM with a prayer. The Principal delivered the Presidential Address and the IDAC Coordinator introduced Fr. Gigi Leo Thomas, Dean of Studies, Mar Ivanios College.

The resource person of the FDP provided an overview of the Quality Initiatives that would benefit the College. He discussed each criterion in detail and gave suggestions to boost our score in each.

Fr. Thomas emphasized on the need to sign MoUs and engage in collaborations with other institutions.

The team was asked to prepare the



SSR and submit it before the expiry of the validity period of the previous accreditation. He suggested that we submit the ITQA by October 2002.

The conference raised various queries and a discussion was held. Clarifications regarding various points were sought.

The FDP ended with the Resource person meeting the members and giving suggestions to best seats in their respective criterion.

The programme came to a close by 5.00 PM.

*[Handwritten signature]*

Secretary, IQAC

*[Handwritten initials]*  
IQAC Coordinator





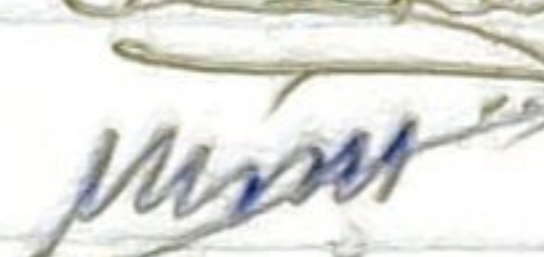

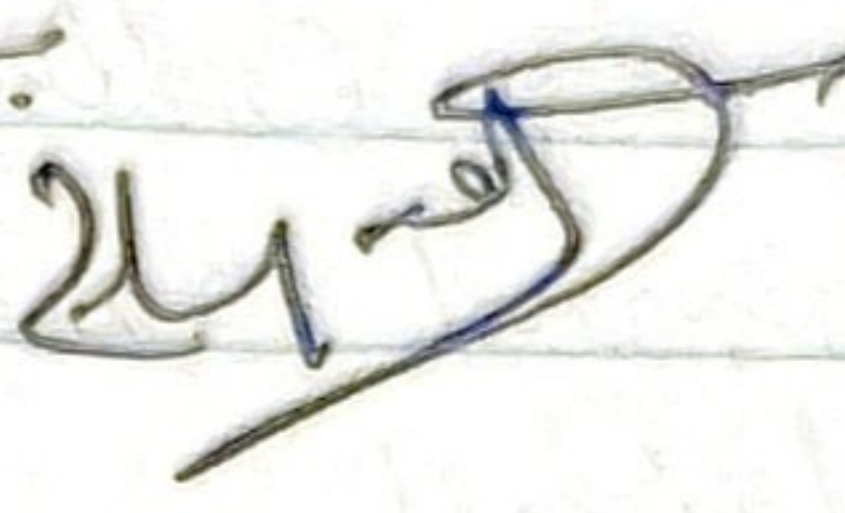
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Date 18 October 2022

Venue: College board room

Members present:

1. Dr. Suja Mary Varghese 
2. Dr. Anupama P 
3. Sherm P. Abraham 
4. Chaitanya Hoo Achankuzhi 
5. Minu Susan Koshy 
6. Maria-Mini Elchese 
7. Sangeetha Radhakrishnan 

The meeting began at 10:00 AM with a silent prayer.

The IQAC Coordinator provided an overview of SSR preparation. Conveners were asked to update the team on the progress of work.

Conveners shared concerns regarding the availability of hard copies of documents within a short span. It was decided to focus solely on soft copies initially and take point-outs later.

Various suggestions were received:

- x Work on each criterion to be updated weekly by conveners.
- x Weekly review meetings to be held without fail.
- x Time to be provided for obtaining pending documents.



- X External audits to be conducted without delay.
- X Criteria-wise discussion to be held with auditors.
- X Coordinator to request Mr. Somy Kuriakose and Mr. Nikhil to visit college for criterion-specific discussions.
- X Work on the IQA to progress in tandem with that of the criteria.
- X Conveners to consult SSRs of other colleges while preparing data.
- X Internal audit report to be studied in detail and measures taken.
- X Conveners to fill in the missing data identified during the internal audit.

