

**St Thomas College, Kozhencherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 1 (2019-2020)**

**Date:** 1 July 2019  
**Venue:** Council Chamber

**Time:** 3.00 p.m.

**Members Present:**

Dr Mathew P. John (Principal-in-charge)  
 Prof. Maj. M. G. Varghese  
 Mr Issac Abraham  
 Mr Benny Puthenparambil  
 Ms Senia C. Chennattusserry  
 Dr George K. Alex  
 Mr Febu George Mathai Kurichiyath  
 Mr Abin John  
 Mr Ajith Thomas  
 Dr Lathakumari P.C.  
 Ms Molly George  
 Mr C.T. Thomas  
 Ms Ann Susa Thomas  
 Dr Jaya Jacob  
 Ms Chinnu Mariam Chacko  
 Dr Leena Abraham  
 Mr Suresh Mathew George  
 Mr Thomas Mathew  
 Mr Shinu Koshy  
 Dr Asha Susan Jacob (IQAC Coordinator)

The meeting started at 3.00 p.m. with silent prayer. Subcommittee convenors were also present. The meeting was presided over by the new Principal-in-charge, Dr Mathew P. John. At the outset, Dr John solicited the cooperation of the members in all the activities of the college. The minutes of the previous meeting and Action Taken Report were presented, reviewed, and approved.

**Agenda**

**Item 1. Year Plan 2019-20**

Following discussions, it was resolved to:

- Finalise the year-plan for 2019-20 in consultation with the Staff Council and the Departments.
- Convene a joint meeting of the Heads of Departments, Department NAAC Coordinators and IQAC Subcommittee Convenors.
- Design and conduct new certificate courses of 30 hrs duration by each Department.
- Conduct Bridge Courses for first year students with a definite syllabus.



- Conduct remedial classes more effectively and ensure proper documentation of the same.
- Initiate more community extension programmes with student participation.
- Maintain Teacher's Work Diary with teaching plan, daily report of work done, consolidated monthly report etc. to ensure effective management of teaching learning process.
- Conduct a 30 hrs certificate course in Life Skills and Value Education for all the students.
- Organise Research Methodology/Plagiarism/Intellectual Property Rights programmes at the Department and institutional level.
- Organise Career/Higher Education Prospects Orientation programmes at the Department level and institutional level.
- Publish College Newsletter encompassing all the activities of the academic year.
- Publish *REYONO journal of interdisciplinary studies* and make requisite arrangements to get it recognised by UGC.
- Organise alumni meeting of the college and the Departments.
- Participate in NIRF and AISHE
- Celebrate Onam, Christmas, Independence Day, *Keralappiravi*, Republic Day celebrations and organise programmes on other significant days in an appropriate manner.
- Conduct College Union elections in an appropriate manner as per University regulations.
- Organise programmes to augment alumni involvement.
- Organise more cultural events for students.
- Organise intercollegiate and interdepartmental competitions.
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#### Item 2. AQAR 2018-19

Decided to:

- Request Departments to prepare Department AQARs as early as possible.
- Collect reports of the activities of the Departments and clubs and forums.

#### Item 3. SSR Preparation

Discussed the new format for SSR in detail and decided to:

- Start preparation of SSR as per NAAC guidelines.
- Form subcommittees for each criterion to expedite the process of planning and implementation.

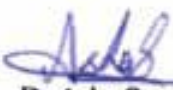
#### Item 4. Any other relevant matter

Following discussions, it was resolved to:

- Organise Clean Campus Green Campus Programmes
- Recommend purchase books for the Departments of BBA and BCom (Self-financing).

The meeting came to a close at 4.30 pm

  
Dr Mathew P. John  
Principal-in-charge

  
Dr Asha Susan Jacob  
IQAC Coordinator





### Action Taken Report of IQAC Meeting 1 (2019-2020)

- Prepared and finalised the year-plan.
- Convened a joint meeting of the Heads of Departments, Department NAAC Coordinators and IQAC Subcommittee convenors on 4 July to discuss the schedule of programmes to be conducted.
- Departments have prepared the syllabus for new certificate courses of 30 hrs duration.
- Departments have offered Bridge Courses to first year undergraduate students.
- Departments submitted annual plan, budget and infrastructure needs to the IQAC. The consolidated infrastructure requirements have been submitted to the College Treasurer through the Principal.
- Collected the list of mentors and mentees from each Department for the mentoring programme.
- Teachers Work Diary has been printed and circulated.
- Dr Jaya Jacob has been appointed as the NIRF Coordinator.
- Departments have been directed to conduct Career/Higher Education Prospects/ Orientation programmes and seminars or workshops on Research Methodology/Plagiarism. Departments of Mathematics, English, Hindi, History, Botany, Zoology, Commerce, Malayalam, Economics, Physics, and Chemistry organised various programmes and seminars.
- Departments of Hindi, English and Economics organised competitions at the institutional or intercollegiate level. Other Departments have decided to conduct similar competitions.
- Started work for the publication of the newsletter.
- Alumni meeting of the college was conducted on 28 August 2019. Departments of English, Hindi, Malayalam, Commerce, Economics and Botany also conducted their respective Department alumni meetings. A volleyball exhibition match between alumni and college team was organised on 3 September 2019.
- College Union election was conducted peacefully on 23 August 2019.
- Onam celebration *Sravanikaly* by the College Union was conducted on 6 September 2019. Department associations also celebrated Onam with various vibrant activities.
- Film Festival was organised by the College Union on 27 September.
- Started preparation of SSR at the Criterion level.
- Seven subcommittees have been formed, based on the seven NAAC criteria to enable effective planning, implementation, and documentation of various activities.
- A series of clean campus/green campus programmes have been initiated by Go Green Santhome Club.



