
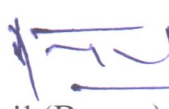







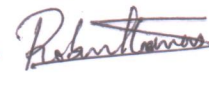



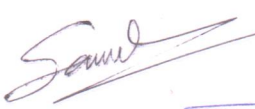
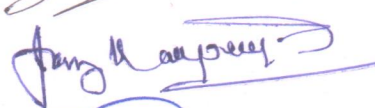





Minutes of the IQAC meeting held in the Council Hall on 24/02/2020

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 
- 11 Mr. Joy George 
- 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 IQAC met in the Council Hall. The meeting started with a prayer by Rev. Dr. James John, Principal of the College. IQAC Coordinator Dr. Sunil C. Mathew welcomed the members to the meeting. Then he read the minutes of the previous meeting. In his address which followed, the Principal informed the IQAC that the IIQA has been submitted. Hectic work is being done for SSR submission. Owing to certain unforeseen reasons, a slight delay has occurred. Dr. Sunil C. Mathew is working hard for the speedy submission of the SSR. Rough copies of the new ID cards for staff members are ready. Procedure for the installation of the incinerator is in progress. Modification of the website of the college is going on.

Then the IQAC Coordinator mentioned some key facts. He said the last IQAC meeting held on 5 December, 2019 was for the approval to submit the AQAR. We got approval for IIQA submission on 6 February, 2020. We get a maximum of 45 days for SSR submission. That means we have to submit SSR latest by 20 March, 2020. We need to get some more data from the college office. All the data obtained from various sources must tally. Government order regarding the number of SC/ST seats has to be obtained. Auditing reports are almost ready. Departments must have a mark register containing marks of all the years. Question papers of internal assessment examinations also must be kept. Dr. Sunil C. Mathew said we can opt out certain metrics where we feel we have not performed well. We can do this for upto 30 weight. Student Satisfaction Survey by NAAC may be conducted any time after SSR submission. We have to make IV and VI semester UG students do the Student Satisfaction Survey online. A Vision Document for the year 2030 has to be prepared. A committee was formed for this, with the Bursar, Vice Principal, IQAC Coordinator, Dr. Siby James, Rev. Dr. Salvin K. Thomas and Mr. Roberse Thomas as members.

The Principal said Mr. Libin Kuriakose is processing the data regarding feedbacks. An LED display screen to show all the relevant details and

achievements of the Department will be installed in each Department. This will enable us to avoid the different display boards in the Departments.

The meeting ended at 4.30 PM

Important Decisions Taken:-

1. Department must have mark register
2. Question papers for internal assessment must be kept.
3. IV and VI semester UG students must do online Student Satisfaction Survey
4. LED screens to be erected in all departments to avoid display boards



Minutes of the IQAC meeting held in the Council Hall on 05/12/2019

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 

11 Mr. Joy George 

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 Rev. Dr. James John. The Principal also welcomed the members to the meeting. The NAAC reaccreditation process has reached its final stage, he said. Hectic work is on for AQAR submission. He appreciated the hard work of the IQAC Coordinator Dr. Sunil C. Mathew who is striving to earn maximum score. SSR and IIQA have to be finalized and submitted soon. The Principal pointed out that IQAC is an apex body to evaluate quality initiatives.

Then the IQAC Coordinator read the minutes of the previous meeting. Dr. Ison V. Vanchipurackal briefed the members regarding NIRF data, which have already been uploaded. Ranking is based on the performance during the last three years. Last year we came within 150-200 band under the College category, which is not bad.

College Bursar Rev. Fr. Mathew Kurian Kavanadimalayil said a seminar on mentoring would be good for teachers. Dr. Sunil C. Mathew opined that a seminar on recent technological innovations in pedagogy would be highly beneficial. It was decided to conduct a seminar clubbing these on 19 December 2019. 20 December shall have sessions on spiritual renovation. Dr. Siby James was entrusted with the responsibility of organizing the seminar.

The meeting decided to expedite the conduct of Extension Programmes by the Departments. Reports of these have to be submitted by 20th of January. It was decided to submit IIQA as and when data from the office is completely obtained. SSR submission is to be done within 45 days after the acceptance of IIQA.

The Bursar said that Bar Coded ID cards are already given to students. This should be implemented for the teaching and non-teaching staff also. The Principal said painting and campus beautification are in progress. Dr. Sunil C. Mathew said desks also should be painted and there should be lecterns in all class rooms. The campus should be made pedestrian friendly. Vehicle movement has to be restricted.

Reports of all clubs and associations must be submitted. Dr. K. K. Jose suggested a booklet for Add-on, VET and Value Added Courses. The meeting discussed the possibilities of new parking arrangements. Dr. Sunil C. Mathew said the college website must be made more appealing. We have to go paperless. Everything should be given as link on website. Dr. Babu Jose informed the meeting that the college Newsletter is getting ready. Vice-Principal Dr. Sunny Kuriakose thanked all the IQAC members for active participation in the discussions. The meeting ended at 4.15 PM.