Minis

Secretary IQAC

S. J. Lakshay

CD  
IQAC Coordinator



## External Audit - Criteria 1, 2, 5

Date: 5 Nov 2022

Time: 10.00 AM

venue: Board Room

### Members Present

Dr. Sujo Mary Varghese

Dr. Anurama P

Dr. Minu Susan Koshy

Samitha N.

Reenu Sara Mathai

Shalika Jacob

Sneekamolam V

Dr. Remu Raj

Arjali P.P

Silvey Paul

Reshma Mathew

Shruti P. Abraham

Chaitanya Asa

Auditor: Dr. Sony Kariakose

Anu Mary Varghese

Anzelita Varghese

Selva Susan Prasad

(1)

minu

Samitha

R

Shalika

Sneekamolam

Dr. Remu

Arjali

Silvey

Reshma

Shruti

Chaitanya

Sony

Anu

Anzelita

Selva

The meeting began at 10.00 AM with the IQAC coordinator briefing the team on the progress of the work on CSR.

The Auditor verified the data pertaining to each criterion and offered suggestions.

x Certificates to carry name and logo of College.



- x Attendance required for certificate courses.
- x signed name list required for courses.
- x front pages of projects to carry seal and sign of Principal.
- x Linage document to be obtained from job training cell.
- x Keywords to be included in write-ups for OBC.
- x Feedback committee to be constituted.
- x Dept. ATR to be uploaded.
- x Maximum disclosure of feedback required.
- x Reports to be well-designed.
- x Offer courses under JeevanSaushal.
- x Offer<sup>VA</sup> courses on values, ethics, gender & environment.
- x ICC and CASH to be constituted.
- x OBC cell to be constituted.
- x Continuous Internal Assessment Committee to be set up.
- x Calendar to be approved by College Council.
- x 3.1 marks - for criterion 1 (possible).
- x Proof required for sanctioned posts.
- x Create backend website.
- x Examination Manual required.
- x ERP to be purchased.
- x Points - 12.81 for criterion 2.
- x Scholarship policy document required.
- x Student Support " " " "
- x Scholarship Committee to be formed.
- x Name of Principal & IQAC Coordinator req. in block.
- x Reports of skill enhancement initiatives required.
- x 5.1.3 - statistics commendable.
- x Online Complaint Registering required.
- x Refer to Acts of Constitution of Cells, Clubs.
- x 3.84 points for criterion 5.

All data to be submitted without delay.

The meeting came to a close at 3.36 PM

Secretary, IQAC

T.A.C. Coordinator



Date: 5 Dec 2022  
 Time: 2.30 PM  
 Venue: Board Room

### Members Present

Dr. Suso Mary Varghese	
Dr. Anupama P	<u>AD</u>
Dr. Minu Susan Koshy	<u>Minu</u>
Dr. Rajani Jacob	<u>Rajani Jacob</u>
Chaitanya Hsa	<u>CH</u>
Sherin T. Abraham	<u>Sherin</u>
Dr. Arani T	<u>Arani</u>
T.J. Vishnupriya	<u>Vishnu</u>
Sangeetha Rachel Kowth	<u>SRK</u>

The meeting began at 2.30 PM with a silent prayer.

The IQAC coordinator emphasized on the need to speed up work.

Each convenor gave updates on the progress.

General suggestions were given:

- x DUV and SSR of other colleges to be consulted.
- x Convenors and respective teams to fix appointments with each department to collect data.
- x Systematic visits to be scheduled.



- \* Tentative dates decided by conveners and HODs.
- \* Alumni association to be strengthened.
- \* Snehasparsham to be broadened to include workshops, SCM, programmes involving government personnel etc.
- \* Outcome-Based Education details required.
- \* Forms for direct and indirect assessments required.
- \* All data to be submitted by conveners to coordinator.

~~mm~~  
Secretary, IQAC

~~mm~~



Date: 22/12/22

Time: 9.30 AM

Venue: Principals Room

### Members Present

Dr. Suso Mary Varghese

Dr. Anupama P

Dr. Minu Susan Koshy

Chaitanya Asa

Dr. Vineedkumar K

Dr. Sangeetha Rachel Komth

Sherin P. Abraham

Sangeetha Rachel Komth

Dr. Rajani Jacob

(S)

