

Minutes of the meeting of IQAC held at 3.30 pm on 11/07/2018

Agenda

1. Presentation of Evaluation of NIRF Ranking 2018
2. Organizing annual colloquium in the academic year
3. Publishing of News Letter
4. Activities of IQAC for the new academic year
5. Evolving strategies to enhance more extension and innovation activities
6. Approving IQAC funds for seminars, workshops, extension activities etc.
7. Inducting student IQAC representatives
8. Evolving steps to do systematic and regular documentation and preparing AQAR
9. Any other relevant matter

Members present:

1. Dr. Ignatius Antony
2. Dr. Joy K L
3. Sanjo Jose
4. AntoJohny T
5. Emmanuel Thomas
6. Dr.Francy K Kakkassery
7. Seema Sunny
8. Chacko V M
9. Geethu Elizabeth Thomas
10. Dr. Alphonsa Mathew
11. Dr. Thomas Paul Kattookkaran
12. Fr. Dr Martin K A
13. Dr. George Thomas
14. Dr. Johns Naduvath

Action taken Report

1. A committee was constituted to look into the promotion procedures of the eligible faculty members. Dr.Saju M. I was appointed as the chairman of the committee.
2. A committee was constituted under the leadership of Dr Thomas M T for applying funds from UGC and other agencies for various schemes. The committee already submitted proposals for Block Grant, Star College scheme and RUSA funds.
3. A committee under the leadership of Prof. Paul Jose was constituted for the implementation of Academic and Administrative Auditing in the college.
4. Women cell was entrusted with the task of carrying out 'Gender Audit' in the campus.
5. Dr. Vimal Kumar T V, Department of Physics was entrusted to take up 'Energy Audit' in the campus.
6. Dr. Joby Paul, Department of Botany was entrusted to carry out 'Green audit' in the campus.

7. An evaluation and analysis of NIRF Ranking 2018 (the college obtained Rank 79) was conducted for the improvement of the college.

Resolutions

1. Evaluation and analysis of NIRF ranking was presented by Dr. Johns Naduvath
2. It was decided to do the needful so that the quality and performance at various levels are enhanced
3. It was decided to inform research council to take up necessary steps by which the quality of publication are improved and papers are published in high impact factor journals
4. It was decided to organized a colloquium under the auspices of IQAC and CPE in December 2018
5. It was decided to apply to Higher Education Council for grant to organize an invited lecture by a Nobel Laureate.
6. It was decided that necessary steps be taken to conduct Gender Audit, Green Audit and Energy Audit.
7. It was decided to induct student representatives to IQAC one each from UG and PG.
8. It was decided to appoint a committee to publish periodical newsletter. The members are Dr.Viju M J, Prof. Geetha Gokul, Prof. Blessy Paul C, and Mr.Sanjo Jose
9. It was decided to give financial support for seminars/ conference and extension activities as following:
 - Extension Activity : 5000/- (no to be used for travel purpose)
 - Exhibition : 3000/-
 - Regional/National Seminar/ Conference (One Day) : 5000/-
 - National Seminar/ Conference : 2 Days (at least one resource person from outside Kerala) : 9000/-
 - International Seminar/ Conference : 2 Days (at least one resource person from abroad) : 12000/-
 - Paper presentation (students) : 500/- or Reg. Fee (Whichever is less)
 - Paper Presentation (Faculty) : 750/- or Reg. Fee (Whichever is less)
 - Amount for Seminars/ Conference can be availed only once a year by a department.



Dr. Ignatius Antony
Principal



Dr. Anil George Konkoth
IQAC Coordinator

Minutes of the meeting of IQAC held at 3.30pm on 25/09/2018

Agenda

- Approval of funds for Seminars
- Discussion on follow up activities of revised NAAC manual
- Discussion Regarding self appraisal form
- Any other relevant matter permitted by the chair

1. Dr. Ingatius Antony (Principal)
2. Dr. Thomas Paul Kattookkaran
3. Dr. Joy K L
4. Dr Martin K A
5. Dr. Anil George K (IQAC Coordinator)
6. Dr. George Alex (Secretary, College Council)
7. Dr. Anto Johny (Controlelr of Examinations)
8. Dr. Joby kakkassery (Research Coordinator)
9. Dr. Alphonsa Mathew (Joint Coordinator)
10. Dr. C S Biju
11. Dr Francy Kakkassery
12. Dr Chacko V M
13. Prof. Jilna John
14. Prof GHeethu Elizabeth
15. Dr. Johns Naduvath
16. Dr. Vimala K John
17. Smt. Seema Sunny
18. Smt. Bhindya Francis
19. Mr. Sanjo Jose
20. Mr C C Joy

Action Taken Report

- Dr. Vimala K John was given the charge to complete 'Gender Audit'. A committee was constituted for the same.
- Dr. Joby Paul was given the charge for "Green audit" and he submitted a completed report of the same
- Dr, Johns Naduvath was entrusted to complete 'Energy Audit' and report was submitted.

