





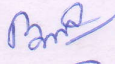
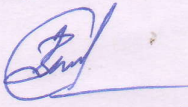



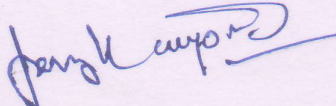




**Minutes of the IQAC meeting held in the Council Hall on  
22/06/2018**

**Members Present:**

1. Rev. Dr. James John Mangalathu (Principal) 
2. Dr. Sunny Kuriakose (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Siby James 
5. Dr. Davis Xavier 
6. Dr. Ison V Vanchipurackal 
7. Dr. Biju K. C. 
8. Dr. Babu Jose 
9. Sri. Gibin Raja George 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Sri. Joy George 
14. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Principal Rev. Dr. James John Managalathu. Vice Principal Dr. Sunny Kuriakose welcomed the members to the meeting. He mentioned the names of the new IQAC members Mr. Gibin Raja



George and Mr. Joy George. The IQAC Co-ordinator read the minutes of the previous meeting. The Vice-Principal presented an action taken report based on the decisions of the previous meeting.

In his presidential address, the Principal said this was his first IQAC meeting as Principal. An assessment of online student attendance has been made. More training can be given to teachers if required. Canteen has been renovated and cleaned. Work is in progress for the next NAAC reaccreditation. Committees have been constituted. A workshop in this regard is slated for 21 July 2018. Dr. Ponmudiraj, Deputy Advisor, National Assessment and Accreditation Council is the resource person. Rs. 2 crore is available as RUSA fund. Projects have been prepared for construction, renovation and purchase. The Principal thanked the IQAC Coordinator, Dr. Sunil C. Mathew in a special way for explaining every aspect of the NAAC criteria in detail during the Internal Academic Audit in March.

Then the IQAC Coordinator elaborated on the things to be done immediately. He expressed happiness that the new Principal and Vice Principal have been selected from the IQAC. He said the NAAC made some changes in regulations in its notification on 23 May 2018. Regarding the committees for NAAC accreditation, he said each committee shall be supervised by one IQAC member: Criterion 1- Dr. Siby James; 2- Dr. Biju K.C; 3- Dr. Babu Jose; 4- Dr. Davis Xavier; 5- Mr. Gibin Raja George; 6- Dr. Ison V. Vanchipurackal; 7- Principal and Vice Principal.

It is noted that Innovation Ecosystem is a new Key Indicator now. The college has to strengthen the activities of the Innovation and Incubation Centre. Dr. Ratheesh may be given charge of this. We can get funds from DST. UGC is now transforming all UG programmes as professional.



Calculation of student attendance session-wise and attendance calculation for internal assessment paper-wise may be implemented. The academic and examination calendar is to be published in the college website. An external academic and administrative audit may be conducted in September.

A discussion on the revision of bio-data form was held. It must incorporate tutorial work also. The activities of the Intellectual Property Rights Cell must be strengthened. Dr. Biju K.C said the mentor-mentee ratio must decrease. Mr. Jose Mamparampil said campus cleanliness must receive prime attention. A question bank for internal examinations was also suggested.

The meeting ended at 4.30 pm.


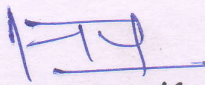









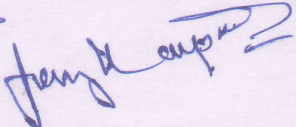

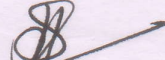


  
Principal  
St. Thomas College, Palai



**Minutes of the IQAC meeting held in the Council Hall on  
03/08/2018**

**Members Present:**

1. Rev. Dr. James John Mangalathu (Principal) 
2. Dr. Sunny Kuriakose (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Siby James 
5. Dr. Davis Xavier 
6. Dr. Ison V Vanchipurackal 
7. Dr. Biju K. C. 
8. Dr. Babu Jose 
9. Sri. Gibin Raja George 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Sri. Joy George 
14. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Principal. The Vice Principal welcomed the members. IQAC Coordinator read a report of the previous meeting.

In the Principal's address, Rev. Dr. James John Mangalathu said all criterion-wise committees have met and data collection is in progress. Strengthening of the Incubation Centre was discussed. Attendance has



successfully gone online. The seminar on new methodology of NAAC reaccreditation was a great success. Instructions regarding clean ecosystem are given to students during admission itself. With the collaboration of the NSS, boards can be erected on the river bank.

