

# St. Thomas College Palai

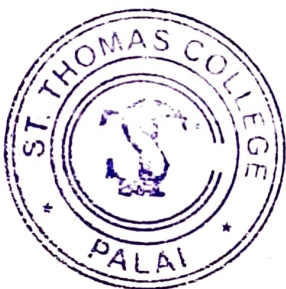
Arunapuram P.O., Kottayam - 686574, Kerala.

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## Minutes of IQAC Meetings

2020-2021



  
Principal  
St. Thomas College, Palai



Estd. 1950

# St. Thomas College, Palai

ARUNAPURAM P.O., PALAI - 686574, KERALA STATE, INDIA

Office: Ph: 91-4822-212317, 212316, Fax: 91-4822-216313

Affiliated to Mahatma Gandhi University, Kottayam and Re-accredited in A\*\* level by NAAC (CGPA-3.56)

## INTERNAL QUALITY ASSURANCE CELL

**Minutes of the IQAC Meeting held on 14-05-2021 at 11.00 am in Online mode**

Meeting link: <https://meet.google.com/ndr-erdg-qww>

The meeting began with a prayer. The Principal, Dr. James John welcomed the members. The Principal's address was followed by an assessment of the progress of the online classes in the college in the pandemic situation. The success rates of the various co-curricular activities conducted in the online mode were also discussed. The members pointed out the need of strengthening the mentoring activities in the college. Scope of conducting useful webinars inviting resource persons of international repute was also discussed. IQAC appreciated the extension activities performed NSS and NCC wings of the college during the pandemic period.


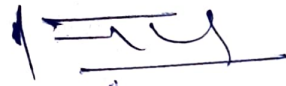
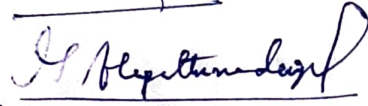
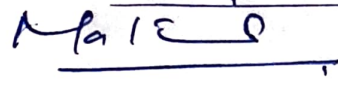








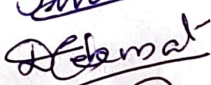
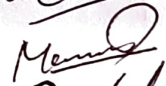
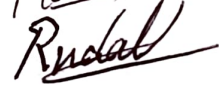


Dr. Ison V. Vanchipurackal, IQAC co-ordinator presented the AQAR for the academic year 2019-2020. Creative suggestions were invited and the members pointed out the necessary modifications. The IQAC recommended the AQAR for placing in the College Council for its consent before submission. The meeting came to an end at 1.15 pm with a vote of thanks by Dr. Ison V. Vanchipurackal.

### Important Decisions taken:

1. Measures are to be done to strengthen the online classes.
2. Mentoring activities are to be strengthened.
3. Incorporate the suggestions in the AQAR before placing in the College Council.
4. Submit the AQAR to NAAC after approval from College Council.



**Members Present:**

1. Rev. Dr. James John (Principal) 
2. Dr. Sunny Kuriakose (Vice Principal) 
3. Rev. Fr. Mathew Alapattumedayil (Bursar) 
4. Dr. M.T. Mathew 
5. Dr. P.D. George 
6. Sri. Jose Mamparambil, 
7. Sri. Babu Abraham 
8. Dr. Biju K.C. 
9. Dr. Tejil Thomas 
10. Sri. Augustine J. Edakkara 
11. Sri. Joby Mathew 
12. Kum. Tinchu P. James 
13. Dr. Deemat C. Mathew 
14. Sri. Manjesh Mathew 
15. Sri. Rudolf Thomas 
16. Ms. Ansu Royit 
17. Dr. Ison V. Vanchipurackal (IQAC Co-ordinator) 

17



11:49

Presentator



You



Dr. James John



MD Mathew



Dr. Tejil Thomas



P. D. George



Augustine J. Edakkara







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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC Meeting held on 08-03-2021 at 3.00 pm in Council Hall

The meeting began with a prayer. The Principal, Dr. James John welcomed the newly constituted IQAC members. He specially extended his welcome to Dr. M.T. Mathew, the Alumni nominee, Dr. Mendus Jacob, the Employers' nominee, Sri. Jose Mamparambil, the Industrialists' nominee, Sri. Babu Abraham, the Parents' nominee, Dr. P.D. George, the Local Society nominee and Ms. Ansu Royit, the Student's nominee. Having congratulated the former IQAC coordinator Dr. Sunil C. Mathew and his team on their hardwork and dedication in achieving A<sup>++</sup> grade, the Principal reminded the new members that they have miles to go. The Principal's address was followed by a self- introduction by the members.

