

June 2015

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Minutes of the meeting of IBAC held at 3 pm on 12-6-2015 in the IBAC Hall.

Members Present:

- 1 Dr Sunny Joseph, Principal
- 2 Rev Dr James John, Vice Principal
- 3 Rev Fr Mathew Kurian, Bursar
- 4 Dr K M Kurian
- 5 Dr Jomy Augustine
- 6 Dr V V Georgekutty
- 7 Dr Sunny Kuruvose
- 8 Adv R T. Joseph
- 9 Sri Jose Mampampall
- 10 Sri Jose Joseph
- 11 Dr Sunil C Mathew (Coordinator)

The meeting started at 3 pm in the IBAC Hall. The Vice-Principal Rev. Dr. James John welcomed the gathering and the Principal Dr Sunny Joseph presided over the meeting.

The Principal congratulated all the members of the IBAC in getting A Grade for the college in the 3rd cycle of NAAC accreditation with CGPC 3.3. He also expressed satisfaction over the organizing the workshop on the effective use of technology in teaching and administration by IBAC on 3rd June 2015.

The meeting discussed various issues in allotting the open courses to the fifth semester students. It also analysed the


third semester results of the UG examinations held during Nov/Dec 2014.

The meeting decided to strengthen the value education programme for UG students. It also suggested measures for the effective functioning of the ASAP of Govt of Kerala during the academic year 2015-16.

The Principal requested the support and cooperation of the HODs members in enhancing the quality of ~~the~~ the institution in all spheres of its activities.

The meeting concluded at 4 pm with vote of thanks by the coordinator.

Palani
15/6/2015


Suresh C Mathew

July 2015.

101

Minutes of the IQAC meeting held at 3pm
on 9/7/2015 in the IQAC Hall.

Members Present:

- 1 Dr Sunny Joseph, Principal
- 2 Rev Dr James John, Vice Principal
- 3 Rev Fr Matthew John, Bursar
- 4 Dr N V Georgekutty
- 5 Dr K M Kurian
- 6 Dr Jomy Augustine
- 7 Adv K T Joseph
- 8 Sri Jose Mamparampil
- 9 Sri Jose Joseph
- 10 Dr Sunil C Mathew (Coordinator)

The meeting started at 3pm in the IQAC Hall. The Vice-Principal Rev Dr James John welcomed the gathering and the Principal Dr Sunny Joseph presided over the meeting.

The IQAC Coordinator presented the observations of NAAC Peer Team on the key aspects of assessment criteria. The meeting discussed each of these observations in detail and decided to strengthen the weak areas pointed out by the Peer Team.

The meeting suggested to further automate and digitize the administration and entrusted the Principal to implement the same in consultation with the management. It is decided to reconstitute the library committee

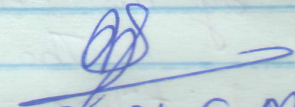
and study the feasibility of extending library working hours. Active measures should be taken to enhance the percentage of teachers using ICT. All the members agreed to strictly adhere to the WAME recommendations for the quality enhancement of the Institution.

The meeting analyzed the UG results of March 2015 University Exams and sought various ways to improve it. It is also decided to make available, the newsletter, STARS, College Magazine, Dept. publications etc., online as suggested by the IQAC coordinators. The meeting also discussed the feasibility of a Public Address system in the college. It is also decided to conduct an orientation programme to First Year UG students.

The meeting requested the Principal to take necessary steps to reconstitute the IQAC by giving adequate representation to the faculty members in core pooling teachers from different seniority levels.



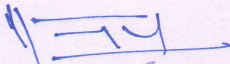







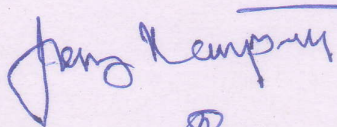

The meeting concluded at 4.30 pm with vote of thanks by the coordinators.

Palani
15/7/2015


Sunil C Mathew

Minutes of the IQAC Meeting held on 28/10/2015

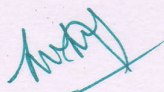
Members Present:

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

The first formal meeting of the newly constituted IQAC was held on 28 October 2015 at 3.00pm in the Council Hall. Rev. Dr. James Mangalath, Vice Principal of the college welcomed the gathering. Alumni representative Mr. Joby George was introduced to the gathering. The Vice Principal stressed the need to work in accordance with the recommendations of the NAAC peer team which recently visited the college in connection with NAAC re-accreditation. He also pointed to the fact that we cannot rest idle on an "A" Grade. There is real need to strive a lot to enhance quality.

