


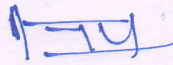
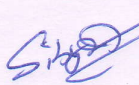





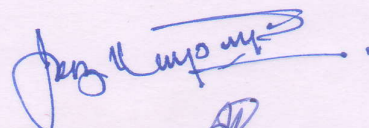



Minutes of the IQAC Meeting held on 27/06/2016

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. Dr. K K Jose 
10. Sri. Joby George 
11. Sri. Jose Mampampil 
12. Dr. Sunil C Mathew (Co-ordinator) 

The first IQAC meeting of 2016-'17 was held on 27 June 2016 at 3 pm in the college council hall. In his words of welcome, Vice Principal Rev. Dr. James John Mangalathu stressed the need for meticulous planning of the activities for the entire academic year to take the college to new heights. A thorough introspection into past omissions would benefit a lot in planning for the future.

IQAC Co-ordinator Dr. Sunil C. Mathew presented a very detailed report of the significant decisions taken in the last meeting of 2015-'16. This was followed by discussions regarding each decision taken in that meeting to assess the extent to which they have been implemented.

As regards the automation of the college, college Bursar Rev. Fr. Mathew Kurian Kavanadimalyil informed the IQAC that admission procedure has been brought under this, particularly the fee collection for self-financing programmes. Arrangements for the remittance of fees via bank chalan are in progress.

Doubts were expressed in the meeting whether the committee constituted to study matters pertaining to the autonomy of the college should continue its work in the changed circumstances where the government has categorically denied the possibility of granting autonomy to new colleges. But the unanimous decision of the meeting was that since the possibility of autonomy in future is a reality, its pros and cons have to be evaluated properly. Hence the committee must remain live and continue its scrutiny.

The NAAC Peer Team recommendation to initiate M.Phil. Programmes was discussed. Space constraint remained a major stumbling block. Finally it was decided that to begin with, two Departments, viz. Mathematics and Politics, may go forward with the steps required for starting M.Phil. Along with this, application can be filed for a new UG Programme in Environmental Studies, the syllabus of which is available on internet. Disciplines like Yoga may be clubbed with it to make it an innovative UG programme.

Inefficient functioning of the library has been a constant issue in discussions. Dr. Babu Jose elaborated the findings of the committee constituted to study into the matter. He said that the primary thing to be done is to encourage students to use library profusely. The chains restricting movement within the library have to be replaced by "No Entry" signboards. To avail ourselves of the services of students doing Library Science programmes, the course organizers have to be informed of the possibility of doing internship in our library. It is sad to notice that teachers' entry in the library is very rare. It is desirable to conduct a training programme for library staff to instruct them in the proper arrangement of books. A meeting of the Library Advisory Committee has to be immediately convened.

Discussions then turned to the earlier decision to start career oriented Add-on courses. Economics has already started one and Commerce will initiate one soon. IQAC Co-ordinator reminded the need for Curriculum Enrichment Certificate Programmes. Each Department should initiate one Foundation Course for this.

Programmes need to be designed to foster students' active participation in campus life. Membership in at least one club is to be made mandatory.

Dr. Ison V. Vanchipurackal detailed his observations regarding the proposal for organic farming in the college premises. Polyhouses have proved to be failures. The recent mode of rain-shelter has proved to be successful.

For the Academic Audit of our college, an external expert has to be identified. It may be conducted on 19 and 20 July 2016. The AQAR is to be prepared after the audit, said the IQAC Co-ordinator.

A schedule has to be prepared for Department-wise open schools. It is not viable to arrange wi-fi network for the entire college. It can be done Department-wise. Exit evaluation of teachers has been conducted by outgoing students, the Principal said. It has to be done in classrooms as well.