During the review of the activities of the academic year 2020-21, the IQAC coordinator Dr. Ison V. Vanchipurackal mentioned that due to Covid-19, this year's activities were chiefly conducted online. It was followed by a brief discussion on the development of e-contents. Dr. Sunny Kuriakose, the Vice Principal spoke of the necessity of making our teachers use the common online facility offered by the institution. Dr. Mendus Jacob shared his experience of having developed e-content with the help of students, under the supervision of teachers, which, he opined would improve the perception of the college. He also spoke on the necessity of achieving Autonomous status to the college, which is a need of the time.

Dr. M.T. Mathew invited the attention of the cell to strengthening research in the campus. Rev. Fr. Mathew Kurian, the Bursar, shared his desire of reviving the journal published by the institution. Kum. Tinchu P. James, shared her idea of adequately acknowledging the members of the faculty who carry out research. Dr. Sunny Kuriakose then requested to demystify and democratise the IQAC of the college and also suggested to start our preparations well in advance. The preparations for submitting AQAR is to be started without any time delay.

Dr. Mendus Jacob, in his address, suggested to plan its itinerary in consonance with the National Education Policy 2020, which would be bringing drastic changes to the education sector of the country. He also disclosed his hope of converting Palai into an



education hub with St. Thomas College being its pivot. The need of more funds to the college and co-education was also raised by the Vice Principal. Dr. Mendus Jacob proposed to find fund for the college by starting more self-financing courses and by collaboration. A need to strengthen the alumni was raised by most of the members. The Principal proposed a grand alumni day annually.

The IQAC coordinator then broached the topic of placement for which according to Sri. Babu Abraham, add on programmes on communication skills should be offered. Dr. Tejil Thomas suggested that the students should be provided opportunities for interaction with external experts. Dr. Ison supported this suggestion and sought the help of Sri. Babu Abraham who is an entrepreneur. Dr. P.D. George, Sri. Jose Mamparabil, Dr. Biju K.C., Sri. Augustine J. Edakkara, Sri. Joby Mathew, Dr. Deemat C. Mathew, Sri. Manjesh Mathew, also pointed out their views in strengthening the activities in the college at various levels.

Ms. Ansu Royit, the students' nominee pointed out the need for a room for the researchers and Mr. Rudolf Thomas, the senior superintendent said that the office staff need to improve their communication and IT skills for which Dr. Ison V. Vanchipurackal proposed regular upskilling programmes for both the faculty and the supporting staff. Convening an open house was also suggested by the members. The meeting came to an end at 5 pm with a vote of thanks by Dr. Ison V. Vanchipurackal

#### **Important Decisions taken:**

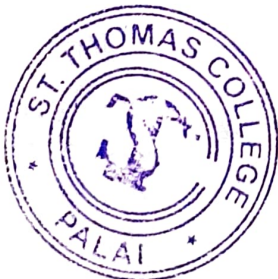
1. Measures are to be done to achieve Autonomous status to the college.
2. Proper planning is required in line with NEP 2020.
3. The Research activities are to be strengthened.
4. Measures are to be taken to develop e-contents.
5. Arrange professional development programmes for staff.
6. Improve placement status in the college.
7. Strengthen the alumni activities.
8. Professionalize the report submissions to NAAC.
9. Submit AQAR for the academic year 2019-2020 without delay.






**Members Present:**


1. Rev. Dr. James John (Principal)
2. Dr. Sunny Kuriakose (Vice Principal)
3. Rev. Fr. Mathew Kurian (Bursar)
4. Dr. M.T. Mathew
5. Dr. Mendus Jacob
6. Dr. P.D. George
7. Sri. Jose Mamparambil,
8. Sri. Babu Abraham
9. Dr. Biju K.C.
10. Dr. Tejil Thomas
11. Sri. Augustine J. Edakkara
12. Sri. Joby Mathew
13. Kum. Tinchu P. James
14. Dr. Deemat C. Mathew
15. Sri. Manjesh Mathew
16. Sri. Rudolf Thomas
17. Ms. Ansu Royit
18. Dr. Ison V. Vanchipurackal (IQAC Co-ordinator)




