

IQAC MEETINGS

2023 - 2024



IQAC MEETING ON 21 AUGUST, 2023 at 3.15 pmAGENDA

- IQAC Reconstitution and allocation of responsibilities
- Implementation of Software (LMS) for ABE, feedback, criteria etc.
- Action plans and Committee documentation.
- Strengthen research policy and publications, Study abroad programs
- Functioning of the Lakshya, Raksha Cells and Extension activities
- Addressing the weaknesses identified during NAAC & NIRF
- Ensuring enrollment in Certificate, capacity building, NPTEL courses etc
- Verification of CAS proposals, through IQAC.

Members Present

- Dr Sr Ashmitha AC
(Dr Jasena Joseph)

- Dr Minoo Dirakasan

- Dr E. Julie

DR. JEENA K

Dr. Ninkala K

Dr. Deena Maria Fox

Dr. Deepthi Jose

Dr. Shanthi Vyayan

- Dr Sr Sheeba

Dr. Sini R

(Signatures: James, Sini R, Jeena K, Ninkala K, Deena, Deepthi, Shanthi)

Minutes of the meeting

The meeting began with a silent prayer and was followed by discussions on the following;

Reconstitution of the IQAC and allocation of responsibilities.

The IQAC was reconstituted with inclusion of new faculty members, and the responsibilities of various criteria and associated work, was allocated. Dr Deena MJ would coordinate Curricular aspects and the submission of proposal for autonomous status, Dr Ninkala K, will coordinate Teaching

Learning aspects and also the implementation of an effective LMS, Dr Teena K would continue to coordinate, Research & Innovation & Extension, Dr Julie E - Infrastructure, Dr Surya K - Student Support and Progression (Dr Shanthi would continue until Dr Surya rejoins after leave), Sr Sheeba - Governance & Management and Dr Sini - Institutional Values & Best Practices.

Implementation of LMS for OBE, feedback collection and data for NAAC/AQAR criteria: The progress of LMS implementation was discussed, especially about the back-end issues still existing. It was decided to have the next meeting aimed to collect criterion-wise data too. The suggestion to have a feedback collection on Teaching-Learning with a focus on the teaching methods adopted, twice every semester was accepted, and decided to be implemented.

Action Plans and Documentation of / by the committee co-ordinators: The 'Action Plan' format which was shared by the Principal, was suggested, to be resubmitted after discussion at the Dept.-level and inclusion of all aspects viz., plans for publication in UGC Care listed / Scopus indexed journals, by each faculty every year, mobilizing funds through external funding agencies etc.

The protocol of documenting minutes of different committees, was overlooked for sometime, and it was decided that the coordinator / in-charge of each committee will complete the 'Minutes Register' and submit it back to the IQAC Office, before handing over the responsibility to the next person.

Strengthen Research Policy, publications and Study abroad

options: Overall, it was decided to take a strong stand on research policy. Selection of relevant project topics, identifying journals ^{with} domains in the thematic areas, and publishing in collaboration with mentors and guides, permitting faculty members from other institutions to register as research guides, in our centre were some of the suggestions to enhance publications. The faculty from self financing streams would be rewarded for quality publications.

The departments need to explore twinning as well as international academic programs, for student and faculty exchange. An orientation for students interested in study abroad programs, was organized and it was decided to make a group of such students for further follow up.

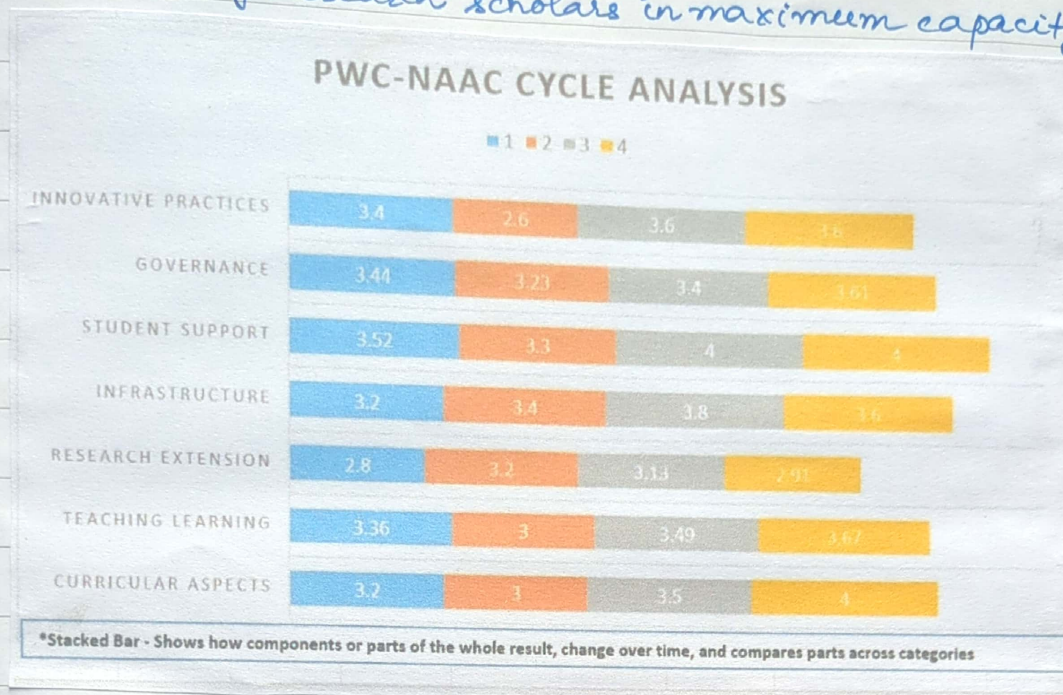
Functioning of Lakshya, Raksha Cells and extension activities:

The functioning of the two cells highlighting the best practices, needed to be implemented in a more holistic way. Service Learning and inclusion of neighbouring and UBA panchayats, needs to be focussed in all extension activities. Departments could plan outreach projects and ensure participation of each batch, in a community oriented way.

Addressing the weaknesses identified in NAAC & NIRF rankings:

An analysis of the national accreditation after its 4th cycle, and the Annual NIRF ranking, was made. Research and professional practice has been a weakness throughout. With the college going ahead with plans for 'autonomous' status, the expectations for research output will be higher, hence all departments need to seriously

plan their publications, research fund mobilization and enrolment of research scholars in maximum capacity. 43



Peer perception was also a weakness in NIRF, and it was decided to take adequate measures to address these

Ensuring student enrolment in Certificate, Capacity building

NPTEL courses etc : Departments need to ensure that

each student completes one certificate course and one NPTEL course every year. The importance of these and generation of ABC card needs to be emphasized and implemented compulsorily. Each department should ensure imparting the four categories of capacity building programs too.

IQAC verification of CAS Proposals : It was decided to submit all CAS proposals to IQAC, for verification, before forwarding to the University. A core committee would verify the publications responsibilities taken up in the college and other initiatives

The meeting came to an end with a suggestion that faculty must visit other colleges and adopt good practices and the information on the forthcoming Stress Management program in Sept 2023.

Formed
22/8/2023

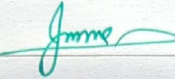
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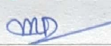
IQAC Meeting on 27th September 2023, at 2.00 pm

AGENDA


- Implementation & clarifications regarding LMS
- Scrutiny of feedback system - modifications req
- Criteria-wise discussion on AQAR
- Conduct of the Faculty Empowerment workshop.

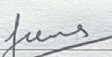
Members Present


Dr (Sr) Jaseena Joseph 


Dr Minoo Durkaran 

Dr Deepthi Jose

Dr. Deena Maria Jon 

Dr. Jeena K 

Dr. Shanthi Vijayan 

Dr. Nirukala K' 

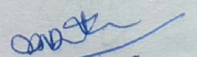
Minutes of the meeting

Implementation of LMS and clarifications: The 'FORMS' of the LMS was discussed, and a list of modifications required was decided, to be prepared. All the data required for each criteria (under NAAC) should be collected through the forms.

Revised Feedback system: A revised system of feedback was presented, which was to be implemented in each semester. A few minor modifications were suggested, and it was also decided to get it implemented through the LMS

Criteria-wise discussion on AQAR: All the criteria coordinators updated the collection of data for the AQAR.

Conduct of Faculty Empowerment Workshop: All faculty members and Librarian would attend the program organized for 28-29 Sept 2023




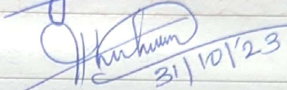
IQAC Meeting on 31st October 2023, 11:30am

AGENDA


- Proceedings of the National Congregation meeting at Patna
- Strengthening mentoring and research on campus.
- Progress of LMS - Lineways, incorporation of feedback system.
- Clean green campus
- Discussion on KILA, Centre for Continuing Education.

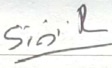
Members Present

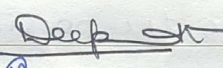
Dr (Sr) Jaseena Joseph 


Dr (Sr) Sheeba Andrews 

Dr Minoo Dinalkaran 


Dr. Shanthi Vyayan 

Dr. S. S. S. S. 

Dr. Deepthi Jose 

Dr. E. Julia 

Dr. Jeena-k 

Dr. Nirikala k 

Dr. Deena Merin In 

MINUTES OF THE MEETING

Update on the national level meet at Patna: The Principal and Vice Principal briefed about the national meet. We need to pursue the 'autonomous' application.