Minutes

- One Day workshop on Revised NAAC Manual was decided to be held at DBCLC.
- It was resolved to submit AQAR on time and to register for NIRF
- Principal suggested all the IQAC cell members to cooperate in the data collection to make documentation flawless.

- It was resolved submit self appraisal by November 15th 2018 with supporting documents
- It was resolved to enhance the activities of placement cell and sports competitions.
- It was resolved to collect feedback from students, Alumni, teachers and parents.
- It was resolved to conduct Academic administrative Auditing. Faculty Dairy preparation committee was constituted. A committee under the leadership of Dr. Britto Jospheh was constituted.



Dr. Ignatius Antony
Principal



Dr. Anil George Konkoth
IQAC Coordinator

Minutes of the meeting of IQAC Meeting held at 2.30pm on 28/09/2018

Agenda

- Data Collection of NIRF.
- IQAC Departmental Coordinators Meeting.
- Discussion regarding Extension and Innovation Activities.
- Discussion Regarding MoUs in College.
- Any other matter permitted by the chair.

Members Present

1. Dr. Ingatius Antony (Principal)
2. Dr. Thomas Paul Kattookkaran
3. Dr. Joy K L
4. Dr Martin K A
5. Dr. Anil George K (IQAC Coordinator)
6. Dr. George Alex (Secretary, College Council)
7. Dr. Anto Johny (Controlelr of Examinations)
8. Dr. Joby kakkassery (Research Coordinator)
9. Dr. Alphonsa Mathew (Joint Coordinator)
10. Dr. C S Biju
11. Dr Francy Kakkassery
12. Dr Chacko V M
13. Prof. Jilna John
14. Prof. Geethu Elizabeth
15. Dr. Johns Naduvath
16. Dr. Vimala K John
17. Smt. Seema Sunny
18. Smt. Bhindya Francis
19. Mr. Sanjo Jose
20. Mr C C Joy
21. Shilpa Paul

Action Taken Report

- Innovation Cell was launched in the college for carrying out more innovative efforts, promotion of entrepreneurship and start ups.
- Feedback of Students on teachers and syllabus was taken using the online survey system.
- A one-day workshop on Revised NAAC manual was organized at DBCLC, Thrissur in which all the metrics in the revised manual were discussed in groups. The suggestions of the groups were presented in the general gathering.
- Seminar for Parents on the topic 'Effective Parenting in the modern times' was organized on 4th September 2018 in collaboration with PTA.
- The faculty, students, management, NSS and NCC of our college were actively involved in the relief works of Kerala Floods 2018. The district Collector, various other government representatives and the general public greatly acknowledged and

expressed their gratitude for the wonderful services rendered by St. Thomas College, Thrissur.

- The requests for financial support for organising Conferences/Seminars were considered and approved after due deliberations.

Resolutions

- It was decided to organize a workshop on Office management and Laboratory Management and a stress management Clinic for the Non-teaching Staff in October 2018.
- It was decided to observe 'Non-teaching Staff Day' in order to acknowledge their services and to enhance fraternity.
- It was decided to recommend the Examination Department to organize a workshop on invigilation, especially for the new faculty.
- It was decided to undertake Academic Audit internally in the current academic year.
- It was decided to sensitize various clubs and cells to observe days of importance.
- It was decided to organize workshops/conferences on Intellectual Property Rights in collaboration with Innovation Cell.



