

IQAC MEETINGS 2018-2019

No. of meetings – 6

Agenda of the meeting held on 07/06/2018

- ❖ To decide change in the teachers in charge of IQAC criteria
- ❖ To plan data collection and documentation of 2017-18

Minutes of the meeting held on 07/06/2018

- Change in the teachers-in charge of Criterion 6 which was given to Ms. Sonia John Markose and Sr. Sharin
- The last date for the departments to submit the documents as per the NAAC criteria is fixed on June 30
- Decided to launch value added courses promoting leadership and soft skills
- Decided to apply for NIRF, AISHE, ISO certifications
- An Orientation Programme on 'Incubation centre and start ups' should be organised for students
- Asked IQAC members to prepare answers for qualitative metrics after collecting required data from each department
- Website updation must be done without fail incorporating feedback, IQAC minutes and Action taken
- Decided to implement hourly attendance system

Action Taken

- Value added courses started in the departments on various topics
- Applied for NIRF and Aishe certification
- IQAC Organised orientation programme for the students on start ups and incubation centre in collaboration with Entrepreneurship Development Institute of India. Mr. Shibil Mohammed and his team piloted the session
- Updated the website incorporating IQAC Minutes

Agenda of the meeting held on 30/08/2018

- ❖ To discuss and decide flood relief activities

Minutes of the meeting held on 30/08/2018

- Discussed to determine the flood relief activities to lend a solace to the flood victims of the college
- Asked the teachers to collect the data of the flood affected students and teachers
- Proposed to extend the flood relief activities to the local communities
- Suggested that Thuruth, a place near Aluva Railway station may be adopted for flood rehabilitation activities. The adoption must be done in congruence with NSS and NCC
- Should seek affiliation with other agencies and NGOs who are willing to contribute towards community service
- Flood relief activities may be commenced in the nearby colonies with cleaning drives and chlorination
- Counselling sessions should be provided to the needy flood victims
- Decided to construct a house for the most deserved in the adopted village by collecting funds from various quarters

Action Taken

- Flood relief kits which include stationery, utensils, beddings, cleaning materials, textiles were given to the flood affected students and administrative staff of the college
- Made a visit to Thuruth to study about the extent of flood ravages. As the place was not seen to be widely affected, the plan to construct the house there was dismissed
- The college NSS extended manual labour in the construction of houses which were ravaged in the flood
- Under the auspices of the college and NSS, the nearby roads, buildings and govt. schools were cleaned and chlorinated

Agenda of the meeting held on 06/09/2018

- ❖ To decide the date of meeting with the external members of IQAC
- ❖ To update the activities of IQAC
- ❖ To decide upon the AQAR of 2017-2018

Minutes of the meeting held on 06/09/2018

- Tentative date for the IQAC meeting with external members is Sep 12
- NAAC data updation for 17-18 and 18-19 should be done systematically at the earliest
- Students wing of IQAC must be strengthened
- Respective IQAC members should prepare the AQAR for 2017-18 criteria-wise by the 3rd week of September. The final report will be presented in the council on Sep 30. The UG results as on June 30th and PG results as on Dec should be taken for the AQAR 17-18 - Dr. Sheena
- Flood relief extended by the staff, departments and the institution must be counted as part of Extension activities. Proper records should be maintained for the same.
- House construction for the worst affected students must be taken up by the departments with the help of Kerala Action Force and other external agencies
- Students should take classes for the students of Govt. school as part of Academic extension. Members in charge of Extension should arrange the same
- E-governance should be improved- should arrange an orientation class
- Should discuss with the staff of other institutions to know more about how to address each criteria
- Departments should take initiative to visit the houses of the flood affected students – to decide their most compelling needs and to help them in the ways possible. To address their issues in the Adalath on Sep 22 – to make them aware about the possibilities to retrieve the lost documents and other necessities. If possible, the teachers themselves should take up this cause and do the needful for the sake of students.
- If any students are compelled to drop the course because of flood, it should be intimated to the Principal
- RPC must be strengthened in more innovative ways. Should send proposal for ISBN number, so that each department and the staff can avail the number if needed.
- MOODLE should be implemented compulsorily in all departments. Assignments should be given via MOODLE platform.
- All the staff members should engage in e-content development. Can seek the help of Dr. Ansa Alphonsa and Communicative English Dept.

Action Taken

- Convened a meeting of IQAC Students' Wing. Motivated the student representatives to instil the spirit among the student community

Agenda of the meeting held on 12/09/2018

- ❖ Discussion with external members

Minutes of IQAC Meeting held on 12/09/2018

- Next assessment of the institution by NAAC to be completed before 2022 September.
- Self-Study Report to be submitted 6 months prior to the visit.
- Yearly updating of report (AQAR) is needed as per new NAAC Format
- Apart from remedial, advanced learners should be given placement/ employability training.
- Include flood relief activities in website. Keep the website always updated.
- Generate fund from Alumni. Make it effective by providing employment for students.
- Assessment test for 1 year students to be conducted before 30th September 2018. It should be out of 50 multiple choice questions.
- Annual Budget Planning should be implemented.