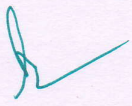


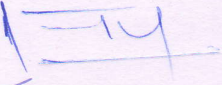







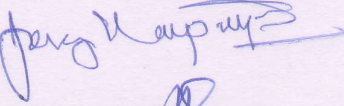

Dr. Sunny Joseph, Principal, mentioned the inclusion of former Principal Dr K K Jose in the IQAC as a measure to ensure continuity in the functioning of the IQAC, and solicited his valuable advice in all future endeavours. He emphasized the need for meticulous planning regarding all academic and non-academic activities of the Institution. This is absolutely essential, he said, because IQAC is the prime planning body as envisaged by the NAAC. It has to live upto the expectations of its being the think tank of the college. He appreciated the hard work of the IQAC co-ordinator Dr Sunil C Mathew in the completion of the AQAR 2014-15 which will soon be uploaded in the college website.

Dr Sunil C Mathew presented in detail the future oriented steps to be taken by the institution in its journey towards excellence. There should be proper recording of the percentage of ICT enabled teaching. Students' attendance must be monitored course-wise for internal assessment. Every alternate Friday from 12.30pm to 1.00pm there should be a tutorial session. Forenoon hours may be slightly shortened to facilitate this. Dr. Sunil C Mathew also broached the idea of linkage with some orphanages to foster our social commitment. All these proposals were discussed in great detail. The formation of a committee to study the possibilities of online recording of students' attendance and teacher evaluation by students was mooted. Proposals for a public address system emerged, but was kept in abeyance due to practical difficulties. Rev. Fr. Mathew Kavanadimalayil hinted at hiccups like lightning and also the size of the sprawling campus. IQAC came to a consensus on a go-green campaign to make a paper-free governance by the time of the next NAAC re-accreditation. In his concluding comments, the Principal referred to the issue of parking arrangement for students' two wheelers. A decision was taken to provide parking space in the front yard of the Staff Quarters. Stickers are to be provided to identify the two wheelers of students and members of the staff. Students may also be asked to remit a stipulated parking fee. A committee consisting of Rev. Fr. Mathew Kavanadimalayil (Bursar), Dr Ison V Vanchipurackal, Sri Joby George, Mr. Abin BCA Faculty, and the IQAC Coordinator was constituted to study matters like online recording of attendance. The meeting concluded at 4.15pm with a formal vote of thanks by the IQAC co-ordinator.



Minutes of the IQAC Meeting held on 15/01/2016

Members Present:

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

In the IQAC meeting held in the college council hall at 3 p.m. on 15 January 2016, extensive deliberations were held and various suggestions were mooted for the academic and infrastructural development of the institution.

In the welcome note delivered by the Vice-Principal Rev. Dr. James Mangalath, he pointed out that the IQAC is a very crucial body in the college. There is a real need to hold regular meetings to discuss matters of great importance for the college.

IQAC coordinator Dr. Sunil C. Mathew presented the minutes of the previous meeting and it was unanimously approved by the committee. It was followed by the Principal's address. He said that most of the suggestions of the previous meeting have been successfully implemented. Most of the threats relating to the conduct of the college union election have been overcome. Parking arrangements for students have been made. Separate parking space has been allotted for students' two-wheelers, and entry for their four-wheelers has been banned. This has enhanced discipline considerably. PTA suggestions regarding a nominated college union based on Lingdo Commission reports have been followed, he said.

College Bursar Rev. Fr. Mathew Kavanadimalayil briefed the committee on the steps taken towards the automation of the college office and library. Around fifty cameras have been installed for the proper surveillance of the campus. Back-up facilities including recording have to be installed. All these automations are linked to the same network. After scrupulous study, these have been entrusted with Smithnet. A software suitable for the next twenty five years has to be identified. Terms and conditions for the software have to be decided. All the activities of the college have to be linked to the main server for accessibility from any part of the world. Facilities like video conferencing have to be incorporated. Online registration of the students' attendance has been simplified. This can be done personally by the teacher concerned, or can be entrusted with the college office. The bursar voiced the expectation that software installation would be done by 20 January 2016, and a demonstration can be conducted for teachers. New ID cards have been issued for I DC students. I PG students will soon get them.

