

ST. CYRIL'S COLLEGE
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IQAC MINUTES

2021-2022





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

THE FIRST MEETING OF IQAC OF 2021 - 2022

DATE :10/06/2021 ,TIME: 5:30 p.m.

VENUE: Google Meet

AGENDA

1. Review of previous meeting
2. NAAC Preparations during the pandemic
3. Certificate Courses
4. Induction programme for first year students
5. Conduct of webinars
6. PBAS CAS of Faculty members
7. Orientation/Refresher Courses
8. Bridge Course, Remedial Course & Mentoring
9. Celebration of Important days
10. Any other matter allowed by the chair

MINUTES

The first meeting was conducted on 10 June 2021, at 5:30 p.m. in the online mode through Google Meet.

The following members attended the meeting.

1. Ms Anitha Thomas(Chairperson)
2. Dr Mini Samuel(IQAC Coordinator)
3. Ms Mini Mathew
4. Ms Susan Alexander
5. Lt.Dr Baiju P Jose
6. Ms Nisha Mathew
7. Ms Smita Kochummen
8. Ms Aswathy G S (Librarian)
9. Mr John Varghese(Administrative Officer)
10. Mr Johnson K Zacharia(Management)
11. Ms Alexy Elsa Varghese(Student)
12. Mr Shaju K John(Alumni)
13. Mr Kannappan(Local Society)

The meeting was presided over by Mrs Anitha Thomas, the new IQAC Chairman of the College. The meeting started with a silent prayer. Dr. Mini Samuel, IQAC Coordinator, welcomed the gathering.

The new chairman, Mrs Anitha Thomas, made an appraisal of the NAAC preparations for the third cycle reminding everyone that consistent and sincere work is to be maintained especially in the wake of the pandemic Covid 19. She promised all possible help from the part of the management in progressing the work.

The following points were discussed in the meeting:


- 1. Review of previous meeting** – The minutes of the previous meeting was read, discussed and after thorough examination was approved by the committee
- 2. NAAC preparation during the Covid time** – The committee examined the work done by the Departments and the Criteria convenors. The pandemic had restrained the progress of the work. However, it was decided to take up new measures and strategies to hasten the preparations for the third cycle.
- 3. Certificate Courses** – An analysis of the certificate courses implemented pointed out that the Departments have been running the courses successfully. It is decided to continue the courses by the Departments of English, History, Chemistry, Economics, Commerce and Physics. As decided, a new course on Soft skill is decided to be implemented for students.
- 4. Admission and Induction Programme:** It was decided to conduct the admissions for the year, strictly adhering to covid protocol. The Induction Programme can be conducted following covid protocol and the guidelines issued by the Government
- 5. Conduct of Webinars :** The Departments shall be directed to conduct webinars on various topics so that it shall benefit the student community and would promote participation of teachers, research scholars and experts from diverse disciplines and Universities. The Departments shall take care to maintain a research ambience for the students, enabling them to nurture their investigative skills through the use of electronic gadgets and e-resources.
- 6. PBAS CAS of Faculty members** – All faculty members eligible for promotion were directed to submit the PBAS to IQAC for scrutiny according to the guidelines.
- 7. Orientation/Refresher Courses** – Faculty members were instructed to complete the orientation and refresher courses for CAS
- 8. Bridge Course, Remedial Coaching & Mentoring** – The Bridge course is to be implemented in the online mode and remedial and mentoring programmes to be continued to provide support for the students especially at a time of constraints like the covid 19.

9. Celebration of Important days – As in the previous years important days are to be chalked out and celebrated in the online mode. The cognitive realm of the students are to be stimulated through activities and facilities provided in the online mode.

10. Create Research Ambiance – Research activities to be enhanced among teachers through publication of research articles and papers. It was proposed and decided that the faculty members who have not registered for PhD should submit their proposal at the earliest. Dr Anoop Chandran shall look into the matter and do the necessary

11. **Any other Matter with the consensus by the chair**
- Extension activities to be planned by the departments, NSS, NCC and Women's Cell to inculcate social responsibility among students.
 - Mentors to continuously follow up the students and give them necessary support during the covid time.

Dr Susan Alexander proposed the vote of thanks.


Dr Mini Samuel
IQAC Coordinator




Mrs Anitha Thomas
Principal

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THE SECOND MEETING OF THE IQAC - 2021 – 2022

DATE :26/10/2021 ,TIME: 2.30 PM VENUE:SEMINAR HALL
(following covid protocol)

AGENDA

1. Review of previous meeting
2. Swachatha Action Plan
3. Institutional Development Plan
4. AISHE
5. Internal Examination
6. Major Club Activities
7. Any other matter allowed by the chair

MINUTES

The second meeting was conducted on October 26, 2021, at 2.30pm in Seminar Hall following covid protocol.

The following members attended the meeting.

1. Ms Anitha Thomas(Chairperson)
2. Dr Mini Samuel(IQAC Coordinator)
3. Ms Mini Mathew
4. Ms Susan Alexander
5. Lt.Dr Baiju P Jose
6. Ms Nisha Mathew
7. Ms Smita Kochummen
8. Ms Aswathy G S (Librarian)
9. Mr John Varghese(Administrative Officer)
10. Mr Johnson K Zacharia(Management)
11. Ms Alexy Elsa Varghese(Student)
12. Mr Shaju K John(Alumni)
13. Mr Kannappan(Local Society)

The IQAC Chairman, Ms Anitha Thomas presided over the meeting and welcomed the gathering.

