



INTERNAL QUALITY ASSURANCE CELL
ST CYRIL'S COLLEGE, ADOOR
iqaccyrils@gmail.com

Minutes of the IQAC Core Committee

Date : 27/06/2023 : Time : 3pm

Venue : Seminar Hall

1. Attendance

Chairperson : Ms Mini Mathew

IQAC Coordinator : Dr Mini Samuel

Members Present : i. Dr Susan Alexander

ii. Lt. Dr. Baiju P Jose

iii. Dr Nisha Mathew

iv. Dr Smita Kochummen

v. Mr Allen John Philip (Superintendent)

vi. Mr Johnson Zachariah (Management)

vii. Mr John Yesudasan (Student)

viii. Ms Harsha Reji (Student)

Apologies of Absence : i. Ms Aswathi G S

ii. Mr Shaju K John

iii. Mr Kannappan

2. Call to Order

The meeting was called to order by Ms Mini Mathew at 3pm.

3. Approval of the Agenda

Agenda Presented :

i. Admission 23-24

ii. Anti Ragging Awareness Campaign

iii. Induction programme

iv. LMS for college

v. Alumni

vi. Result Analysis

vii. Signing of MOU

vi. Any Other Business (AOB)

The agenda was reviewed and approved without changes.

4. Approval of previous meeting

The minutes of the previous meeting held on 07/02/2023 were reviewed approved without amendments.

5. Agenda Items

Item 1 : Admission 23-24

Discussion : Ensure the smooth functioning of the admission process.

Decision : A team of faculty members including HODs was formed.

Person Responsible : Dr Shiny Kochummen & Ms Mariam John

Item 2 : Anti Ragging Awareness Campaign

Discussion : Before the commencement of first year classes, anti ragging awareness programme to be conducted to ensure safe and welcoming environment.

Decision : An awareness session led by a resource person from the police department should be organized.

Person Responsible : Mr Sajin Philip

Item 3 : Induction programme

Discussion :Induction programme to be conducted after the completion of the admission. Students should be given general information about the college.

Decision : A three day induction programme to be conducted by IQAC.

Person Responsible : Dr Alen S

Item 4 :LMS for college.

Discussion : To automate the attendance and other academic non academic activities there was a necessity of adopting LMS.

Decision : Necttose LMS was finalised .A training programme for staff and students to be organised as early as possible.

Persons Responsible : Dr Soorya Anand, Dr Mini Samuel, Dr Runcy Wilson led by Dr Anoop Chandran.

Item 5 :Alumni.

Discussion :Alumni registration has to be done . An alumni meeting to be conducted.

Decision : A global Alumni meet to be conducted. Registration process to begin as early as possible.

Person Responsible: Dr Siji Rachel George

Item 6 : Result Analysis

Discussion: To improve the pass percentage of students result have to be analysed and follow ups to be done by the class advisor and department HODs.

Decision: Immediately after the declaration of University result, an analysis to be conducted by IQAC.Department wise PPT to be presented.

Person Responsible : Dr Mini Samuel

Item 7: Signing of MOU

Discussion: The departments should take initiative in collaborative work with other institutions.

Decision: At least two MOUs should be signed by each department.

People Responsible : Dr Anoop Chandran

6.Any Other Business(AOB)

i.Khadi Exhibition-cum-Sale

Discussion: As Budhwaar ka khadi Mahotsav is the best practice of the college an exhibition cum sale to be organized, ensuring the maximum applicable rebate.

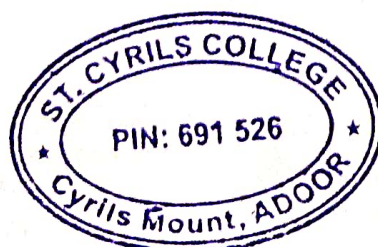
Decision : A seminar to be conducted in collaboration with Kerala Khadi and Village Industries Board. An exhibition-cum-sale to be organized in commemoration of Gandhi Jayanti.

Person Responsible :Dr O.C.Pramod

7.Adjournment: The meeting was adjourned at 4 :15pm.

IQAC Coordinator

Dr Mini Samuel



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Date :06 /11/2023 : Time : 3pm

Venue : Seminar Hall

1. Attendance

Chairperson : Ms Mini Mathew

IQAC Coordinator : Dr Mini Samuel

Members Present : i. Dr Susan Alexander

ii. Lt. Dr. Baiju P Jose

iii. Dr Nisha Mathew

iv. Dr Smita Kochummen

v. Mr Allen John Philip (Superintendent)

vi. Ms Aswathi G S

vii. Mr John Yesudasan (Student)

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3. Approval of the Agenda

Agenda Presented:

i. Preparation for NAAC

ii. AISHE Survey

iii. AKHES Survey

iv. Gender Sensitisation Programme

v. Skill Development Programme

vi. IPR & Research Methodology Seminars

vii. National / International Day celebration

ix. Any Other Business (AOB)

The agenda was reviewed and approved without changes.

4. Approval of previous meeting

The minutes of the previous meeting held on 27/06/2023 were reviewed and approved without amendments.

5. Agenda Items

Item 1: Preparation for NAAC

Discussion: As the Accreditation will be expired by February 2024, preparation for NAAC Re accreditation has to be focussed this academic year.

Decision: i. AQAR to be uploaded.

ii. The administrative block cum Library to be completed.

iii. Work for IIQA and SSR to be started.

iv. A list for infrastructure necessities to be given to the management.

