

ST. CYRIL'S COLLEGE  
ADOOR  
ESTD. 1981



ST. CYRIL'S COLLEGE, ADOOR

IQAC MINUTES





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

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THE FIRST MEETING OF IQAC OF 2022 - 2023

DATE :09/06/2022 ,TIME: 2:30 p.m.

VENUE: Seminar Hall

AGENDA

1. Review of previous meeting
2. Admissions for the Year 2022-2023
3. Membership in Academic Bodies
4. Introduction of Skill Courses
5. Certificate Courses
6. Orientation Programme
7. Result Analysis
8. Bridge Course, Remedial and Mentoring
9. Celebration of Important Days
10. Enhance Research Activities
11. Conduct of seminars on IPR and Research Methodology
12. Any other matter allowed by the chair

MINUTES

The first meeting was conducted on 09 June 2022, at 2:30 p.m. in the Seminar Hall.

The following members attended the meeting.

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

The meeting was presided over by Ms Mini Mathew, 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, Ms Mini Mathew, made an appraisal of the NAAC preparations for the third cycle reminding the members about the need for consistent work. She asked the IQAC Coordinator to gear up the activities associated with NAAC Re-accreditation.

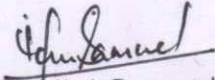
The following points were discussed in the meeting:

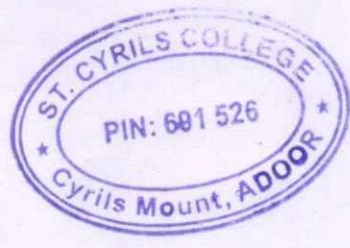
1. **Review of previous meeting** – The minutes of the previous meeting was read, discussed and after thorough examination was approved by the committee
2. **Admission Process** – It has been decided to make necessary preparations for the impending admission process. The Principal has to nominate an admission Co-ordinator who shall look into the requirements for the smooth conduct of the admissions. Necessary steps are to be taken to keep the campus clean and attractive.
3. **Membership in Academic Bodies** – It is important for teachers to be members in Academic Bodies. The teachers are to be directed to improve their academic portfolio which would pave way to Academic Bodies. Teachers who are already members were appreciated for their efforts.
4. **Introduction of Skill Courses** – Taking into consideration the mandates of NEP, it has been decided to introduce skill courses in the college. Along with Soft Skill training which was introduced the previous year, new skills such as Yoga, ICT and Communication Skills are to be introduced. A Co-ordinator is to be appointed by the Principal for the same.
5. **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. New Courses if any may be provided by the Departments in addition to the existing ones.
6. **Orientation Programme:** The newly inducted students are to be given an Orientation by the IQAC. They are to be introduced to areas such as personality development, time management, ethical living, a disciplined student life. The orientation committee in consultation with the IQAC may conduct other programmes which would aid in creating a rapport with the freshers.
7. **Result Analysis :** The core committee appreciated the Department of History for securing the 4<sup>th</sup> position in the BA Degree Examination 2022-2023. It is decided to conduct a result analysis of the final year at the earliest and the IQAC Co-ordinator shall analyse the pitfalls if any and shall make suggestions for improving them.
8. **Bridge Course, Remedial Coaching & Mentoring** – The Bridge course is to be conducted soon after the first year admissions are over and remedial and mentoring programmes to be continued to provide support for the students. Counselling opportunities for students to be enhanced due to the rapid rise in mental health issues in teens and young adults.
9. **Celebration of Important days** – As in the previous years important days are to be chalked out and appropriate programmes are to be conducted by the students. The cognitive realm of the students is to be stimulated through these activities.
10. **Enhance Research Activities** – Dr Anoop Chandran, Co-ordinator of Research Committee briefed on the research activities of the teachers. It is decided to direct teachers to increase the number of publications. Teachers yet to complete their PhD are to hasten and complete their work at the earliest.
11. **Conduct of Seminars on IPR and Research Methodology** – The Departments have to take the initiative of conducting seminars on


IPR and Research Methodologies as stipulated by the UGC. This is to be taken up with the view of enriching the academics of the students. In addition to this Departments may conduct Seminars based on their subjects possibly taking on an inter-disciplinary approach.

- 12. Any other matter allowed by the Chair**
- Extension activities to be planned by the departments
  - NSS, NCC and Women's Cell to initiate programmes

Dr Susan Alexander proposed the vote of thanks.

  
Dr Mini Samuel  
IQAC Coordinator



  
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**THE SECOND MEETING OF THE IQAC - 2022 - 2023**

**DATE :14/10/2022 ,TIME: 2.30 PM**

**VENUE:SEMINAR HALL**

**AGENDA**

1. Review of previous meeting
2. College Union Elections
3. Upgradation to Research Department - Physics
4. AISHE
5. Faculty Enrichment Programme
6. FDP on NEP
7. Arts Day
8. Women Cell Activities
9. Major Club Activities
10. Any other matter allowed by the chair

**MINUTES**

The second meeting was conducted on October 14, 2022, at 2.30pm in Seminar Hall.

The following members attended the meeting.

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

The IQAC Chairman, Ms Mini Mathew presided over the meeting and welcomed the gathering.