Following this, fruitful discussions were done regarding many issues. IQAC coordinator broached the issue of tutorial hours. A consensus regarding the conduct of tutorials once a month was reached. Proposals for open house sessions emerged. A decision to hold a three tier open house system was taken. Apart from class level and department level sessions, a college level session ensuring the presence of the Principal, Vice-Principal and bursar should be held. PTA representative Mr. Jose Mampampil opined that interaction with parents has to be fostered further. The Principal referred to the "Know Your Students at Home" programme initiated by the Commerce department as a genuine healthy practice.

Dr. Ison V. Vanchipurackal of the Dept. of Physics presented the novel idea of imparting training to students to make LED bulbs. This will be a new entrepreneurial venture. Discussions were held to identify new healthy practices. Principal reminded the suggestion made by Former President of India Dr. APJ Abdul Kalaam to form "St. Thomas PURA". On his visit to the college a few years back he put forward the notion of "Providing Urban Facilities in Rural Areas". The Dept. of Economics has already commenced such a programme at Pazhukkakanam, a tribal area. Another proposal was to start a campus vegetable market in collaboration with the B. Voc. Programme in Sustainable Agriculture. This would ensure the availability of poison-free vegetables.




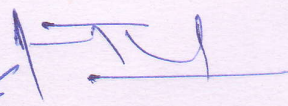




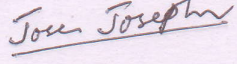


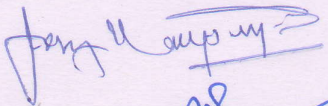

To conclude the session, IQAC coordinator informed the committee that the AQAR has been submitted and acknowledgement obtained. He also suggested that the number of meetings has to go up. The Principal pointed out the issue of many model exam mark lists not reaching the examination office.

The meeting came to a close at 4.15 p.m.



Minutes of the IQAC Meeting held on 01/03/2016


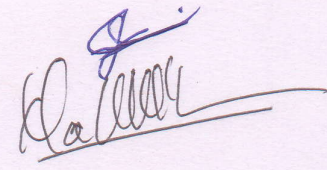
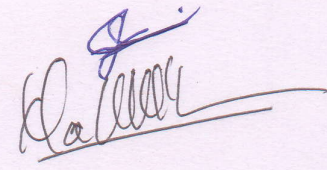
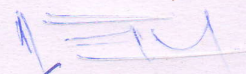
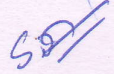



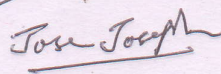


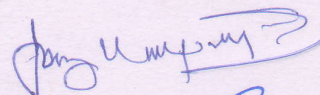

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The IQAC of St. Thomas College, Palai, met at 3pm on 1 March 2016 to assess the efficacy in the implementation of the plans chalked out during the academic year. Vice Principal Dr. James John Mangalath welcomed the members to the meeting. He realistically remarked that our hectic schedule was a stumbling block in accomplishing all our plans. Now that the new sports complex has been inaugurated, we can look forward to the successful completion of all our proposals.

Minutes of the IQAC Meeting held on 06/04/2016

Members Present:

1. Dr. Sunny Joseph (Principal) 
2. Rev. Dr. James John Mangalathu (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Ison V Vanchipurackal 
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13. Dr. Sunil C Mathew (Co-ordinator) 

The IQAC Meeting on 6 April 2016 was the most significant meeting of the academic year 2015-16. In a very long session that went up to four hours, all the pertinent issues relating to the college including the NAAC Peer Team's recommendations for quality enhancement were subjected to detailed discussion.

The meeting started at 10 a.m. Rev. Dr. James John Mangalath, Vice Principal of the college, welcomed the gathering. He opined that even though quality has improved, a slackening of activities has occurred. This may be because of an impression that the next NAAC visit is not near. This feeling has to be

overcome and we must shake off complacency to achieve quality enhancement, said the Vice Principal.

Dr. Sunil C. Mathew, IQAC coordinator, presented a detailed report of the previous meeting. The steps taken to implement the recommendations of the previous meeting were discussed in detail. There was a proposal to organize a Merit Day to honour all the achievers who brought laurels to the institution. It could not be conducted since some departments had already announced department level Merit Day celebrations. The decision to hold open house sessions with students could not be implemented due to paucity of time. The decision was taken at the fag end of the academic year. Forms for taking students' feedback are ready and feedback will be taken soon. The innovative idea of imparting training to students has been successfully put to action. A 90 minutes class on the prospects and possibilities of LED was conducted. It received a very enthusiastic response. The distribution of LED bulbs is in its final stage, informed Dr. Ison V. Vanchipurackal who initiated the programme.