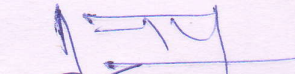




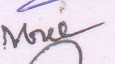

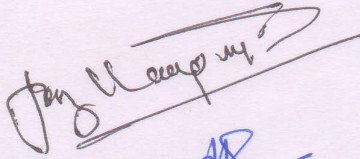

The IQAC Co-ordinator expressed gratitude to all for nurturing healthy deliberations. He said that "Teaching – Learning – Evaluation" should be strengthened. Criterion-wise meetings have to be conducted to assess the activities of the college.

The meeting came to a close at 4 p.m.



Minutes of the IQAC Meeting held on 4 November 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. Dr. K K Jose 
10. Sri. Joby George 
11. Sri. Jose Mamparampil 
12. Dr. Sunil C Mathew (Co-ordinator) 

The IQAC of St. Thomas College, Pala, had its second meeting of the academic year 2016-17 on 4 November 2016 at 2.30 p.m. in the Council Hall. In a long meeting of 2 hours the IQAC discussed all the matters of relevance pertaining to the smooth conduct of the institution.

Vice Principal Rev. Dr. James John Mangalathu set the meeting in motion with a prayer to invoke the blessings of the Almighty. He also delivered the words of welcome. He remarked that the inordinate delay in conducting IQAC meeting is indeed a shortcoming. Resting complacent on past glory is not a good sign. Numberwise, Ph.D's and seminars are dwindling in the college. The UG

results are also not satisfactory. There is a need for more frequent IQAC meetings to probe into all such issues.

IQAC Co-ordinator Dr. Sunil C. Mathew presented the minutes of the previous meeting. In his address, Dr. Sunny Joseph, Principal of the college, gave a brief report of the steps taken on the decisions of the previous IQAC meeting. AQAR has been submitted online. He thanked the IQAC Co-ordinator for its prompt preparation. The Internal Audit, which should have taken place at the beginning of the academic year, got postponed due to various unavoidable reasons. It is now scheduled for the last week before Christmas holidays.

In the present busy schedule, it is not easy to do multi-tasking. Yet teachers have to be encouraged to do Ph.D. research and conduct seminars. There emerged an opinion that the Research Committee, which can monitor such matters, is now defunct. It has to be ensured that each Department organizes at least one seminar a year. College Bursar Rev. Fr. Mathew Kurian Kavanadimalayil said that ICT enabled teaching has to be enhanced and proof for it has to be maintained for the next NAAC visit. Invited lectures also have to be recorded. Video conferencing gadgets have been procured, but not yet used.

Another opinion that emerged was that the IQAC has to be empowered. More co-ordination between the IQAC and the college council will augment smooth implementation of decisions.

Regarding new courses, applications can be filed only in August 2017. Possibilities of getting new courses are dim, but we can apply nonetheless. Syllabus is ready for an innovative UG programme. An Add-on course has already been conducted by the Dept. of Politics. All Departments have to initiate Add-on Courses. Feedback from stakeholders like parents and former students must be collected.

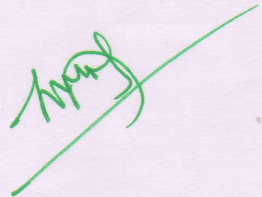
Then the IQAC went into a detailed assessment of the suggestions that came up in the open houses of the students. The IQAC Co-ordinator presented

more than one hundred opinions, complaints or suggestions voiced by the students. Their views regarding library, canteen, college administration and infrastructure, discipline, uniform, teaching and evaluation and so on were all discussed in detail. It was decided that the Library Advisory Committee has to be re-constituted. As a best practice, a go-green campaign can be initiated by using scanners instead of photocopiers. Complaints were raised against the stingy internal marks of the English Department.

Dr. Siby James made a proposal that if the fourth hour ends at 2.45 p.m., all the five hours will become of equal duration, of 55 minutes. At present the fourth hour is 60 minutes, fifth hour 50 minutes and the other three, forenoon hours, 55 minutes each.


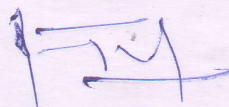






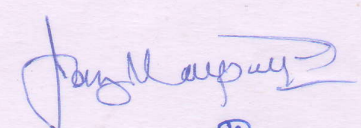

It was decided to hold the academic audit during 20 and 21 December 2016, depending on the convenience of the external members.