The following points were discussed in the meeting –

1. Review of previous meeting

- i. Dr Mini Samuel, IQAC Coordinator presented an evaluation of the preparation undertaken for the Third Cycle of NAAC.
- ii. The Departments have also initiated the certificate courses which was appreciated by the committee.
- iii. Bridge Courses were conducted in the online mode soon after the admissions were over. Remedial teaching and Mentoring were being implemented successfully by the respective departments.

- iv. Soft Skill courses to begin under the guidance of the coordinator Ms Mariam John.
- v. List of important international/ national days were celebrated by the Departments
- vi. Faculty Members have taken the initiative of registering for PhD and the faculty members who submitted their works and awaiting open defence were appreciated. Dr Rejeena V Rajan was felicitated for successful completion and awarding of PhD.
- vii. Alumni meet held

Institutional Development Plan

The construction of the new Administrative Block to be completed at the earliest. The need for early completion to be intimated to the Manager and necessary steps to be taken to complete the same.

AISHE

Instructions were given to collect and consolidate the documents required for All India Survey on Higher Education as early as possible so that it can be uploaded at the right time.

Internal Examination

Internal Examination committee to take up the responsibility of conducting the Internal Examination following covid protocol. The situation to be thoroughly examined and decision to be taken on the mode of conduct (offline or online) of the exam. The same is to be intimated to the Principal and the IQAC coordinator.


Extension Programmes and Major Club Activities

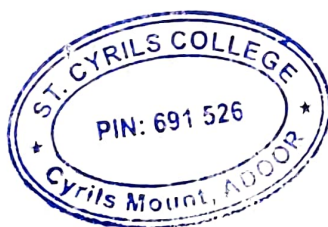
Departments have to plan and implement extension activities that would benefit the surrounding community. The NSS and NCC coordinators should give an appraisal of the extension programmes conducted. Placement and Career Guidance Cell to host an online orientation programme for the students. Entrepreneurship Development Club to conduct programmes for the year at the earliest and report to be submitted.

Other Matter Allowed by the Chair

Departments yet to conduct webinars have to complete them by February. PTA Meeting to be held in the online mode. PTA secretary to take the initiative for the same.

Ms Mini Mathew proposed the vote of thanks.


Dr Mini Samuel
IQAC Coordinator




Mrs Anitha Thomas
Principal

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THE THIRD MEETING OF THE IQAC - 2021 - 2022

DATE :04/02/2022 ,TIME: 2.30 PM

VENUE:SEMINAR HALL
(following covid protocol)

AGENDA

1. Review of previous meeting
2. MGNCRE Project
3. Merit Day
4. Administrative and Academic Audit
5. Feedback
6. Students Satisfaction Survey
7. Any other matter allowed by the chair

MINUTES

The third meeting was conducted on Feb 18, 2022, at 2.30pm in Seminar Hall following covid protocol.

The following members attended the meeting.

1. Ms Anitha Thomas(Chairperson)
2. Dr Mini Samuel(IQAC Coordinator)
3. Ms Mini Mathew
4. Ms Susan Alexander
5. Lt.Dr Baiju P Jose
6. Ms Nisha Mathew
7. Ms Smita Kochummen
8. Ms Aswathy G S (Librarian)
9. Mr John Varghese(Administrative Officer)
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12. Mr Shaju K John(Alumni)
13. Mr Kannappan(Local Society)

The IQAC Chairman, Ms Anitha Thomas presided over the meeting and welcomed the gathering.

The following points were discussed in the meeting –

1. Review of previous meeting

- i. The Management has promised to take necessary steps to hasten the construction of the new building.
- ii. AISHE documents have been collected and uploading is being done. It can be uploaded on time.

- iii. Internal Examination conducted in the offline mode strictly following covid protocol.
- iv. Extension activities have been implemented by the Departments
- v. Departments have promptly conducted and Departments like Economics have scheduled their webinar.

2. MGNCRE Project

Mahatma Gandhi National Council for Rural Education(MGNCRE) had announced a project under the Department of Higher education, Ministry of Education Government of India. It has been decided to apply for the project. Dr Mini Samuel was directed to do the needful. A team was constituted for the project – Ms Sowmya Mary Thomas, Ms Mariam John, Ms Elizabeth George and Ms Lini K Mathew.

3. Merit Day

The college Merit Day is decided to be conducted on March 25, 2022. A Guest of Honour is to be finalised and intimated. The Principal has to choose the Best Faculty.

4. Administrative and Academic Audit

The IQAC Coordinator Dr Mini Samuel, NAAC coordinator Dr Nisha Mathew and SAAC Coordinator Ms Shiny Kochummen shall conduct the Academic Audit and Dr Siji Rachel George and Dr Rejeena V Rajan shall conduct the Administrative Audit in the various Departments by the end of March.

5. Feedback

As the academic year comes to a close, feedback is to be collected from the students and the report to be updated in the college website.

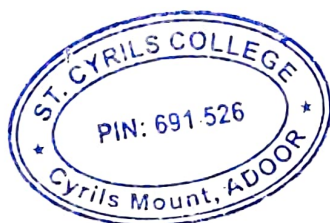
6. **Students Satisfaction Survey** – SSS has to be conducted. The responsibility was endorsed to Ms Sowmya Mary Thomas and Ms Lini K Mathew

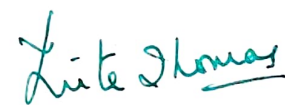
7. Other Matters Allowed by the Chair

The teachers of various clubs have to conclude the club activities and reports be submitted in the IQAC.

Dr Mini Samuel proposed the vote of thanks.


Dr Mini Samuel
IQAC Coordinator





Mrs Anitha Thomas
Principal

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