Dr Mathew P. John  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhicherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 2 (2019-2020)**

**Date: 9 October 2019**  
 Venue: Council Chamber

**Time: 2.00 p.m.**

**Members Present:**

Dr Mathew P. John (Principal-in-charge)  
 Prof. Maj. M. G. Varghese  
 Mr Issac Abraham  
 Ms Senia C. Chennattusserry  
 Mr Abin John  
 Mr Ajith Thomas  
 Dr Lathakumari P.C.  
 Ms Molly George  
 Mr C.T. Thomas  
 Ms Alisha Sali  
 Ms Ann Susa Thomas  
 Dr Jaya Jacob  
 Ms Chinnu Mariam Chacko  
 Dr Leena Abraham  
 Mr Suresh Mathew George  
 Mr Shinu Koshy  
 Dr Asha Susan Jacob (IQAC Coordinator)

The meeting, presided over by Dr Mathew P. John, the Principal-in-charge, started at 2.00 p.m. with silent prayer. Subcommittee conveners were also present. Minutes and Action Taken Report of the previous meeting were presented, reviewed, and approved.

**Agenda**

**Item 1. AQAR 2018-19 submission**

AQAR preparation is in progress. Examination result of the year has to be updated. Subcommittee conveners are in the process of collecting and verifying data.

**Item 2. Mentoring**

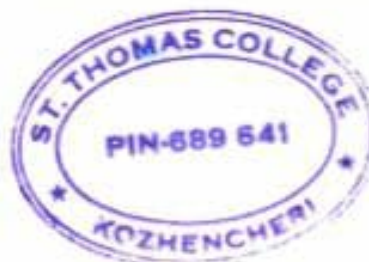
Mentoring is to be conducted in an organised manner.

Decided:

- To organise a training programme for teachers on Mentoring, Tutorial and Life Skills.
- To provide files for documentation of mentoring activity.

**Item 3. Vegetos 2019**

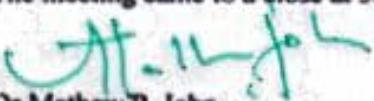
Resolved to organise Vegetos 2019 to promote interest in healthy agricultural practices.




**Item 4. Training for Teaching and Non-teaching staff**

Resolved to organise training programmes for teaching and non-teaching staff to equip them to be familiar with current development in pedagogy and administration respectively.

The meeting came to a close at 3.00 p.m.

  
Dr Mathew P. John  
Principal-in-charge

  
Dr Asha Susan Jacob  
IQAC Coordinator





## Action Taken Report of IQAC Meeting 2 (2019-2020)

**Item 1.** AQAR 2018-19 is nearing completion. Verification of data is in progress.

**Item 2.** A Training Programme on Counselling, Mentoring, Tutorial and Life skills was organized on 12 November 2019. Teachers have been assigned their mentoring groups. Files for the documentation have also been distributed.

**Item 3.** VEGTOS 2019 was jointly organised by the Department of Botany and Go Green Santhome Club on 29 November to promote healthy agricultural habits and agri-based entrepreneurial culture among students.

**Item 4.** Hands on Training on Google Docs, Sheets, Google Forms and Google Sites was organised on 7 November 2019.



Dr Mathew P. John  
Principal-in-charge



Dr Asha Susan Jacob  
IQAC Coordinator



**St Thomas College, Kozhicherry**  
**Internal Quality Assurance Cell**  
**Minutes of IQAC Meeting 3 (2019-2020)**

**Date: 19 December 2019**

**Time: 2.30 p.m.**

Venue: Council Chamber

**Members Present:**

Dr Mathew P. John (Principal-in-charge)  
 Prof. Maj. M. G. Varghese  
 Mr. Issac Abraham  
 Mr Victor T Thomas  
 Mr Benny Puthenparambil  
 Dr Elizabeth Thomas  
 Ms Senia C. Chennattusserry  
 Dr George K. Alex  
 Mr Febu George Mathai Kurichiyath  
 Mr Abin John  
 Mr Ajith Thomas  
 Dr Lathakumari P.C.  
 Ms Molly George  
 Mr C. T. Thomas  
 Ms Ann Susa Thomas  
 Dr Jaya Jacob  
 Ms Chinnu Mariam Chacko  
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 Mr Thomas Mathew  
 Mr Shinu Koshy  
 Dr R. S. Sindhu  
 Dr Asha Susan Jacob (IQAC Coordinator)

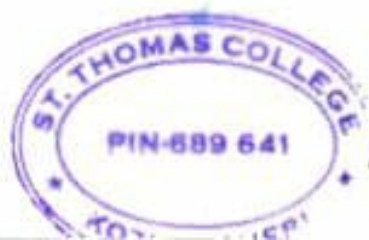
The meeting, presided over by the Principal- in-charge, Dr Mathew P. John, started at 2.30 p.m. with silent prayer. Subcommittee convenors were also present. The Principal welcomed the members and stressed the need to organise the activities of the college for quality assurance and enhancement.