The meeting ended at 4.30 p.m. with a vote of thanks by IQAC Co-ordinator Dr. Sunil C. Mathew.



Minutes of the IQAC Meeting held on 10-01-2017

Members Present:

1. Dr. Sunny Joseph (Principal) ✓
2. Rev. Dr. James John (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. Dr. K K Jose 
10. Sri. Joby George 
11. Sri. Jose Mampampil 
12. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Vice Principal, Rev. Dr. James John at 2.30 p.m. in the Council Hall. Dr. Sunil C. Mathew, IQAC Co-ordinator presented the minutes of the previous meeting. He informed that the External Academic Audit was held on 20 & 21 December 2016, as decided in the

previous meeting. He summarized the remarks and suggestions of the audit team. The meeting expressed satisfaction on the academic audit and entrusted the Principal to take necessary steps based on the suggestions and comments of the audit team.

In Principal's address Dr. Sunny Joseph gave a brief report of the steps taken on the suggestions and demands voiced by students during the open house.

It is decided to conduct department level presentations of the activities during the academic year towards the last week of March. A committee to revise the existing and formulate new policies regarding various matters related to the college is constituted comprising the Principal, Vice Principal, Bursar, IQAC coordinator, Dr. Sunny Kuriakose, Dr. Ison V Vanchipurackal, Dr. Siby James, Mr. Bobby Simon, Mr. Biju K C, Mr. Gibin Raja George and Mr. Joby Mathew.




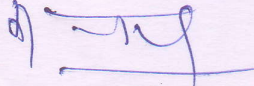




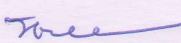

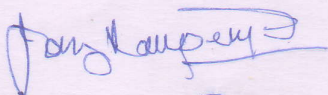

The meeting decided to strengthen the extension activities of the college seeking help and cooperation from various departments. Department level internal examinations and college level model examinations for all the programmes were scheduled in the last week of January and in the second week of March respectively. The meeting expressed satisfaction over various programmes organized at the department level exclusively for the slow and advanced learners.

The meeting ended at 4.00pm with a vote of thanks by the IQAC Coordinator, Dr. Sunil C Mathew.



Minutes of the IQAC Meeting held on 15-03-2017

Members Present:

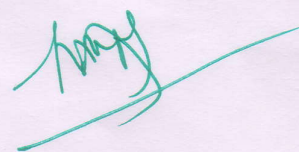
1. Dr. Sunny Joseph (Principal) 
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4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Ison V. Vanchipurackal 
7. Sri. Mathew Thomas 
8. Dr. Babu Jose 
9. Dr. K K Jose 
10. Sri. Joby George 
11. Sri. Jose Mampampil 
12. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Vice Principal, Rev. Dr. James John at 3.00 p.m. in the Council Hall. Dr. Sunny Joseph, Principal welcomed the gathering. Dr. Sunil C. Mathew, IQAC Co-ordinator read the minutes of the previous meeting.

Then, the principal informed that the internal and model examinations were held in January and March as decided in the previous meeting. He presented various policy documents revised by the committee constituted for the same in January 2017. These policies are about Education and Curriculum, Quality, Anti-ragging, Anti-harassment, Grievance Redressal, Financial Management and Resource Mobilization, Environment, Waste Management, Research, Mentoring, Consultancy and Collaboration, Extension Activities, Human Values and Professional Ethics, Physical Facilities, Students and Alumni Activities, Administration and Internal Evaluation.

The meeting discussed various possibilities of reforms that can be implemented in Continuous Internal Evaluation system in the college.

The meeting ended at 4.30 pm with vote of thanks by the IQAC Coordinator, Dr. Sunil C Mathew.

A handwritten signature in green ink, appearing to be 'Sunil C Mathew', is written over a horizontal line.