

ST. CYRIL'S COLLEGE
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ST. CYRIL'S COLLEGE, ADOOR

IQAC MINUTES



Minutes of the Second Meeting of IQAC 2020 -2021

The second meeting of IQAC for the year 2020 -2021 was held on 27/01/2021 in the seminar hall at 1.45 pm which was presided by the IQAC Chairperson Dr Susha D. The meeting started with a silent prayer. Dr Susha D welcomed the committee. She appreciated the faculty members for successfully conducting classes and activities during this pandemic time. She also directed to conduct all the activities and submit the report to IQAC

The core committee of 2020 – 2021

Dr Susha D (Chairman)
Dr Mini Samuel(Coordinator)
Ms Mini Mathew(Staff Secretary)
Ms Anitha Thomas
Dr Susan Alexander
Lt Dr Baiju P Jose
Dr Nisha Mathew
Ms Smitha Kochummen
Ms Aswathy G S(Librarian)
Mr John Varghese(Administrative Staff)
Mr Johnson K Zacharia(Management)
Mr Shaju K John(Alumni)
Mr Kannappan(Local Body)

Members Present for the meeting

Dr Susha D
Dr Mini Samuel
Ms Mini Mathew
Ms Anitha Thomas
Dr Susan Alexander
Lt Dr Baiju P Jose
Dr Nisha Mathew
Ms Smitha Kochummen
Ms Aswathy G S(Librarian)
Mr John Varghese(Administrative Staff)
Mr Johnson K Zacharia(Management)
Mr Shaju K John(Alumni)

The suggestions and decisions taken :

- 1) To begin soft skill courses for students. Ms Mariyam John was nominated as the coordinator.

- 2) All the departments were instructed to conduct Certificate course and submit the details to IQAC.
- 3) The documentation of mentoring, tutorial, remedial & bridge courses have to be maintained uniformly in all departments and consolidated report to be submitted to IQAC.
- 4) Instructed to conduct guidance for competitive exams by the departments.

Department of Chemistry – JAM

Department of Commerce – Bank Test Coaching

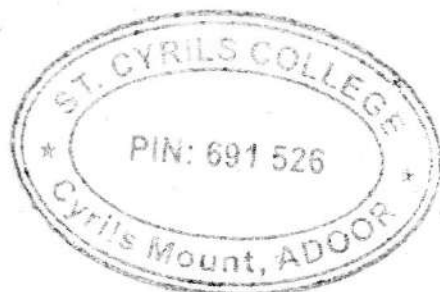
Department Economics & History – PSC

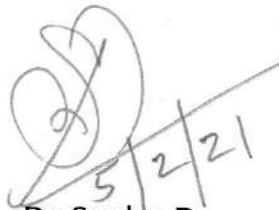
Department of English & Physics - NET

- 5) Directed the placement cell conveners to contact different agencies to conduct campus recruitment.
- 6) Requested the management for more number of smart classrooms.
- 7) Assigned Ms Aswathi G S to prepare a list of academic journals needed for library.
- 8) Decided to conduct internal academic and administrative audit in March 2021. The responsibility was given to
Academic Audit – Dr Mini Samuel, Dr Nisha Mathew, Ms Shiny Kochummen
Administrative Audit – Dr Siji Rachel George, Ms Rejeena V Rajan
- 9) Assigned IQAC to prepare a project proposal to submit for MLA fund.
- 10) Decided to verify the PBAS Proforma of teachers regarding promotion to be verified by IQAC.
- 11) Suggested Department of English to do necessary procedures to become a research center.
- 12) Suggested more teachers to apply for guideship.
- 13) Directed to conduct PTA General meeting and department meetings.
- 14) Instructed to register Alumni Association.

The meeting was concluded after the vote of thanks by the IQAC Coordinator, Dr Mini Samuel.


3/2/21
Dr Mini Samuel
IQAC Coordinator




3/2/21
Dr Susha D
Principal

PRINCIPAL
ST. CYRILS COLLEGE
ADOOR

Minutes of the First Meeting of IQAC 2020 -2021

The first meeting of IQAC for the year 2020 -2021 was held on 05/08/2020 in the seminar hall at 10.30am which was presided by the new IQAC Chairperson Dr Susha D. The meeting started with a silent prayer. A welcome note and motivational talk was said by Dr Susha D.

The core committee of 2020 – 2021

Dr Susha D (Chairman)
Dr Mini Samuel(Coordinator)
Ms Mini Mathew(Staff Secretary)
Ms Anitha Thomas
Dr Susan Alexander
Lt Dr Baiju P Jose
Dr Nisha Mathew
Ms Smitha Kochummen
Ms Aswathy G S(Librarian)
Mr John Varghese(Administrative Staff)
Mr Johnson K Zacharia(Management)
Mr Shaju K John(Alumni)
Mr Kannappan(Local Body)

Members Present for the meeting

Dr Susha D
Dr Mini Samuel
Ms Mini Mathew
Ms Anitha Thomas
Dr Susan Alexander
Lt Dr Baiju P Jose
Dr Nisha Mathew
Ms Smitha Kochummen
Ms Aswathy G S(Librarian)
Mr John Varghese(Administrative Staff)
Mr Johnson K Zacharia(Management)
Mr Shaju K John(Alumni)


The suggestions and decisions taken :

- 1) Directed all the departments to prepare the action plan of 2020- 2021.
- 2) The SAAC Coordinator was appointed and SAAC Committee was constituted.
SAAC Coordinator – Ms Shiny Kochummen
- 3) The AQAR of 2019-2020 of departments were discussed and the suggestions were given.

- 4) Instructions were given to conveners of various cells and committees to conduct different programmes.
- 5) The coordinator of admission, Ms Soorya Anand was directed to follow the covid protocol during UG –PG admission.
- 6) College Development Council and College Purchas Committee was formed.

The meeting was concluded after the vote of thanks by the IQAC Coordinator, Dr Mini Samuel.


Dr Mini Samuel
IQAC Coordinator


Dr Susha D
Principal

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