Minu

Chaitanya

Dr. Sangeetha Rachel Komth

Sherin

Dr. Sangeetha Rachel Komth

Dr. Rajani Jacob

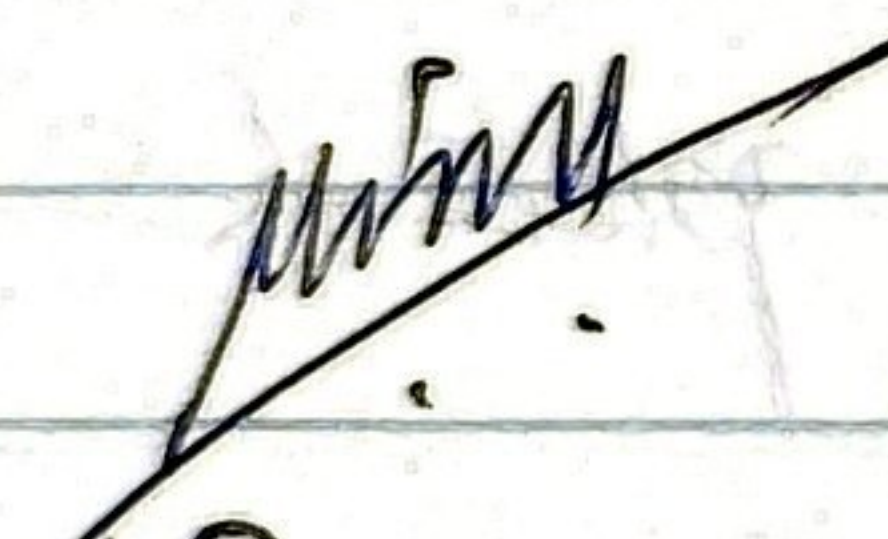
The meeting began with a silent prayer.

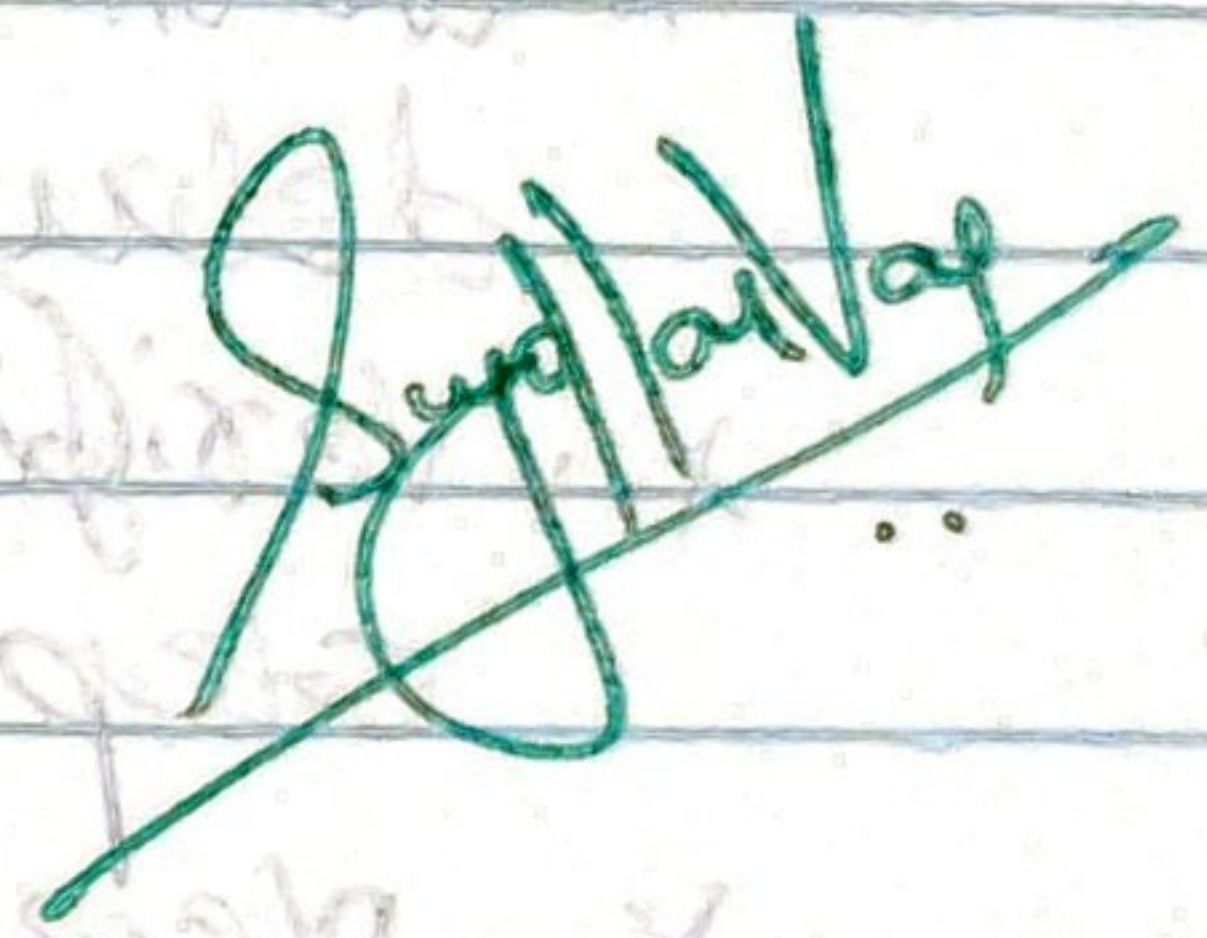
- X WORK on SSR to be completed without delay
- X Verification of data to be conducted step by step as and when submitted.
- X New Question reg. course outcome and attainment discussed.
- X A model question paper for CO Mapping, prepared by Mr. Jibin Shibu Sam analyzed.
- X All faculty members to follow the format for question papers.
- X Dept. of English to launch a Centre for Women's Studies with immediate effect.
- X Certificate courses to be offered by Centre for Women's Studies.



