

ST. THOMAS COLLEGE (Autonomous)

Affiliated to Calicut University

Re-accredited with 'A' Grade by NAAC (3rd Cycle)

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings 2016-2017

Minutes of Meeting held on 9-6-2016**Agenda:**

1. Activities for new academic year.
2. Orientation cum initiation Programme for freshers
3. NAAC 3rd cycle accreditation
4. Orientation Programme for the faculty
5. Orientation Programme for the non-teaching Staff
6. Orientation Programme for Research Scholars
7. Financial Support to departments to organize events.
8. Conducting value-added courses.
9. Consultancy.
10. Attendance Monitoring.

Members Attended:

1. Dr. Jenson P. O.
2. Dr. Biju C. S.
3. Dr. Francy K. Kakkassery
4. Dr. Joby Thomas K.
5. Dr. Martin K. A.
6. Dr. Thomas Paul Kattookaran
7. Ms. Gini Paul
8. Dr. V. M. Chacko
9. Mr. Saju M. I.
10. Dr. Jiju A. Mathew
11. Dr. Sunil Jose
12. Ms. Seema Sunny
13. Mr. Sanjo Jose
14. Mr. Jenson V. D.
15. Ms. Nandaja P. R.

The meeting began with a prayer. The coordinator welcomed the meeting. Dr. Jenson PO, Principal, presided over the meeting. He expressed satisfaction and concern over preparations for 3rd cycle NAAC visit. The meeting evaluated that the orientation programmes for the faculty and students were well organized.

Action Taken Report:

1. Faculty Orientation programme was organized on 1 June 2016. Dr. E.J. James, Officiating Vice-Chancellor, Karunya University, Coimbatore, was the resource person.
2. An Orientation Program for the second- and third-year degree students was organised on 2 June 2016. Fr. Roy Vadakkan was the resource Person.
3. Different committees were constituted to streamline the 3rd cycle NAAC accreditation.

The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to organize UG Induction Program for the first-year degree students, to be commenced on 15 June 2016, consisting of motivational and orientation talks, initiation to the institution and introduction of various facilities and support systems in the college.
2. An orientation on library and information services was organized for the first-year undergraduate students as part of initiation programme on 17-6-2016 and 20-6-2016.
3. Student Induction for the first year Post Graduate students was inaugurated by Smt. R. Nishanthini IPS, District Police Chief, Thrissur Rural, on 1 July 2016.
4. An Orientation Programme on library and information services was organized for research scholars on 13-7-2016 in collaboration with Library department.
5. It was decided to organize capacity building programmes for administrative staff.
6. It was decided to organize orientation programme on research and plagiarism to research scholars in collaboration with library department.
7. It was decided to conduct value-added courses and certificate programme for the undergraduate and postgraduate students of the institution.
8. It was decided to do the needful to improve the consultancy of faculty. A section in the website is to be dedicated for consultancy.
9. It was suggested that parents be intimated about the absence of students in the college.



Principal
St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. C. S. Biju
IQAC Coordinator

Minutes of Meeting held on 30-08-2016

Agenda:

1. NAAC 3rd cycle accreditation
2. Organizing Seminars/conferences
3. Feedback on Syllabus
4. Feedback on Teachers
5. Financial Support to departments
6. Evaluation of activities
7. Financial support to students to present research papers.
8. Publishing new issue of Chronicle.
9. Preparation of AQAR
10. Personal Counselling to Students.
11. Grievance Redressal for Students.
12. Implementation of Walk with Scholar programme.

Members Attended:

1. Dr. Jenson P. O.
2. Dr. C. S. Biju
3. Dr. Joby Thomas K.
4. Dr. Thomas Paul Kattookaran
5. Dr. Francy K. Kakkassery
6. Dr. Martin K. A.
7. Dr. C. D. Varghese
8. Ms. Gini Paul
9. Ms. Seema Sunny
10. Dr. V. M. Chacko
11. Mr. Saju M. I.
12. Dr. Sunil Jose
13. Dr. Jiju A. Mathew
14. Mr. Sanjo Jose
15. Mr. Jenson V. D.
16. Ms. Nandaja P. R.

The coordinator welcomed the meeting. Dr. Jenson PO, Principal, briefed on preparations for 3rd cycle NAAC visit. The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to take annual feedback on syllabus from stakeholders and feedback on teachers by students.
2. To sanction an amount of Rs. 2500 for conducting a seminar on SPARK for non-teaching staff.

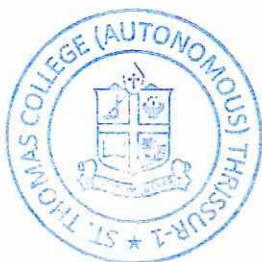
3. All IQAC sponsored seminars/conferences should submit the proceedings, report, photo and publicity materials as soft copy for getting the last instalment.
4. The meeting recommended a seminar support of Rs. 15000/- to Zoology department.
5. Department of Botany is sanctioned an amount of Rs. 25000/- to organize seminar.
6. It was decided to release the latest issue of Chronicle, the college newsletter.
7. It was decided to avail personal counselling facility to all students of the college. It was decided to avail general sessions and personal counselling sessions.
8. It was decided to avail ample opportunities to avail platforms for students to register their grievances via online and grievance boxes.
9. It was decided to monitor Walk with Scholar programme for efficient implementation.