Vice Principal Dr. Sunny Kuriakose briefed the actions taken since the last meeting. Criterion-wise coordinators spoke for an hour to each criterion-wise committee. Department level coordinators for add on programmes have been selected. They have been asked to prepare a syllabus for 30 hours. Mr. Mathew Stephen, an international expert, spoke to final year UG students on Incubation Centre. Work is in progress to prepare an internal examination calendar. A decision on academic and administrative audit for the next month has been taken. An Intellectual Property Rights Cell has been formed. Campus cleanliness is a prime consideration, but rain and construction work pose hurdles. A plan for Meenachil river cleaning is also there. Lab renovation and seminar hall construction are also on.

Then Dr. Sunil C Mathew spoke on issues of importance. He thanked Dr. Ison V Vanchipurackal, Organizing Secretary of the One Day Workshop on New Methodology of NAAC Accreditation, for the excellent organization. Another seminar is planned for February 2019. NAAC fund has been sought, but availability is not certain. The seminar will be on "Teaching, Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics". The AQAR is in its final stage and will be submitted before October 2018. All the faculty members have to actively participate in the extension activities of the college. Learning Management Systems and E-learning resources are to be tapped more effectively.

The IQAC meeting decided to make mentorship inter-class Department wise. Value added courses, Add-on programmes and Vocational Education Training have to be offered to all students. Dr. Davis Xavier raised apprehension whether this is practically possible within the already tight present schedule. Dr. Ison V Vanchipurackal said students are supposed to complete 3 courses in 3 years. Maximum number of courses must be offered.

Mr. Joby George said students' assignments can now go online. The principal said ICT enabled classes must be documented. Dr. Ison V




Vanchipurackal suggested computer courses as value added courses. The meeting entrusted the Principal to decide on the conduct of the seminar in the case of non-availability of NAAC funds. The meeting ended at 4 .30 PM.

#### Important Decisions Taken

1. College level Coordinator for extension activities
2. Begin classes of Add on / Value Added / Vocational Education Training for the current AY by October 2018.
3. Academic and Administrative Audit to be held next month.
4. Inter-class mentoring to be promoted Department wise.


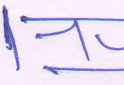
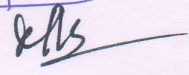
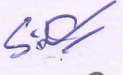
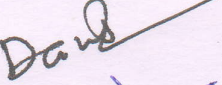


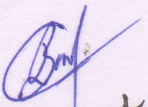
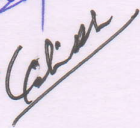
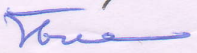

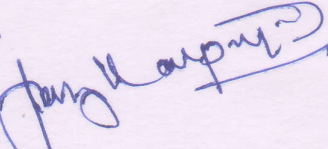




  
Principal  
St. Thomas College, Palai



**Minutes of the IQAC meeting held in the Council Hall on  
26/10/2018**

**Members Present:**

1. Rev. Dr. James John Mangalathu (Principal) 
2. Dr. Sunny Kuriakose (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Siby James 
5. Dr. Davis Xavier 
6. Dr. Ison V Vanchipurackal 
7. Dr. Biju K. C. 
8. Dr. Babu Jose 
9. Sri. Gibin Raja George 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Sri. Joy George 
14. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Principal. The IQAC Coordinator read the minutes of the previous meeting.

In the Principal's address, Rev. Dr. James John Mangalathu congratulated all teachers for implementing a lot of things despite the tight schedule. We observed 2



October as Cleaning Day, in which our manager H.E. Mar Jacob Muricken also participated. We have got Rs.1 lakh sanctioned by NAAC for our seminar. Our infrastructure is getting augmented with CPE and RUSA funds. Minor shortcomings in online attendance will be rectified. Duty leaves of students have to be ratified by the HOD and submitted to the Principal at the end of every month to avoid forgery.

Then the Vice Principal addressed the meeting and presented an action taken report based on the decisions of the previous meeting. He said the evaluation of criterion-wise meetings is pending. He sought the opinion of the IQAC for RUSA fund expenditure. Green campus activities have to be fostered. A seminar on teacher quality can be conducted using Rs. 1 lakh from CPE funds.