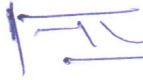












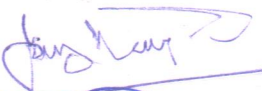



Important Decisions Taken:-

1. IIQA and SSR should be submitted without delay.
2. A seminar should be conducted for teachers on mentoring and innovative teaching.
3. Reports of Extension Activities by Departments have to be submitted.
4. Clubs and Associations must submit reports.
5. Bar Coded Identity cards to be implemented for teaching and non-teaching staff.



**Minutes of the IQAC meeting held in the Council Hall on
27/09/2019**

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 
- 11 Mr. Joy George 
- 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 Rev. Dr. James John. Then the Principal welcomed the members to the meeting. He reminded the IQAC members that this is the final stage of preparations for the NAAC visit. An assessment of work done so far and work yet to be done has to be made. We also have to initiate preparations for the next NAAC visit. Our new display board near the college office has been erected.

Then the IQAC Co-ordinator Dr. Sunil C. Mathew read the minutes of the previous meeting. He informed the IQAC that St. Thomas College, Palai has been selected as a mentor institution for NAAC accreditation under the "Paramarsh" scheme. ₹ 30 lakh has been sanctioned for this. We can now act as a mentor to train not- yet- accredited institutions for NAAC accreditation. The scheme is for one year, but is extendable to two years.

Student Satisfaction Survey by the present students has to be expedited. Online Feedback by students also has to be conducted. It was proposed to start a You-Tube channel to upload college level programmes. A general staff meeting has to be convened to explain the present stage of preparations for NAAC visit to all teachers. A presentation prior to SSR submission has to be done. Collective discussion and opinion formation is required for enhancing the overall appearance and appeal of the institution. Painting has to be done. Outdoor gym is being renovated. The Botany Department can revise the name boards on all the trees in the campus. The herbal/horticultural garden can be renovated. The waste management system has to be strengthened. Curricular aspects have to be fostered and attractively presented. Data regarding individual teachers have to be collected online.


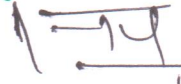







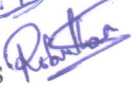



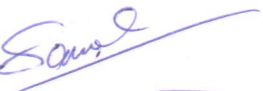




Dr. Sunny Kuriakose thanked the members for their active participation in all the activities envisioned by the IQAC. The meeting ended at 4.30 pm.

Important Decisions Taken

1. Student Satisfaction Survey and Feedback have to be conducted.
2. A You-Tube channel is to be launched.
3. Collaborative planning required for campus beautification and waste management.
4. Individual data from teachers have to be collected online.

**Minutes of the IQAC meeting held in the Council Hall on
18/07/2019**

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 Ms. Dinimol N. D. 
- 10 Mr. Roberse Thomas 
- 11 Mr. Joy George 
- 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 Rev. Dr. James John Mangalathu. In his address which followed, the Principal said, this being the

first meeting of the newly constituted IQAC, all the members deserved a very warm welcome. He stressed the significant role the IQAC has to play in ensuring and enhancing the quality of the college. The IQAC monitors teacher promotions too. Then Dr. Sunil C. Mathew, Coordinator of the IQAC, read the minutes of the previous meeting. Dr. Sunil C. Mathew said the new IQAC must gear up for the next NAAC re-accreditation after five years. But it has also to coordinate data collection for the upcoming NAAC visit. Data till 31 May 2019 have to be properly classified and presented. Dept. level IQAC coordinators' meeting has to be convened. Criterion-wise data and supporting documents in soft form have to be made ready.

The Principal informed the IQAC that a new System Administrator will be appointed on 25 July. Online updation of data will become easier including collection of feedback from various stakeholders. Sending SMS to parents regarding student attendance can be commenced on trial basis. Student Satisfaction Survey has to be conducted. An electronic notice board can be erected in the A Block. Rev. Dr. Salvin K. Thomas, Dr. Siby James and Dr. Babu Jose were entrusted with the charge of conducting a medical seminar for the teaching and non-teaching staff. An outdoor gym will start functioning on campus in the offing. Psychosomatic wellness promotion has already been identified as a best practice of the college. An administrative audit has to be

conducted. Departments must identify new initiatives. English speaking corner must be strengthened. Based on suggestions from Rev. Dr. Salvin K. Thomas and others, it was decided to start noon programmes for students and campus radio using the public address system. Rev. Dr. Salvin K. Thomas, Mr. Joby Mathew and Mr. Siju Joseph are to oversee these. Mr. Thomas V. Mathew will coordinate the noon programme. The criterion-wise data should be fully available by September. AQAR has to be ready by November. SSR has to be submitted by December 2019. The Coordinator thanked all IQAC members for their sincere cooperation and active participation in discussions. The meeting ended at 4.30 pm.




Principal
St. Thomas College, Palai