- x Seminars, GDs etc pertaining to women's issues to be conducted by CWS.
- x Dr. Vineed Kumar raised concerns regarding the low attendance of students in the Certificate Course in Yoga. All teachers required to encourage students to join the course.
- x Rs. 500/- to be collected from each student at the time of admission to ensure participation in Certificate courses.
- x College to put up stall in EUN 2023 organized by M.G. University, Rs. 15,000/- will be sponsored by the PTA.

The meeting came to a close by 10.30 AM

  
Secretary, IQAC





Date : 31 January 2023  
 Time : 2.30 pm  
 Venue : IQAC Room

### Members Present

Dr. Suso Mary Varghese  
 Dr. Anupama P  
 Dr. Miru Susan Koshy  
 Dr. Sangeetha Rachel Gomth  
 Ms. Chaitanya Psa  
 Ms. Supriya Susan Kurian  
 Dr. Sherin T Abraham  
 Dr. Rajani Jacob

The meeting began with a silent prayer. The IQAC Coordinator instructed all conveners to send all data to the IQAC mail id.

- x SSR to be submitted by February.
- x Reports of all criteria to be prepared before next audit.
- x Possibility of issuing certificates for Value Education to be considered.
- x Suggestions were given to conveners for each criterion.
- x All data collected to be sent to Coordinator.

*Miru*  
 Secretary, IQAC













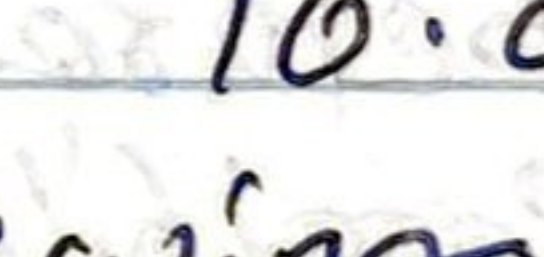

*Sangeetha*



Date : 11 Feb. 2023  
 Time : 9.45 AM  
 Venue : Board Room

Members Present

Dr. Suja Mary Varghese  
 Dr. Sony Kuriakose  
 Mr. N.R. Nikhil  
 Dr. Anupama P  
 Dr. Minu Susan Koshy  
 Dr. Vinod . V  
 Dr. Sijo Jayaraj  
 Dr. Byn Jacob Thomas  
 Tiju Jobo. Y  
 Dr. Arani I  
 Reemy Saa Mathai  
 Gopikrishna S. Nair  
 Melvi Chandu  
 Sherin P. Abraham

The meeting began at 10.00 AM with the external auditors reviewing the data prepared.

Various suggestions were given:

- X Date of submission of SSR to be extended.
- X All reports to be prepared in the format given.
- X Letters to be obtained in official format



From various organizations, including the Pylee Memorial Trust.