Then the Principal informed the IQAC that Dr.K.K.Jose, former Principal, has instituted an award for the best research paper published by our teachers. This will be out of the interest on an F.D. of Rs.70,000/-. Separate awards for arts and science will be given every year, starting from 2015. A committee has to be set up to decide norms.

IQAC Coordinator Dr.Sunil C Mathew said the NAAC sponsored seminar will be in February 2019. He thanked Dr. Ison V Vanchipurackal for doing everything to make the seminar a reality. Mr. James Varghese is in charge of Vocational Education and Training Programme. 24 programmes have been designed. Ten Value Added Courses of 30 Hours each have been designed under the leadership of Rev. Fr. Salvin K Thomas. Dr.Anish Cyriac is the Co-ordinator of subject-related Add-on programmes.

We have intimated our interest to be ranked under NIRF. Data must be submitted by 20 November. We have to select five villages for the Unnat Bharat Abhiyaan. Dr. Ison V Vanchipurackal spearheads both these.



Feedback from different stakeholders have to be collected online. The format for this was prepared by a committee headed by Mr. Libin Kuriakose.

Dr. Ison V Vanchipurackal said we have to do many things for NIRF. Accurate placement data including appointment order, scale of pay etc. must be provided. Results within the time stipulated for the programme will be counted. Women representation in administrative bodies is a criterion.

The IQAC Coordinator concluded the meeting by appreciating the good results of 2018 University exams. The meeting ended at 4.30 pm.

#### Decisions Taken

1. Duty leaves of students are to be ratified by the HoD's, and submitted to the Principal at the end of each month.
2. Awards for best research paper by our teachers instituted.
3. NAAC Seminar to be conducted in February 2019.
4. Submit data for NIRF ranking.
5. Select villages for Unnat Bharat Abhiyaan.
6. Collection of feedback must go online
7. Accurate placement data to be procured.




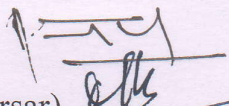
  
**Principal**  
**St. Thomas College, Palai.**




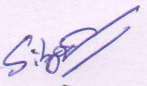
**Minutes of the IQAC meeting held in the Council Hall on  
16/01/2019**

**Members Present:**

1. Rev. Dr. James John Mangalathu (Principal) 

2. Dr. Sunny Kuriakose (Vice Principal) 

3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 

4. Dr. Siby James 

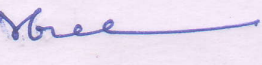
5. Dr. Davis Xavier 


6. Dr. Ison V Vanchipurackal 

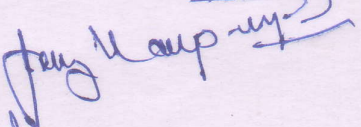
7. Dr. Biju K. C. 


8. Dr. Babu Jose 


9. Sri. Gibin Raja George 

10. Dr. K K Jose 

11. Sri. Joby George 

12. Sri. Jose Mampampil 

13. Sri. Joy George 

14. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Principal. The IQAC Co-ordinator read the minutes of the previous meeting.



The Vice-Principal presented an action taken report based on the decisions of the previous meeting.

In the Principal's address, Rev. Dr. James John said most of the decisions of the previous meeting have been implemented. Students are responding well to the newly implemented system of granting Duty Leave. Our NAAC sponsored national seminar is on 7 & 8 February 2019. The Unnat Bharat Abhiyaan survey is going on well. NIRF ranking process is also on. Online feedback forms have been prepared. Best practices have to be identified by the Departments. Swimming as a life saving skill can be highlighted as a best practice for the college. This is relevant in the context of the recent floods. This can be imparted as part of a holistic life style.

The IQAC Co-ordinator said we can submit data for the fourth cycle of NAAC accreditation with 31 May, 2019 as the time limit. Only the completed preceding academic year will be counted for NAAC accreditation. So we must submit data for 2014-2015 as well to make it 5 years. Research papers are considered calendar year wise, ie, upto 31 December. Financial year is considered for financial matters. Student Satisfaction Survey will be conducted among current students.