Strengthening mentoring activities: All faculty members need to get equipped to mentoring our mentees, as students need to be taken care of, in a prepared way. From the month of November onwards every Tuesday, the college counsellor, will equip the faculty.

Enhancing research output: A brainstorming session will be held departwise, to focus on areas for research projects and research articles. An external resource person maybe invited if needed.

Progress of LMS for criteria wise data: The official dealing with


NAAC, has updated that the backend work is in progress. Meanwhile criteria coordinators can sit together and discuss.

Clean Green campus : The visit of the Corporation officials and the campus waste management was discussed. It was decided to issue the Regulatory Notice and Circular to each dept during the Academic Council meetings, and the instructions and duties of the Green Tribunal will be implemented with immediate effect.

The KILA (Kerala Inst. of Local Administration) - The proposal for Block Innovation Cluster was discussed.

Centre for Continuing Education : The opportunity to begin a centre for continuing education to benefit women in the society and the adopted Panchayats, was discussed. It was decided to explore the possibilities.

Implementation of feedback system : The questionnaire for receiving feedback for curriculum, would be finalized by this week.

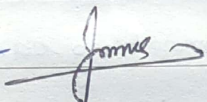
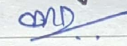
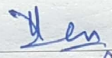

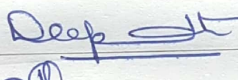

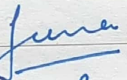
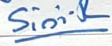

(Minoo Divakaran)

IQAC Meeting on 29th November 2023

Agenda

- Research Ecosystem support & Seed money Grant
- Study Centre for Continuing Education.
- Prospects of establishing a Hybrid University
- IGNOU Study for more courses.
-

Members Present

- Dr Sr Jaseena Joseph 
- Dr Minoor Divakaran 
- Dr Deena Menka Jose 
- Dr Nirukala K 
- Dr. Deepthi Jose 
- Dr. K. Julie 
- DR. Jema K 
- Dr. Sini R 

Minutes of the meeting: The meeting began with a silent prayer.


Enhancement of Research Ecosystem support: In keeping with the weakness of the institution, during all accreditation cycle, Management has instituted a Research Seed Grant for financial support to research projects submitted by faculty. The Principal elaborated the details, of implementation, with regard to outcome in terms of publications and patents. Community oriented projects, a Centralized Research Lab, Recognitions & Awards, Software development, Travel support for paper presentations, Scholars (students) research project, Startups & Entrepreneurship projects, Research stipend, Wifi facilities

Study Centre under CCEK : The establishment of a Centre for Continuing Education was discussed and ^{it} was decided to submit the format for establishing a Sub-centre.

Establishing Hybrid University : Discussions on establishing a hybrid learning opportunity for students, offering virtual online courses focussed on career and industry oriented courses.

IGNOU centre : Discussions on establishing an IGNOU Study centre for few post graduate courses.


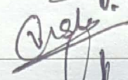



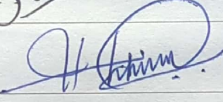
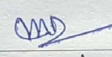



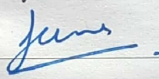
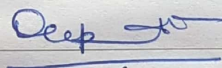
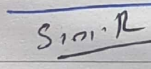
The meeting came to an end with a decision to organize stream wise, meetings on Research mentoring.


(Minoor Divakaran)

IQAC meeting with Industry - Taleop

Agenda : Discussions on establishing a hybrid university

Members Present

- | | |
|------------------------|---|
| Dr Sr Jaseena Joseph |  |
| Vishnu T.P |  |
| Salman Faris N.V |  |
| Akhil U.K |  |
| Amruthesh |  |
| Dr. Sr. Sheela Andrews |  |
| Dr Minoo Dinkaran |  |
| Dr. Sujay K |  |
| SHILP |  |
| Dr. Anikala K |  |
| Dr. Jeeva K |  |
| Deepthi Jose |  |
| Sirir |  |

IQAC meeting on 22nd Dec 2023.

Agenda

- Establishment of IGNOU Study Centre
- University inspection for sanction of 'Autonomous status'.

Members Present

Dr Sr Ashmita AC

Dr Minoo Dirakaran MD

Dr. Deena Marie Jon Mess

Dr. Teena K Jenna

Dr. Sueya K Sueya

Dr. Nirikala K Nirika

Dr. Shanthi Vijayan Shanthi

Dr. Prasanth M.K Prasanth

Dr. Sisir K Sisir

Dr. E. Julie Julie

Minutes of the meeting: The meeting began with a silent prayer.

Grant of the IGNOU Study centre: The Principal informed the positive response to the application for a IGNOU Study Centre, in tune with the long term vision of offering Continuing Learning options to all. Dr Prasanth, Librarian, informed the courses that had the possibility of being offered on PWC campus, viz., MEd, MCom, BA, MA (Eng), BA MA (Psychology), French etc.

