

Internal Quality Assurance Cell

Minutes:2023-2024

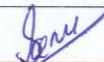

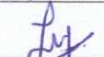


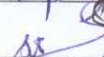






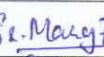

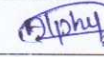
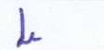
Meeting No.I

Date: 23-06-2023

Agenda:

1. Reconstitution of IQAC
2. Preparation of Action Plan
3. Discussion on quality enhancements of IQAC for 2023-2024

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	
16.	Ms.Leona Rose Joseph	

- The meeting was held on 23-06-2023 at 2.30 pm in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- The Principal expressed her sincere gratitude and congratulated Ms. Shyny K Ittiachan - IQAC Coordinator and IQAC members for their dedicated work in securing 'A++' grade with CGPA of 4.56 in the Cycle IV of NAAC Accreditation.

➤ The Principal welcomed the nominated IQAC members and briefed the responsibilities of the IQAC in the quality enhancement of the institution.

➤ IQAC is reconstituted according to the NAAC guidelines and the members are:

Chairperson of IQAC: Dr.Sr. Shemi George, Principal

IQAC Coordinator: Ms. K.Leena Joseph

Joint Coordinators: Ms. Rinu K Louis

Ms.Rajani Devi T.R

Members : Dr. Sr. Gisha M. Joseph (Vice Principal)

Ms.Shyny K. Ittiachan (Head, Dept. of Physics)

Ms. Sophia James (Head, Dept. of Languages)

Dr.Lizmitha Godwin(Head, PG & Reseach Dept. of Home Science)

Dr. Resmi G. (Head, PG Dept. of Physics)

Dr.Sindhu K.S. (Head, Dept. Of Chemistry)

Dr. Mettilda Thomas (Head, Dept. of Physical Education)

Ms.Jwalini K. S. (Head, Dept. of Commerce)

Sr. Mary Joe (Self- financing Coordinator)

Administrative officers: Sr. Mary Paul (office Superintendent)

Sr. Alphy Kochappan (Bursar)

Management Representative: Dr. Sr. Rosily A. V (Education Councillor)

Nominees from employers/ Industrialists/stakeholders:

Dr. Sony Kuriakose, Nirmala College, Muvattupuzha

Mr. P J George - PTA Vice President

Nominees from local society/ Alumni/ Students:

Ms. Jessil George (Alumnae Representative)

Ms. Leona Rose Joseph (Chairperson, College Union)

➤ The meeting discussed action plan and calender for the year 2023-2024 and requested to finalize and action plan of the departments on or before 25 June 2023 and function accordingly.

Discussion on Quality Enhancements of IQAC 2023-2024

The major decisions were

➤ To introduce more certificate courses to enrich curriculum by each department

- To organize workshops or seminars on Research methodology, Intellectual Property Rights, Entrepreneurship Development skills and capacity building and skill enhancement programmes by departments and organizations
- To encourage faculty and students for research publications
- To involve in more MoU's and collaboration with other institutions and industry by departments and clubs
- Orientation by Dr. Sony Kuriakose, IQAC Coordinator, Nirmala College, Muvattupuzha
- To organize induction programme for first year students by college union
- Professional Development Program for Teaching and Non- teaching Staff
- Conduct Bridge Course during the first week of August 2023
- To revise formats for Teaching plan, Reports etc. for documentation purpose
- Organize Self defence training programme by IQAC and Department of Physical education
- To analyse PBAS of teaching and Non teaching staff
- To collect and analyze Academic and Administrative Audit before 10 July 2023
- To collect and analyze Feedback from various stakeholders in online mode

Internal Quality Assurance Cell

Minutes:2023-2024

Meeting No.2

Date: 11-08-2023

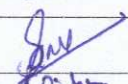
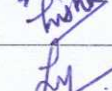
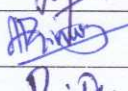
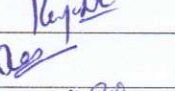

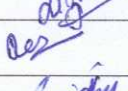
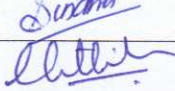
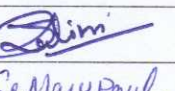
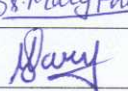




Agenda:

1. Seminar on Implementation of NEP
2. Discussion on Education Expo
3. Administrative training programme for Non teaching staff

Action Taken Report:

- PBAS of teaching and Non teaching staff was analyzed
- Academic and Administrative Audit was completed and analysed
- Feedback collected from various stakeholders was analyzed
- Action plan and calender for the year 2023-2024 finalized
- Formats for Teaching plan, Reports etc updated and circulated to the departments
- Organised Narishakthi- Self- defence training programme on 27 June 2023
- Bridge course was conducted for I UG students from 31 July to 04 August 2023

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	

- The meeting was held on 11-04-2023 at 09.10 am in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- Ms. K Leena Joseph, IQAC Coordinator, welcomed the gathering and presented action taken report.
- The meeting decided to organize Seminar on 'Implementation of NEP: Innovations and Reforms in Curriculum' on 14 August 2023. Resource person was Dr Shefeeque V, Research Officer on Special duty, Kerala State Higher Education Reforms Implementation Cell.
- The meeting discussed the preparation for Education Expo- Educere, Inauguration, Setting stalls, Cultural Programmes etc. Various committees were formed and selected Dr Megha Thampy as Coordinator
- The meeting decided to organize administrative training programme for Non teaching staff as and when resource persons were available.
- Decided to evaluate the CO, PO and PSO attainment of the outgoing batch

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Meeting No.3

Date: 27-11-2023


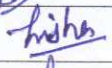



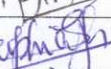
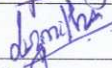
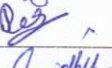
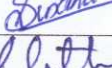
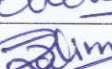
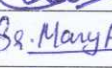
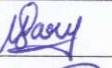




Agenda:

1. Documentation of activities: 2022-2023
2. Half yearly presentation of the academic year: 2023-2024
3. Faculty development programme for teachers

Action Taken Report:

- Organized Seminar on 'Implementation of NEP: Innovations and Reforms in Curriculum' on 14 August 2023.
- Two days Education Expo- Educere was organized on 26 and 27 October 2023.
- Administrative training programme for Non teaching staff was organized on 14-23 November 2023.

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	
16.	Ms Aswathy Rajan	

- The meeting was held on 27-11-2023 at 2.30 pm in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- Ms. K. Leena Joseph, IQAC Coordinator, welcomed the gathering and presented the action taken report.
- Principal expressed her sincere thanks and congratulated the IQAC team and Education expo team for the success behind these programmes.
- Decided to prepare and collect documents in the link given by IQAC. The criterion heads and members compile the documents for the preparation of the yearly status report AQAR:2022-2023.
- The meeting decided to conduct half-yearly presentations of the departmental activities at 10 am at the conference hall on 28 November 2023. The order of presentation and link for uploading ppt's of various departments is given by IQAC.
- The meeting decided to organize a Faculty development programme for teachers on 'NEP 2020 Perspectives' from 04-08 December 2023. The experts of FYUGP curriculum designing workshop, MG University were agreed to be the resource persons.

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Meeting No.4

Date: 31-01-2024


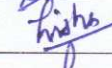

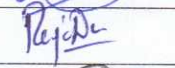

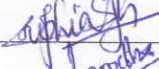

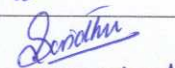
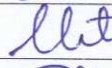
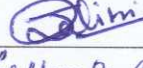
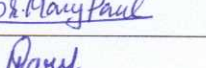
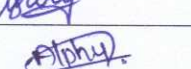




Agenda:

1. Preparation of AQAR Draft: 2022-2023
2. Workshop on research article writing for Students

Action Taken Report:

- Half yearly presentations of the departmental activities was conducted at conference hall on 28 November 2023.
- Faculty Development Programme for teachers on 'NEP 2020 Perspectives: Curriculum Framework for Undergraduate Programmes' from 04-08 December 2023.
- Collection and compilation of the documents is going on

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	
16.	Ms Aswathy Rajan	

- The meeting was held on 31-01-2024 at 2.30 pm in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- Ms. K Leena Joseph, IQAC Coordinator, welcomed the gathering and presented action taken report.
- The meeting decided to provide necessary guidance for the preparation of yearly status report AQAR:2022-2023 and submit before the Staff council.
- The meeting decided to organize Workshop on research article writing for PG Students at computer lab to impart essential professional skills and competencies in research paper writing and publications.