The Bursar Rev. Fr. Mathew Kurian Kavanadimalayil suggested that promoting the psychosomatic wellness of the society can be identified as a best practice. Yoga, counselling etc. can be incorporated. The walker's lane is opened for students in the evening. Dr. K.K. Jose suggested sustainable agriculture as another best practice and we conduct a B.Voc. programme in it.

The meeting decided to conduct Department-wise open houses during the last week of January. The Principal, Vice Principal and the IQAC Co-ordinator must attend the open house. Teacher Evaluation by students must also be conducted and the class tutors must ensure that it is done.

As part of AQAR 2018-19, a student satisfaction survey has to be conducted. Mr. Joby George suggested a medical camp for students as part of the wellness promotion programme. Suggestions for BMI improvement can be provided.

Dr. Babu Jose spoke on the Smart India Hackathon to be conducted on 31 January 2019. It is for promoting entrepreneurship. Six member teams with at least 1 girl participant can participate. They can conduct surveys, identify problems, suggest solutions, promote creativity and innovation and even seek patents.




The members enquired the possibility of appointing a new fulltime system administrator. The meeting ended at 4 pm.

**Important Decisions Taken.**

1. NAAC Seminar to be conducted on 7 & 8 February 2019.
2. Wellness promotion can be highlighted as a best practice of the college.
3. Data for 2014-15 must be prepared.
4. Open houses for students must be conducted.
5. Teacher evaluation is to be made.
6. Student satisfaction survey is to be done.



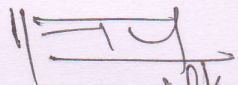
  
Principal  
St. Thomas College, Palai



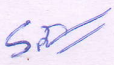
**Minutes of the IQAC meeting held in the Council Hall on  
07/05/2019**

**Members Present:**

1. Rev. Dr. James John Mangalathu (Principal) 

2. Dr. Sunny Kuriakose (Vice Principal) 

3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 

4. Dr. Siby James 

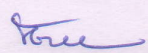
5. Dr. Davis Xavier 


6. Dr. Ison V Vanchipurackal 

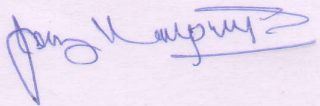
7. Dr. Biju K. C. 


8. Dr. Babu Jose 

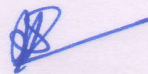
9. Sri. Gibin Raja George 

10. Dr. K K Jose 

11. Sri. Joby George 

12. Sri. Jose Mampampil 

13. Sri. Joy George 

14. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started at 2:30 pm with a prayer by the Principal. The IQAC Co-ordinator read the minutes of the previous meeting.

In his introductory remarks, Principal Rev. Dr. James John Mangalathu pointed out the importance of this academic year. We have to undergo NAAC reaccreditation. Activities up to 31 May 2019 will be assessed. NIRF ranking



showed Alumni support should be focused. IQAC must be reconstituted based on new norms. Our best practice has been identified as wellness promotion. It has to be marketed well. We have to conduct mock Student Satisfaction Surveys. Criterion-wise work for NAAC must be enhanced.

The Vice-Principal presented an action taken report based on the decisions of the previous meeting.

The IQAC Co-ordinator Dr. Sunil C. Mathew presented a brief survey of IQAC activities during 2018-19. Three seminars were conducted. External audit was conducted on 1 December. Only 2 criterion-wise committees have provided updated data. Summaries of open houses also came from only 2 Departments. IQAC held 5 meetings. Seminar proceedings got published. Institutional Information for Quality Assessment (IIQA) has to be submitted by December 2019. Every data must be arranged question-wise before September. 2018-19 AQAR has to be submitted online in new format.

The Principal said the attendance book of students will now be made teacher-wise. It was decided to hold a medical seminar for teachers. The work of the new academic block will be given to State Nirmithi Kendra. Dr. Sunny Kuriakose said CPE Fund utilization is complete and auditing has been done.

The meeting ended at 4:15 pm.

Important decisions taken:

1. IQAC to be reconstituted.
2. Our best practice has to be publicized well.
3. Criterion-wise data collection and processing have to be expedited.
4. Attendance of students to be taken teacher-wise.
5. Conduct a medical seminar for teachers



  
**Principal**  
**St. Thomas College, Palai.**