- x Infrastructure to be developed.
- x Criteria conveners to ensure that all claims are supported by evidence.
- x Apply for FSSAI registration for businesses
- x Obtain monetisation certificate from YouTube
- x Research Mobilization Centre to be set up.
- x Names to be given for all schemes.
- x Purchase ERP and Koha.
- x Conveners to ensure timely submission of all documents.
- x Unnecessary items in lists to be omitted.
- x First draft of SSR to be prepared by 28 February 2023.

The meeting came to a close by 5.00 PM.

~~Minu~~  
Secretary, IQAC

~~Supriya~~



Date: 20 Feb 2023  
 Time: 3.00 p.m  
 Venue: PG Seminar hall

Members present:

Dr. Sujio May Vaigheso  
 Mr. P. K. Kusuvara (Treasurer)

Shalitha Jacob

Dr. Chaitanya Euse Achantunji

Therese P. Abraham

Paulose Thomas

Dr. Bibis Kumare

Dr. Vineetkumar K

Dr. Vinod. V.

Dr. Sangeetha Rachel Komath

Dr. Anupama P

Dr. Rajani Jacob

Shalitha

CEA

Therese

Paulose

Shalitha

to

ad  
 RJ

The meeting began at 3.00 PM with the Coordinator providing an overview of the review meeting held on 11 Feb - 2023.

- x Governance and teams to rectify errors
- x Extension activities of departments to be clubbed with those of NSS, NCC etc
- x More than 25 certificate courses required every year.

The Principal addressed the gathering and spoke on possible infrastructure development.



- X Lifts and ramps to be set up in campus.
- X Pedestrian path for disabled.
- X Taekwondo mats and equipment for table tennis, cricket etc to be purchased.
- X Smart boards to be purchased.
- X Projectors and screens to be installed in Ph Seminar Hall, Board Room and IQAC Room.
- X Smart classrooms to be set up.
- X AV Room to be built set up.
- X Staff Sick Room with attached bathroom, Welfare Room, Incubation Centre and Research Navigation Centre to be set up.
- X Research enhancing atmosphere with proper facilities to be created.
- X Canteens to be renovated and refurbished.
- X Research policy to be formulated.
- X Staff-rooms to be tiled.
- X More solar panels to be installed.
- X measures to reduce heat on upper floors.
- X Quotations to be collected for ground cleaning and grass planting.
- X Organic farm to be set up.
- X ERP to be upgraded.
- X All arrangements to be made in advance to NAAC Peer Team Visit.
- X Ph Seminar hall to be renovated in the amphitheatre model.
- X ~~IAAC~~ IAAC to be prepared and subjected to scrubbing by external



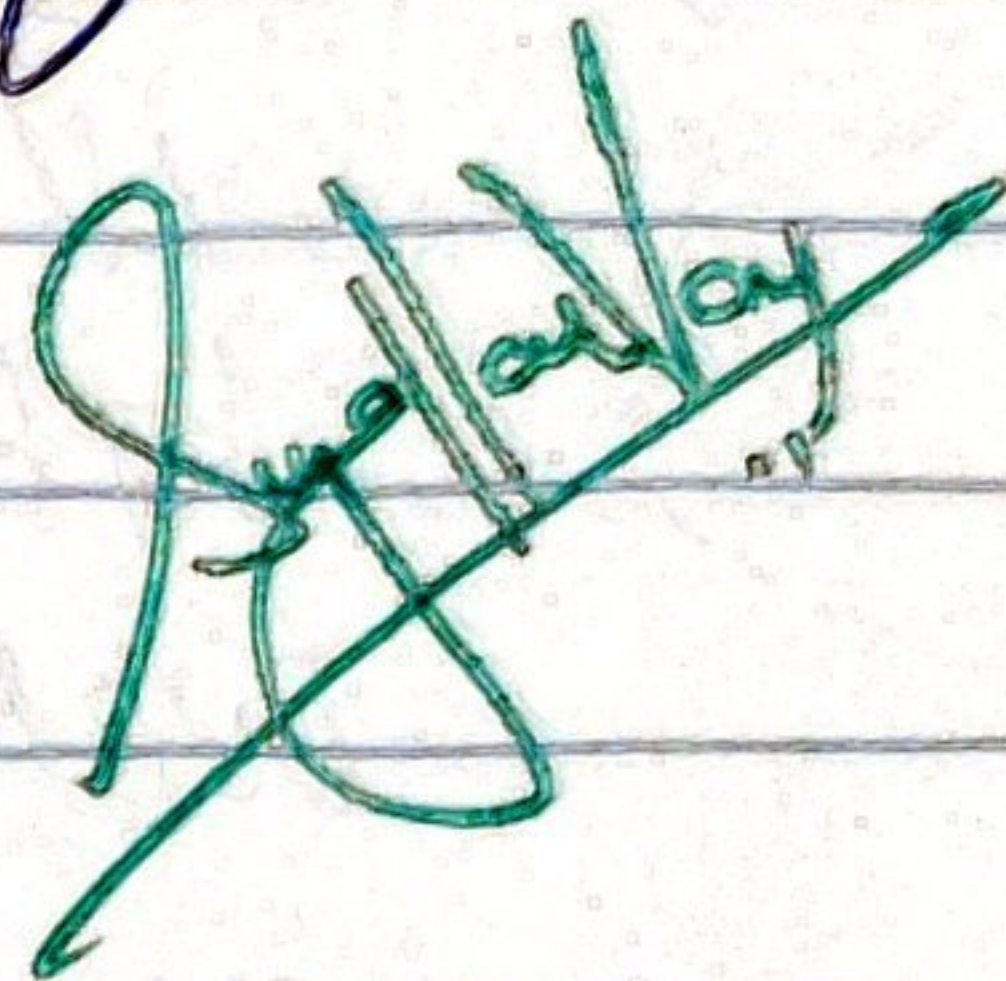
~~Business~~ experts.