# Minutes of the IQAC Meeting on 27 January, 2021

## Members Present:


1 Rev. Dr. James John (Principal) 


2 Dr. Sunny Kuriakose (Vice Principal) 


3 Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 


4 Dr. Siby James 


5 Dr. Ison V Vanchipurackal 

6 Dr. Babu Jose 


7 Rev. Dr. Salvin K Thomas 

8 Mr. Libin Kuriakose 

9 Dr. Dinimol N. D. 

10 Mr. Roberse Thomas 

11 Mr. Rudolf Thomas 

12 Dr. K. K. Jose 

13 Mr. Joby George 

14 Mr. Santhosh Kumar B. 

15 Mr. Jose Mampambil 

16 Dr. M. V. Georgekutty 

17 Mr. Vivek S 

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



The meeting was organized in the context of the Mock Peer Team Visit conducted in the college on 27 January. The meeting was held at 4.45 pm in the Council Hall. Principal Rev. Dr. James John Mangalathu initiated the proceedings with a prayer. IQAC Co-ordinator Dr. Sunil C. Mathew described in detail all the activities conducted in the college under the initiative of the IQAC. The IQAC has always been vigilant, meticulous and motivational in fostering the quality of the college. He presented an impressively strong and long inventory of the initiatives by the IQAC. Then the two external experts, both NAAC Peer Team members, shared their impressions and suggestions after evaluating the activities and infrastructure of the college.

The members of the external Mock NAAC Visit Team were Dr. Stephen Mathews (Former Principal, S.B College, Changanassery) and Dr. T.M Joseph (Former Principal, Nirmala College, Muvattupuzha). They had watched the presentations by all the Departments and scrutinized the files containing supporting documents. They had visited all the wings of the college and evaluated its infrastructural potential. They had also interacted with the administrative staff, officer bearers of various clubs and associations and so on. Based on all these, they were immensely impressed by the quality and amenities of the college. They made suggestions regarding the preparation of a list of all the Ph.D. awardees of the college till date and the creation of separate halls for the alumni, retired teachers etc. Quality of action should be yoked with the quality of documentation and presentation of the good things done.

Dr. Sunny Kuriakose thanked the esteemed external members who came for the visit and made valuable comments. The meeting came to a close at 6pm.







# Minutes of the IQAC Meeting held on 12 January, 2021

## Members Present:

1 Rev. Dr. James John (Principal) 


2 Dr. Sunny Kuriakose (Vice Principal) 


3 Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 


4 Dr. Siby James 

5 Dr. Ison V Vanchipurackal 

6 Dr. Babu Jose 

7 Rev. Dr. Salvin K Thomas 


8 Mr. Libin Kuriakose 


9 Dr. Dinimol N. D. 

10 Mr. Roberse Thomas 

11 Mr. Rudolf Thomas 

12 Dr. K. K. Jose 

13 Mr. Joby George 

14 Mr. Santhosh Kumar B. 

15 Mr. Jose Mampambil 

16 Dr. M. V. Georgekutty 

17 Mr. Vivek S 

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

The Internal Quality Assurance Cell of St. Thomas College, Palai, met in the Council Hall at 11 am on 12 January, 2021. The meeting started with a prayer by the Principal. IQAC Coordinator Dr. Sunil C. Mathew welcomed the members. He informed the members that the on-site visit by the NAAC Peer Team is scheduled for 10 and 11 February, 2021. Tireless work needs to be done for that. It is not mandatory to submit the AQAR for 2019-20 now, but its submission will be a plus point for us. Also, releasing the Newsletter for 2019-20 will place us in a positive light.

Discussions were held on these. After weighing the pros and cons, it was decided to expedite data collection for AQAR and Newsletter. Both AQAR submission and Newsletter release can be done, with the co-operation of Department level IQAC Coordinators. Dr. Sunil C. Mathew said Post-SSR initiatives have to be prepared as a separate document. It can be made incorporating photographs and data, like a newsletter, covering information up to February 9<sup>th</sup>. A Mock NAAC Visit should be conducted, at least five days prior to the real visit. One day can be earmarked for that. A visit to the Departments on short notice by the IQAC also can be planned. A minimum of fifty students are to be identified and given orientation for the NAAC Peer Team's interaction with students.

After unanimously deciding to take all steps possible in making the presentation of our college before the NAAC Team a successful one, the meeting came to an end by the Vice Principal Dr. Sunny Kuriakose proposing the Vote of Thanks.

### **Decisions Taken.**


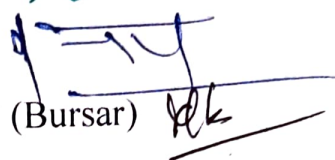








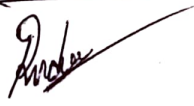



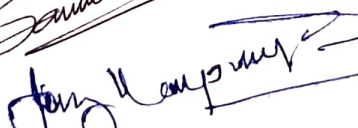



1. Attempt must be made to submit the AQAR.
2. Newsletter for 2019-20 has to be released
3. Post –SSR initiatives must be documented.
4. One –day Mock NAAC Peer Team Visit must be conducted.
5. Short notice visit by the IQAC should be conducted.

Orientation must be given to students for interaction with the NAAC Team.