Action Taken

- Gave 150 packets to the needy students
- In association with MalayalaManorama distributed 350 kits to flood affected students
- With the Support of All India Vijaya Bank officers Association, kit worth Rs 2,00,000/- distributed to students.
- Provided Counselling for flood affected students.
- Arranged Retreat and Renewal programmes for students.
- IQAC conducted survey among the flood affected students to identify the severely affected ones

Agenda of IQAC Meeting held on 26.11.2018

- ❖ To discuss software development based on the revised NAAC Criteria
- ❖ To discuss criteria-wise activities

Minutes of IQAC Meeting held on 26.11.2018

Criteria I

- The introduction and guidelines for new courses and add on programmes should be included in the Minutes of academic council. So it is decided to form an academic council.
- Teachers-in-charge should collect data for add on programmes and report should be submitted
- Feedback report should be discussed with governing body and action taken report should be uploaded in the website.
- All Departments should collect feedback from parents, alumni and employees.
- Student, Parent, Alumni feedback should be updated on website.

Criteria II

- Details of physically challenged students should be collected during admission.
- The requirements (infrastructure or any other) of each Department should be prepared by December and submitted to Dr. Rev. Sr. Stella.
- Mentoring data should be submitted to Dr. Rev. Sr. Shalini before Christmas holidays.
- Course Outcome and Programme Specific outcome and Programme Outcome should be known by each student and teacher.
- Teachers should build rapport with students. (Give awareness about student satisfaction survey conducted by NAAC)
- In the examination reform try new methods like open book test/online examination

Criteria III

- Teachers without Doctorate degree should register for PhD.
- Monthly performance report's soft copy should be submitted to Dr. Rev. Sr. Stella and scanned copy of documents should be attached.
- Flood relief activities should be considered as extension activity and Departments should compile the pictures and documents.
- Unnat Bharath Abhyan (Project of MHRD): Dr. Sheena Xavier is the nodal officer and college has adopted 5 villages and it could be considered as outreach programme. All departments should participate in it. Will give the details of the programme after 11-12-2018.
- Awareness about start-ups and Entrepreneurship should be given to students.
- Decided to prepare a format for data collection and asked Dr. Anila to submit the same in the next meeting for further action.

Action Taken

- Formed Academic Council including the representatives from each department
- Feedback taken from parents, employees and alumini
- 2 faculty members registered for Ph.D
- Staff and students conducted survey at the assigned UBA villages

Agenda of the IQAC Meeting held on 15/3/2019

- ❖ To discuss the conduct of Training Programme for Principals, Teachers and Ministerial staff of Aided colleges under the Deputy Directorate of Collegiate Education, Ernakulam

Minutes of the IQAC Meeting held on 15/3/2019

- Discussed and planned the three day Training programme (**Guide and Revamp Aided College Environment-GRACE 2019**) for teachers and administrative staff of aided colleges scheduled to be held from the 21st to the 23rd of March 2019.
- The programme is to be jointly organised by the Deputy Directorate of Collegiate Education, Ernakulam and the IQAC of the College
- The following committees have been formed for the smooth conduct of the same

I. Overall charge of the programme

1. Dr. Sheena Xavier
2. Ms. Renjitha Reghunath (Brochure, Certificates and Memento)

II. The Registration Committee

1. Dr. Sujatha N.V.
2. Dr. Baby Divya
3. Dr. Anu Anto
4. Ms. Sonia Markose

III. The stage and programme Committee

1. Dr. Lima Antony
2. Ms. Nikhitha Xavier
3. Dr. Saumi Mary M.
4. Dr. Liss Marie Das

IV. Reception Committee

1. Ms. Beena Varghese
2. Dr. Aparna Lakshmanan
3. Ms. Ninu Rose
4. Dr. Manjusha K

V. Food Committee

1. Ms. Leena Deenja
2. Ms. Binu Correya
3. Dr. Reshmi Varghese
4. Dr. Seema K.
5. Ms. Jasmine Gonsalvez and NSS volunteers

- The IQAC came to a consensus to avoid the cultural events planned on the 21st and the 22nd of March on account of unavailability of students due to the University Examinations and the Internal Examinations on these days
- The registration fee for the three day training programme was fixed at Rs 1500/- in order to meet the expenses for the same
- All the Committees were advised to submit various bills to concur with the statement of expenditure that is to be submitted by the IQAC to the DD

Action Taken

- **GRACE 2019** for teachers and administrative staff of aided colleges was smoothly conducted from the 21st to the 23rd of March 2019
- Faculty members submitted the Mentoring Reports in the month of December
- All the departments completed the survey at the 5 adopted villages of UBA