x SSR work to be completed ahead of time.

x SSR to be sent to auditors.

The meeting came to a close by 5:30 PM

~~Wim~~  
Secretary, IQAC





Date: 31 March 2023  
 Time: 12.45 PM  
 Venue: PG Seminar Hall

### Members Present

Dr. Suso Mary Varghese

Dr. Anuradha P

Dr. Minu Susan Koshy

Dr. Sangeetha Rachel Korutti

Mrs. Sunu N.V

Mrs. Sanitha N.

Ms. Teresa Maria Mathew.

Ms. Sony T. James

Dr. Shalitha Jacob

Dr. Rinu Elizabeth Philip

Therini T. Abraham

Reemy Sae Mathai

Dr. Vinod. V.

Dr. Vinod Kumar K

Mr. Chaitanya Eba

Dr. Rajani Jacob

Jayakrishna

Minu

Sangeetha

Sanitha

Sony T. James

Shalitha

Rinu

Therini

Reemy

Vinod

Vinod Kumar

Chaitanya

Rajani Jacob

The meeting began with a silent prayer  
 The Principal discussed the distribution of  
 charges for the Academic year 2023-24.

- x It was decided to submit the SSR without delay by July 2023.
- x The IQAC Coordinator & Secretary reported that the IQA is almost complete.
- x It was suggested that since the IQAC is



completely engaged with SSR preparations  
a committee be entrusted with the tasks of  
preparing ~~the~~ documents for 2021-22.

\* It was decided to take concrete measures  
to improve admission numbers. A Committee  
comprising HoDs and other staff members  
was constituted for the purpose.

\* ~~him~~  
Secretary, IQAC

~~Signature~~

~~Dr. Nissar Khan~~




Date: 22 May 2022

Time: 11.30 am

Venue: Board Room

Members present

Dr. Sajo Mary Varghese 

Dr. Anupama P

Dr. Rajani Jacob

Sherrin T. Abraham 

The meeting began at 11.30 AM. The IQAC Coordinator presented the IQA to the HODs as per assembled.

Doubts were clarified and the Principal informed the members that it has been decided to discontinue the B.Voc course in Renewable Energy. So queries were raised regarding its inclusion in NAAC data. It was decided to submit a letter to NAAC self-declaration stating the same along with the affiliation certificate.

It was decided to submit the RUSA Grant Release letter as the latest Plan general Development Grant release letter.

It was decided to send a query to NAAC regarding the status of B.Voc Year of Introduction of B.Voc. Although the courses



were granted in 2018, the affiliation letter was given by M. G. University in 2019. So, clarity as to which year is to be mentioned as year of introduction was required.

It was decided to submit the IQA before 31 May 2023.

The meeting came to a close by 1.30 PM.

~~Minu~~  
Secretary, IQAC

~~[Signature]~~