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Meeting No.5

Date: 15-03-2024

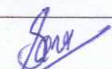
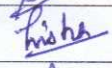
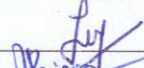
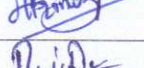
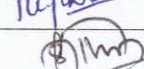

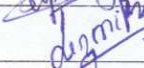

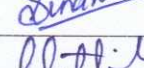
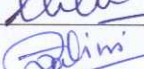
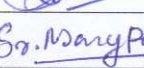

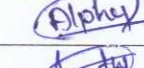



Agenda:

1. Erudite Lecture: 2023-2024
2. PBAS of teaching and Non teaching staff
3. Academic and Administrative Audit
4. Feedback collection from various stakeholders

Action Taken Report:

- Yearly status Report AQAR: 2022-2023 Submitted
- Workshop on research article writing was organized for PG Students on 16 February and 01 March 2024 at computer lab.

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	
16.	Ms Aswathy Rajan	

- The meeting was held on 15-03-2024 at 2.30 pm in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- Ms. K. Leena Joseph, IQAC Coordinator, welcomed the gathering and presented the action taken report.
- The meeting decided to collect PBAS of part-time teaching staff at the end of March and Permanent teaching staff and Non-teaching staff at the end of May 2024.
- The meeting decided to collect and analyze Academic and Administrative Audit from teaching faculty members and departments on the first week of June 2024.
- The meeting decided to collect Feedback from Faculty, Alumnae and Employers in online mode using Google Forms and directly from students.
- The meeting decided to conduct an Erudite Lecture on 'The role of youth in nation building' on 22 March 2024. Resource person was Dr. Parakala Prabhakar, a famous Indian political economist.

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Meeting No.6

Date: 27-03-2024

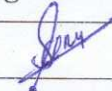


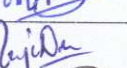

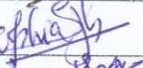
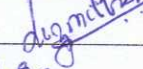



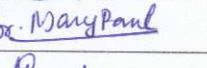
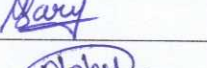




Agenda:

1. Discussion on Best practices and Institutional Distinctiveness
2. Awareness seminars on NEP 2020 College Teachers
3. 'MGU UGP honours for higher secondary school teachers and students'

Action Taken Report:

- Erudite Lecture on 'The role of youth in nation building' on 22 March 2024. was Conducted. Dr. Parakala Prabhakar famous Indian political economis. and social commentator was the keynote speaker
- Collected PBAS &AAA of part time teaching staff
- Student Feedback collected

Members present:

Sl.No.	Name	Signature
1.	Dr.Sr. Shemi George	
2.	Dr. Sr. Gisha M Joseph	
3.	Ms. K.Leena Joseph	
4.	Ms. Rinu K Louis	
5.	Ms.Rajani Devi T.R.	
6.	Ms.Shyny K. Ittiachan	
7.	Ms. Sophia James	
8.	Dr.Lizmitha Godwin	
9.	Dr. Resmi G.	
10.	Dr.Sindhu K.S.	
11.	Dr. Mettilda Thomas	
12.	Ms. Jwalini K. S.	
13.	Sr Mary Paul	
14.	Sr Mary Joe	
15.	Sr.Alphy Kochappan	
16.	Ms Aswathy Rajan	

- The meeting was held on 27-03-2024 at 2.30 pm in the IQAC room, started with a silent prayer.
- Principal, Dr. Sr. Shemi George, presided over the meeting.
- Ms. K Leena Joseph, IQAC Coordinator, welcomed the gathering and presented action taken report.
- The meeting discussed about Best practices and Institutional Distinctiveness and decided the theme of 'Water' as best practice
- Decided to organize seminar on 'NEP 2020: curriculum framework for undergraduate programmes' for college teachers on 09 April 2024. Dr. A S Sumesh, Convenor FYUGP Regulations committee of M.G. University was the resource person.
- The meeting decided to organize an extension programme on 'MGU UGP Honours for higher secondary students and parents' on first week of May as and when Higher Secondary School Examination results published.