The IQAC Coordinator presented the Minutes and Action Taken Report of the previous meeting. The meeting reviewed and approved them.

**Agenda**

**Item 1. AQAR Submission**

The IQAC coordinator reported the completion of AQAR 2018-19. The IQAC approved the same and resolved to upload the same before 31 December 2019.



## Item 2. Evaluation and Planning

Discussed the recommendations of NAAC third cycle Peer Team. The Principal and the Treasurer of the college briefed the meeting on the following actions taken till date:

- New Programmes: Applied for B Com Logistics and M Com, both in the self-financing sector. Concurrence for the same has not yet been received on account of the change in the Govt. policy regarding sanctioning of unaided programmes in aided colleges. Postgraduate programmes for Hindi and History have not been applied for yet, as eligible applicants are less in number and teaching posts for undergraduate Hindi programme are not yet sanctioned.
- Library: New library committee has been constituted for the implementation of automation. At least two computers and a photocopy machine will be installed. Funds to purchase library books will be included in the budget of the coming year by the Governing Council.
- Sports: Maintenance work has begun.
- Industry-Institution Interaction Cell has been formed as ED Club.
- Toilet for differently abled is under construction. Two ramps have already been constructed and the rest of the buildings will also be facilitated with ramps.

## Item 3. Infrastructure augmentation

Following discussions, the IQAC resolved to:

- Recommend renovation of the Sports Hostel and old library.
- Encourage Department of Physical Education to forward proposals for sports projects to the authorities/councils concerned with the support of the alumni.
- Recommend availability/accessibility to Wi-Fi for all the Departments, Postgraduate classrooms and seminar halls.

## Item 4. Technical assistance for IQAC

IQAC Coordinator explained the need for a proper documentation system and a qualified technical assistant for documentation.

## Item 5. Seminars/ Workshops

Resolved to:

- Organise a national/ international seminar on environmental issues in association with *REYONO journal of interdisciplinary studies*.
- Organise a seminar on Intellectual Property Rights.
- Motivate Departments to organise domain related seminars or workshops.

## Item 6. Community Engagement

Decided to:

- Encourage Departments/Clubs/Forums to be more involved in community development programmes.





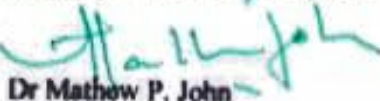
**Item 7. Any other relevant matter**

Resolved to:

- Increase alumni engagement in the activities of the college with the support of the Department alumni.
- Plan and implement suitable strategy for waste management. Entrusted Ms Chinnu Mariam Chacko with the task with the full support from the Management.
- Approve the conduct of all certificate courses, the syllabi of which have been approved by the competent authority for the same or the Committee for the same.
- Recommend for the renovation of college canteen.
- Provide suitable space for first-aid room.

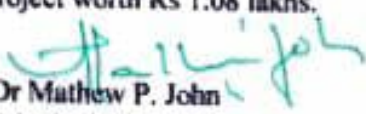
The IQAC Coordinator rendered vote of thanks.


The meeting came to a close by 3.45 p.m.

Dr Mathew P. John  
Principal-in-chargeDr Asha Susan Jacob  
IQAC Coordinator

### Action Taken Report of IQAC Meeting 3 (2019-2020)

- Date of submission of AQAR has been extended. Request has been sent to Mahatma Gandhi University to get the demand ratio for the year 2018-19 admissions.
- Arrangements are being made to make Wi-Fi facility available for all the Departments and classrooms.
- Construction of new toilets for female students nearing completion.
- Completed construction of toilet for the differently abled.
- Renovation of old library is nearing completion.
- IQAC organised a national seminar on *Futuristic Approach to Climate Change* in association with *REYONO journal of interdisciplinary studies* on 31 January 2020.
- IQAC organised a *Seminar on Intellectual Property Rights* on 27 January 2020, a *Webinar on Rebuilding Kerala* on 12 May, and an *International Webinar on COVID World, COVID Mind* was organised on 29 May 2020.
- International webinar on *Research Insights on Social Science, Literature and Science* was organised on 20-21 February 2020.
- Departments of Commerce, English, Hindi, Malayalam, Botany, Economics, Mathematics, Statistics, Physics, Zoology, Chemistry, Physical Education and History organised domain-related seminars or workshops.
- Departments of English, Commerce, History, Botany, Chemistry, Zoology and Physics organised community related programmes. NSS, NCC, and MTSA also have extended their service to the local community.
- The alumni of the Department of Economics have sponsored the smart classroom project worth Rs 1.08 lakhs.

  
Dr Mathew P. John  
Principal-in-charge

  
Dr Asha Susan Jacob  
IQAC Coordinator