Person Responsible : Dr Mini Samuel

Item 2 : AISHE Survey

Discussion : Documents to be collected from Departments and consolidated as per AISHE format.

Decision : Participate in survey initiated by Department of Higher Education by Government of India and complete it before 30th January 2024.

Person Responsible : Dr Nisha Mathew

Item 3 : AKHES Survey

Discussion : As stated by Kerala State Higher Education Council, the details of Higher Education Institutions to be submitted.

Decision: Documents to be collected from Departments and consolidated as per AKHES format.

Person Responsible: Dr Rejeena V Rajan

Item 4: Gender Sensitisation Programme

Discussion: It is needful to create awareness among students and extended community about women empowerment.

Decision: Women's Cell and NSS was given the responsibility to chart programme accordingly.

Person Responsible: Dr Alen S & Ms Monishalal

Item 5 : Skill Development Programme

Discussion: Students to be given skill development courses from external agencies which will increase the possibility of being placed after graduation.

Decision : To contact Youth Employability Skill Training, National Skill Development Cooperation(NSDC).

Person Responsible: Dr O C Promod

Item 6 : IPR & Research Methodology Seminars

Decision : Every department in collaboration with IQAC has to conduct Intellectual Property Rights Awareness programme and research methodology classes for the students

Person Responsible: Dr Anoop Chandran

Item 7 :National / International Day celebration

Discussion : To create awareness among students about important national and international days programmes to be conducted.

Decision: A list to be prepared and the programmes to be conducted by the departments, NSS, NCC, Women's Cell and other Clubs.

Person Responsible: Dr John Major Thomas

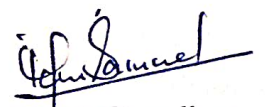
Any Other Business (AOB): i. Personal Counselling

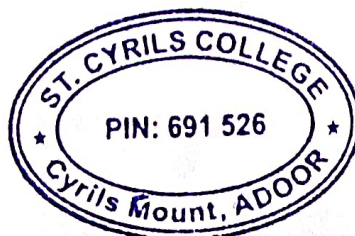
Discussion: A project named JEEVANI, to promote mental well-being of students by Department of Kerala Collegiate Education by Government of Kerala is initiated. It can be very useful for the students and staff in the present scenario.

Decision: To send a proposal to the concerned department so that the higher education institute be provided with government recognised counsellor.

Person Responsible: Dr Mini Samuel

7.Adjournment: The meeting was adjourned at 4 :30pm.


IQAC Coordinator
Dr Mini Samuel




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3. Approval of the Agenda

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i. Preparation for implementation of FYUGP

ii. Merit Day

iii. Timetable 2024-2025 Academic Year

iv. Administrative Audit

v. Academic Audit

vi. Submission of AQAR

vii. Students Satisfaction Survey

viii. Feedback

ix. Any Other Business (AOB)

4. Approval of previous meeting

The minutes of the previous meeting held on 06/11/2023 were reviewed and approved without amendments.

5. Agenda Items

Item 1: Preparation for implementation of FYUGP

Discussion: As four year under graduate programme is to be implemented from 2024 academic year, faculty members have to be aware about the guidelines and implementation process.

Decision: i. Faculty to be sent for FYUGP training programmes.

ii. Seminars and workshops to be conducted for faculty.

Person Responsible : Dr Nisha Mathew

Item 2: Merit Day

Discussion: Students and Staff to be recognised for their achievements and contributions.

Decision: Merit Day to be celebrated. Staff members may contribute to increase the scholarships of students.

Responsible Persons: Programme Coordinator – Dr Mini Samuel
Scholarship & Endowments – Ms Lini K Mathew

Item 3 : Time Table 2024-2025 Academic Year

Discussion : With the implementation of FYUGP , the master time table has to be edited for the smooth functioning of the higher institution.

Decision: Soon after the final decisions by the University of Kerala, the work of time table to be completed before the beginning of the new academic year.

Person Responsible : Dr Nisha Mathew & Ms Sowmya Mary Thomas.

Item 4 : Administrative Audit

Decision : The administrative internal audit of departments to be conducted by 31st March 2024.

Persons Responsible : Dr Siji Rachel George & Dr Rejeena V Rajan

Item 5 : Academic Audit

Decision : The academic audit to be conducted after the completion of 23-24 academic year.

Persons Responsible: Dr Mini Samuel, Dr Nisha Mathew & Dr Shiny Kochummen

Item 6 : Submission of AQAR

Discussion: The departments to prepare AQAR and submit to IQAC.

Decision: i.AQAR to be submitted by departments.

ii. Annual report to be submitted by departments, NSS, NCC, Women's Cell and Clubs

Persons Responsible: All HODs & Coordinators of NSS, NCC, Women's Cell & Clubs.

Item 7: Students Satisfaction Survey

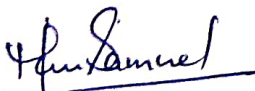
Decision : Students Satisfaction Survey to be conducted in google form towards the end of this academic year.

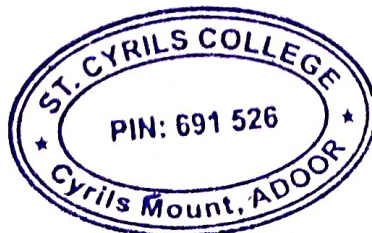
Item 8: Feedback


Discussion : Feedback from students on teachers ,Alumni & PTA to be collected.

Decision : Necttose software to be used for collecting feedback to ensure the authenticity and confidentiality of the process.

7.Adjournment: The meeting was adjourned at 4 :30pm.


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