## Minutes of the IQAC Meeting Held at 10.00am on 18/09/2020

### Members Present:

- 1 Rev. Dr. James John (Principal) 
- 2 Dr. Sunny Kuriakose (Vice Principal) 
- 3 Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
- 4 Dr. Siby James 
- 5 Dr. Ison V Vanchipurackal 
- 6 Dr. Babu Jose 
- 7 Rev. Dr. Salvin K Thomas 
- 8 Mr. Libin Kuriakose 
- 9 Dr. Dinimol N. D. 
- 10 Mr. Roberse Thomas 
- 11 Mr. ~~Joy George~~ Rudolf Thomas 
- 12 Dr. K. K. Jose 
- 13 Mr. Joby George 
- 14 Mr. Santhosh Kumar B. 
- 15 Mr. Jose Mampambil 
- 16 Dr. M. V. Georgekutty 
- 17 Mr. Vivek S 
- 18 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 his words of welcome, Principal Rev. Dr. James John referred to the present time as a time of uncertainties. High alertness is required in every walk of life, particularly in academics, to avoid qualitative decline. High NAAC grade is essential for the existence of the college. Dr. Sunil C. Mathew must be thanked immensely for the strenuous and painstaking work he undertook for SSR submission and during the Data Verification and Validation process. Now we have to focus attention on the preparation of the AQAR for 2019-20.

Dr. Sunil C. Mathew informed the members that final response on DVV has not come. NAAC made 64 queries. Assessment on 35 has been done, and on the remaining 29 is going on. We could provide the required data for all the queries during DVV. On-site visit does not seem to take place soon. We can suggest three dates for that, but only after the DVV is over.

College Bursar Rev. Fr. Mathew Kurian Kavanadimalayil said we have to focus attention on conducting more webinars and online programmes because the possibility of resuming regular classes is bleak. Dr. Ison V. Vanchipurackal briefed the meeting regarding NIRF rating. Criterion-wise marks of the top 100 colleges are available. A comparison table was posted in the Faculty group. As far as our college is concerned, our greatest drawback is result. The greatest thrust in NIRF ranking is on academic result. Since our intake number is huge and UG results low, placement ratio is also relatively low. There is also weightage in NIRF for the ratio of women students. Our men-only UG classes do not fetch marks here. To make data collection effective, uploading of data must become the responsibility of individual teachers. Add-on, Value Added and Vocational Educational Courses

have to be professionalized, utilizing external expertise. Fees for these are to be collected at the time of admission itself.

Vice-Principal Dr. Sunny Kuriakose suggested a performances record for Departments. He then proposed the vote of thanks, expressing gratitude to all the members for their active support. The meeting ended at 11:30 am.

### Important Decisions Taken


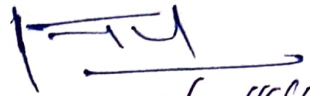

1. Preparation of AQAR without delay.
2. Conduct more online programmes.
3. Uploading data to be made individual responsibility.
4. Professionalize Add-on courses etc.
5. Performance Record for Departments.



Minutes of the IQAC meeting held in the St. Joseph's Hall on  
02/07/2020

Members Present:

- 1 Rev. Dr. James John (Principal)
- 2 Dr. Sunny Kuriakose (Vice Principal)
- 3 Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar)
- 4 Dr. Siby James
- 5 Dr. Ison V Vanchipurackal
- 6 Dr. Babu Jose
- 7 Rev. Fr. Salvin K Thomas
- 8 Mr. Libin Kuriakose
- 9 Dr. Dinimol N. D.
- 10 Mr. Roberse Thomas
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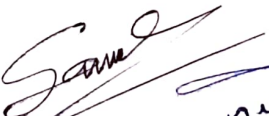


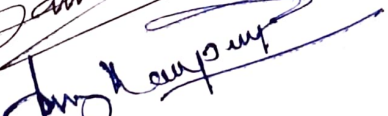


















The IQAC met in the St. Joseph's Hall at 2 pm on 02 July 2020. The meeting started with a prayer by Rev. Dr. James John, Principal of the College. He also welcomed the members to the meeting. Then the IQAC Coordinator Dr Sunil C Mathew read the minutes of the previous meeting. In his address which followed, the Coordinator informed the IQAC that the final draft of SSR has been prepared and he presented the entire SSR before the members of IQAC.

All the metrics and the responses to them were presented one by one and active discussions took place. Some suggestions were put forward and the IQAC Coordinator incorporated them immediately. Finally, the IQAC approved the submission of SSR to NAAC. The Coordinator informed that it can be submitted within one week after verifying all the files and webpage links once again.

The meeting ended at 4.30 pm.