Dr. Ignatius Antony
Principal



Dr. Anil George Konkoth
IQAC Coordinator

Minutes of the IQAC meeting held at 10.00 am on 08/01/2019

Agenda:

- Briefing on NIRF Data and AQAR
- Discussion on follow – up activities on Revised NAAC manual
- Implementation of online documentation and strategies to avoid duplication of documentation
- Evolving strategies to enhance more Extension and Innovation activities
- Initiating a formal self appraisal process annually in line with API
- Any other relevant matter permitted by the chair

Members Present:

1. Dr. Ignatius Antony (Principal)
2. Dr Thomas Paul Kattukkaran
3. Dr. Joy K L
4. Dr. Marin K A
5. Dr. Anil George K, IQAC Coordinator
6. Dr. George Alex
7. Dr. Anto Thomas
8. Dr. Joby Kakkassery
9. Dr. Alphonsa Mathew
10. Dr C S Biju
11. Dr. Fracy Kakkassery
12. Dr. Chacko V M
13. Prof. Jilna John
14. Prof. Geethu Elizabeth
15. Dr. Johns Naduvath
16. Dr. Vimala K John
17. Smt. Seema Sunny
18. Smt. Bindhia Francis
19. Mr Sanjo Jose
20. Mr Joy CC

Action Taken Report

1. Department were oriented towards the designing of programme outcome, Programme specific Outcome and course outcome with proper guidelines issued
2. Steps were taken to enhance student diversity in the college by attracting foreign students
3. Website was revamped with new interface and face lift
4. Steps were taken to continuing update the college social media accounts
5. A new online module was generated for the online documentation of documents

Resolutions

1. It was resolved to implement mandatory social extension activity for students for 10 hours (or 2 days) Per semester

2. It was resolved to admit as many foreign students with a minimum of 10 foreigners being provided with scholarship for food and accommodation
3. It was resolved to introduce evaluations systems like open book system online examination for internal examination of the PG students
4. It was resolved to enhance steps to introduce industry interaction and collaboration through innovation cell
5. It was suggested to correct a research consortium availing the availability of retired eminent researchers to enhance the quality of research
6. It was recommended to arrange awards for high impact factor papers
7. It was suggested to constitute staff welfare committee for the welfare activities of the academic and administrative staff.
8. It was to address the local advantages and disadvantages.
9. It was decided to ask the Department of Library to organize workshops on Plagiarism and quality research publication for the benefit of Research scholars and other researchers in the college.
10. It was decided on organize a workshop on Academic and Administrative Audit in February 2019.



Dr. Ignatius Antony
Principal



Dr. Anil George Konkoth
IQAC Coordinator

Minutes of the IQAC meeting held at 2.30 pm on 05/02/2019

Agenda

1. Supporting Date documentation
2. Post event documentation form
3. Profile updation

The following were present during the meeting:

1. Dr. Ignatius Antony, Principal
2. Dr. Anil George K, IQAC Coordinator
3. Dr. Alphonsa Mathew
4. Dr. Vimala John
5. Dr. Sajesh TA
6. Dr. Joyce Jose
7. Prof. Geethu Elizabeth
8. Prof. Jilna John
9. Prof. Joby Sebastian
10. Dr. Johns Naduvath
11. Prof. Viju M J
12. Prof. Ashbin Mathew
13. Rasin RS
14. Aji C V
15. Jijo Kuruvila
16. Ms. Bindya K F
17. Mr. Sanjo Jose

Action Taken Report

- KSHEC Funds to invite eminent Academicians was availed to bring Prof. Toshiaki Enoki, Tokyo Institute of Technology and Japan Science and Technology, Japan
- Syllabus feedback from Alumni, Students, Parents and Faculty was collected and analysed and necessary actions were taken. The Manager met each faculty in person and discussed self appraisal of each faculty.
- Internal Academic Audit was conducted in all departments.
- Cluster Workshop on Mentoring Methodologies was organized in the college for the Mentors in the neighbouring colleges in November 2019.
- Dr. Anil George K, IQAC Coordinator and Dr. Fr. Martin KA, Management Representative visited Kathmandu, Nepal to build linkages with institutions at part of Foreign Students Drive in the campus.
- Workshops on IPR were organized in December 2018 and January 2019 for the Faculty and students.
- Workshop on Social Skills and Crisis Management was organized for students on 23 December 2018.
- An orientation entitled 'Healthy Women- An asset for the Family' was organized for the post graduate girl students in the college on 11 January 2019.

Resolutions

- It was decided to organize a Seminar on Innovations in Research in collaboration with KFRI, Peechi, Thrissur on 16 February 2019.
- It was decided to organize Faculty Orientation on the first day of new academic year 2019-2020.
- It was decided to organize Student Induction Program for the first year Undergraduate and Post-graduate students after admission in 2019-2020.
- It was decided to organize Student Orientation Program for the existing students in the first week of the forthcoming academic year.
- It was decided to release a Newsletter of IQAC for the current Academic Year.



Dr. Ignatius Antony
Principal



Dr. Anil George Konkoth
IQAC Coordinator