The following points were discussed in the meeting –

**1. Review of previous meeting**

- i. The admission process has been completed smoothly by Ms Lini K Mathew
- ii. Bridge Courses were conducted soon after the admissions were over. Remedial teaching and Mentoring are being implemented successfully by the respective departments.
- iii. Ms Mini Mathew, Dr Susan Alexander, Capt Dr Baiju P Jose and Dr Smita Kochummen have become members of various recognised Academic Bodies.
- iv. Skill Courses will begin by January under the guidance of Dr

- Soorya Anand. Soft Skill courses to continue along.
- v. Certificate courses implemented by the Departments
  - vi. List of important international/ national days were celebrated by the Departments
  - vii. Result analysis conducted and remedial measures suggested
  - viii. Department of English to host IPR Seminar in December and all Departments set to host seminars on Research Methodology
2. **College Union Elections** – The college shall take necessary precautions and make essential preparations for conducting the College Union Elections peacefully. The newly elected office bearers shall take part take in the smooth running of the institution.
  3. **Upgradation of Physics Department as Research Department** – The Department of Physics is in the final stages of upgradation to Research Department. The Management shall offer all support in the completion of the procedures
  4. **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.
  5. **Faculty Enrichment Programmes**
    - A Staff Improvement Programme shall be co-ordinated in the HEI for the welfare of the staff
    - The need of the hour, an FDP on NEP shall be conducted for the teachers.

The HR Cell of the college shall take of the matters above.

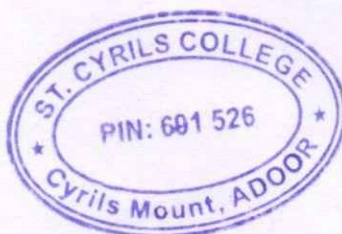
6. **Arts Day-** The Union Bearers shall dutifully conduct the Arts Day of the college and the winners shall represent the HEI in the University Arts Festival.
7. **Women Cell Activites** – The Women Cell Co-ordinator Dr Shiny Kochummen is directed to associate with KSWDC in organising programmes for the girls of the college.
8. **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 –**

- PTA General Body is and updations be given about the progress of the HEI and the students to be conducted.
- Club activities to be completed at the earliest.

Dr Nisha Mathew proposed the vote of thanks

  
Dr Mini Samuel  
IQAC Coordinator



  
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**THE THIRD MEETING OF THE IQAC - 2022 - 2023**

**DATE :07/02/2023 ,TIME: 2.30 PM**

**VENUE:SEMINAR HALL**

**AGENDA**

1. Review of previous meeting
2. Inauguration of Research Department of Physics
3. Institutional Scholarships and Edowments
4. Merit Day
5. Administrative and Academic Audit
6. Feedback
7. Any other matter allowed by the chair

**MINUTES**

The third meeting was conducted on 07 Feb, 2023, at 2.30pm in the Seminar Hall.

The following members attended the meeting.

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

The new IQAC Chairman, Dr Susan Alexander presided over the meeting and welcomed the gathering. She proposed the methods to be adopted for the smooth functioning of the college.

The following points were discussed in the meeting –

**1. Review of previous meeting**

- i. The College Union Election was peacefully conducted

- ii. under the leadership of Dr Rejeena V Rajan Orders elevating Physics as Research Department received and inauguration is in the offing.
- iii. AISHE details have been collected and uploading is in the final stage.
- iv. Staff Improvement Programme and FDP on NEP to be conducted in the month of February
- v. Arts Day of the college conducted from January 16-18 2023. Winners will represent the college in the upcoming University Youth Festival in March 2023
- vi. Women Cell has joined hands with KSWDC and programmes are being co-ordinated.
- vii. Extension Activities are being conducted by various Departments, and NSS unit of the college.

**2. Inauguration of Research Department of Physics** – The inauguration of the Research Department of Physics is to be hosted prodigiously as the Minister for Higher Education Dr R Bindu is the Chief Guest. A committee is to be formed for the conduct of the same. The HoD of Physics shall submit a detailed sketch of the Programme Schedule.

**3. Institutional Scholarships** – The College shall take initiative in increasing the number of scholarships. The Principal in consultation with the Academic Council shall devise strategies to increase the number of scholarships so that more students shall benefit from it. A Best Outgoing Student award should be mandatorily instituted.

#### **4. Merit Day**

The college Merit Day is decided to be conducted in March. The Academic Council may decide the date for the same taking into consideration the situations in the college. A Guest of Honour is to be finalised and intimated. The Principal has to choose the Best Faculty.

#### **5. Administrative and Academic Audit**

The IQAC Coordinator Dr Mini Samuel, NAAC coordinator Dr Nisha Mathew and SAAC Coordinator Ms Shiney 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.

#### **6. 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.

#### **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.
- Reports of the Seminars and Workshops conducted to be submitted to IQAC
- AQAR for the year to be prepared by the end of March 2023



Dr Mini Samuel proposed the vote of thanks.



Dr Mini Samuel  
IQAC Coordinator



Dr Susan Alexander  
Principal **ST. CYRILS COLLEGE**  
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