Visit by 'Autonomy sanction' team from CDC University:

Consequent to the submission of application for grant of Autonomous status, to UGC, the University officials will visit to inspect the preparedness of the college soon. All departments are to be instructed to be ready with presentations, BoS etc.

Centre for Continuing Education Kerala meeting.

Feb 1, 2024,

Members Present

SAMSHAD - UC



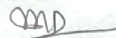
Thushaj - P



Sudheer Kumar



Minoo Divakaran



Salini - E



Chithra - K

Agenda: Launch of PDFT course at CCEK-ProvidenceMinutes

The committee met and decided to start the course on Professional Diploma in Fitness Training, from Feb 8, 2024.

The following were discussed;

Schedule of classes - Only on Sundays

Advertising & Social media - Put up on website of college


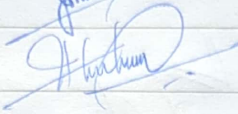
NSDF approved course - hence an awareness

session on campus could also

be planned.

IQAC Meeting on 21.02.2024

Members Present

- Dr Sr Ashmitha AC 
- Dr Sr Sheeba AC 
- Dr Minoo Divakaran AMD
- Dr. Deene Marie Fox Dr.
- Dr. Sujaya K Dr.
- Dr. Ninkala K Dr.







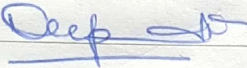

Agenda

- Finalisation of the Mother Veronica Dolling Trophy for Extension Activities for 23-24.
Unanimously, the Dept. of Botany has been

Minutes

The Committee met and verified the details submitted by the six Departments - Botany, Physics, English, Psychology, HRM and Commerce - It was unanimously decided that the Dept. of Botany should be conferred the title on the basis of its exceptional activities carried out as part of Extension and in accordance with the parameters fixed for analysis.

Members Present

- Dr Sr Jaseena Josepha
- Dr. Laina P. 
- Dr. Ninikala k 
- Ambili Thomas 
- Dr Deena Maria Jon 
- Dr. E. Julie 
- Dr. Suryak 
- Dr. Deepthi Jose Deepthi 
- Dr. Meeno Divakaram 

Agenda


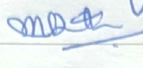
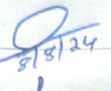
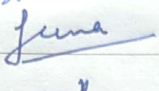
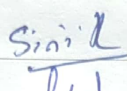

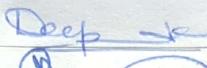
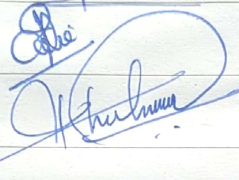
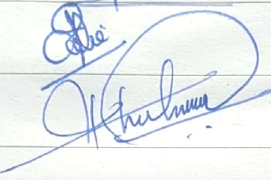
- Discussion on the grant of Autonomous status.
- Formation of Governing body.

Minutes of the meeting

- The Principal informed the communication about the grant of autonomous status.
- The formation of Governing Body was discussed with representatives from Management, Teachers, Educationist/Industrialists, nominees from UGC, University & State, and the Principal of the college.

IQAC Meeting on August 8, 2024

Members Present

Dr. Sr. Jarana. Joseph	
Dr. Minoo Devakaran	
DIVON GEORGE	
Dr. Teena. K	
Dr. Sini. R	
Di. Surya. P	
Deepthi Jose	
Dr. E. Julie	
Dr. Sr. Sheeba Andrews	

Agenda

- Evaluation of FYUGP
- OBE Training
- AQAR Submission
- Setting up of Startup & Incubation centre
- Question paper settings
- ABC Uploading
- Any points for Academic Council.

MINUTES OF THE MEETING: Meeting began with a prayer

Evaluation of FYUGP: The overall implementation of FYUGP was discussed. The onboarding was smoother day by day and the students were getting accustomed, had made their own choices.

The internal exams will be held in September 1st week

OBE Training: A training on Outcome Based Education and mapping, on Linways, will be organized, during August

AQAR Submission: The problems faced by the portal was discussed and it was decided to keep both the AQARs 2022-23 and 2023-24 ready for submission

Startup & Incubation center: The departments are requested to submit proposals for setting up startups, including novel ideas and participation of skilled students.

Question paper setting: The question paper models were drafted and along with the blueprints will be mailed to panel from Question paper setters. The internal exams will also be conducted in the same model.

ABC Uploading: It was informed ^{that} the ABC Registration was complete and the marks of the first Sem UG needs to be uploaded before 31.12.2024.

Points for Academic Council: It was decided to print the first semester syllabus before AC meeting and submit for approval.