Regarding the decision to go for paper free governance, college Bursar Rev. Fr. Mathew Kurian Kavanadimalayil said that a demo of the software was conducted for a select audience and data collection is in progress.

Then the meeting entered its most important phase. The recommendations in the NAAC exit report for quality enhancement were taken up for detailed discussion. The most crucial recommendation made by the Peer Team was for the college to take necessary steps to go for autonomy which the college highly deserves. The committee members aired their views and apprehensions regarding the merits and defects of autonomy for govt. aided colleges. Since this a very important issue that requires extensive deliberations, a decision on it was postponed to the next meeting. A committee consisting of the IQAC coordinator Dr. Sunil C. Mathew, Dr. Sunny Kuriakose, Dr. Ison V. Vanchipurackal and Dr. Siby James was constituted to study the present state of the colleges that have already attained autonomous status.

Another Peer team recommendation was regarding the augmenting of research facilities and the construction of a new full-fledged Research Block. The Bursar spoke on the practical difficulties of immediately erecting a new building.

He said that when the new Self-Financing Block gets completed, some portions of the G-Block can be utilized to provide facilities for research.

The proposal for automation and digitalization of college governance has already been taken up seriously, and the process is in full swing. The next academic year will witness the fruits of the attempts in this direction. The IQAC expressed its happiness over this.

Another recommendation of the NAAC Peer Team was regarding new UG and PG programmes to be initiated. A proposal was made to start a UG programme in Environmental studies which has great relevance in the contemporary scenario. A committee comprising of Dr. Sunny Kuriakose, Dr. Ison V. Vanchipurackal and Dr. Mathew Thomas was entrusted with the task of studying the feasibility of the programme.

The Peer Team proposal to start M. Phil Programmes in all research departments was put to in-depth scrutiny. A decision to ask individual departments to study the matter was taken. If possible, applications have to be submitted to the University for starting M. Phil programmes from 2017.

NAAC observations regarding the enhancement of library facilities were studied. An opinion emerged that there is an inefficiency in the working of the library and steps have to be taken for proper arrangement of books. Collaboration can be sought with the Library Science Department of the university for book arrangement. The Library Advisory committee has to be fostered. Dr. Babu Jose and Prof. Libin Kuriakose were incorporated into the committee.

Steps have to be taken to promote interuniversity collaborations. The existing ones have to continue successfully. Peer Team recommendation regarding the nurturing of English Language Skills has to be viewed in all gravity. Career Orientation programmes and Curriculum development programmes have to be initiated by every department. Former students can be employed for Add-on programmes. Enriching the curriculum is a need of the hour.

A very significant idea mooted by the NAAC team was regarding organic farming and eco-friendly activities in the campus. The IQAC decided to view this as a very important suggestion and take every possible step in this direction. Dr.

Ison V. Vanchipurackal and Prof. Mathew Thomas were asked to probe the possibilities for this.

After pondering over the major recommendations of the NAAC Peer Team, the IQAC turned to matters of a more general nature. A decision to hold an academic audit in June was taken. The audit team should consist of external experts who are competent enough to conduct an objective evaluation of the departments. It is ideal to rank the departments based on their performance and the documentation of their activities. Cash Prizes of Rs. 5000, 3000 and 2000 may be given to the top 3 departments. This amount can be utilized for academic programmes. Semester wise acknowledgement of merit can be done in classrooms. Department level associations have to be strengthened. It is desirable to organize Department Day Celebrations. Invited talks by distinguished alumni will be a healthy practice. Membership in at least one club/NCC/NSS has to be made mandatory for all students. Tutors have to ensure this during the preparation of the bio-data forms. Two programmes have to be selected by the college from the 32 newly introduced Skill Development Programmes. Prof. Joby Mathew of the English Department is entrusted with the duty of organizing ASAP, the syllabus of which is there in the website.

The IQAC coordinator Dr. Sunil C. Mathew expressed sincere gratitude to each member for actively participating in the IQAC discussions and providing insightful inputs. The fruitful deliberations came to an end with a sumptuous lunch at 2 pm.