Action Taken Report:

1. In preparation for NAAC visit, reports prepared by the criterion wise sub-committees were verified and necessary changes were incorporated.
2. An additional Self Study Report covering the events and achievements from the cut-off date of SSR uploaded, was prepared by the IQAC and was uploaded in the College Website and submitted at the NAAC office, Bangalore.
3. UG Induction Program for the first-year degree students, was organized on 15 June 2016. The orientation talk was delivered by Dr. Varghese Paul K., HoD, Department of Psychology, Prajyoti Niketan College, Pudukad and Dr. Fr. Devassy Panthallookkaran, former Principal.
4. An orientation on library and information services was organized for the first-year undergraduate students as part of initiation programme on 17-6-2016 and 20-6-2016.
5. Student Induction for the first year Post Graduate students was inaugurated by Smt. R. Nishanthini IPS, District Police Chief, Thrissur Rural, on 1 July 2016.
6. An Orientation Programme on library and information services was organized for research scholars on 13-7-2016 in collaboration with Library department.
7. New SMS service was initiated to intimate parents on absence of students from classes.

Biju S

Dr. C. S. Biju
IQAC Coordinator



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Principal
St. Thomas College (Autonomous)
Thrissur - 680 001

Minutes of Meeting held on 05-10-2016

Agenda:

1. NAAC 3rd cycle accreditation
2. Financial Support to departments
3. Upgradation of e-governance in college.
4. Financial support to students to present research papers.
5. SWOC analysis.
6. Bettering ICT facilities in college.
7. Staff Appraisal.
8. Gender sensitive programmes

Members Attended:

1. Dr. Jenson P. O.
2. Dr. C. S. Biju
3. Dr. Joby Thomas K.
4. Dr. Thomas Paul Kattookaran
5. Dr. Francy K. Kakkassery
6. Dr. Martin K. A.
7. Dr. C. D. Varghese
8. Ms. Gini Paul
9. Ms. Seema Sunny
10. Dr. V. M. Chacko
11. Mr. Saju M. I.
12. Dr. Sunil Jose
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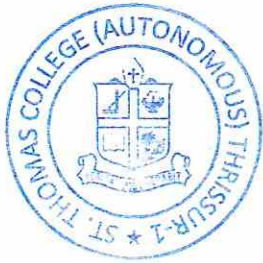
The coordinator welcomed the meeting. Dr. Jenson PO, Principal, briefed on preparations for 3rd cycle NAAC visit. The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to further enhance e-governance of various functions and activities of the college to improve the performance and efficacy.
2. It was decided to financially support the student willing to present research presentations.
3. IQAC recommended to the management to improve ICT-enabled facilities in the college.
4. It was decided to collect Self-Appraisal from staff and submit it to the manager.
5. It was decided to organize more events for empower the women students and faculty of the college.

Action Taken Report:

1. In preparation for NAAC visit, reports prepared by the criterion wise sub-committees were verified and necessary changes were incorporated.
2. An additional Self Study Report covering the events and achievements from the cut-off date of SSR uploaded, was prepared by the IQAC and was uploaded in the College Website and submitted at the NAAC office, Bangalore.
3. IQAC conducted SWOC analysis to explore the possibilities and realize the challenges of the present higher education scenario.
4. New issue of Chronicle, college newsletter, was released on 1 September, 2016.
5. Personal Counselling Programme to students was initiated in the current academic year.
6. Grievance Boxes were installed at various locations in the campus. A website link was created to collect the grievances of the students.



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Dr. C. S. Biju
IQAC Coordinator

Minutes of Meeting held on 21-11-2016

Dr. Jenson PO, Principal, presided over the meeting and Dr. Biju CS, IQAC Coordinator, welcomed the gathering.

Agenda:

1. Academic Auditing
2. Data evaluation - NAAC 3rd cycle accreditation
3. Seed Money to researchers
4. Online evaluations for CIA.
5. Workshop on Research Methodology and Writing Practices
6. Green Auditing

Members Attended:

1. Dr. Jenson P. O.
2. Dr. C. S. Biju
3. Dr. Joby Thomas K.
4. Dr. Thomas Paul Kattookaran
5. Dr. Francy K. Kakkassery
6. Dr. Martin K. A.
7. Dr. C. D. Varghese
8. Ms. Gini Paul
9. Ms. Seema Sunny
10. Dr. V. M. Chacko
11. Mr. Saju M. I.
12. Dr. Sunil Jose
13. Dr. Jiju A. Mathew
14. Mr. Sanjo Jose
15. Mr. Jenson V. D.
16. Ms. Nandaja P. R.

Resolutions:

1. The meeting welcomed the experts (external) and academic auditors.
2. The principal explained the duties of IQAC in the wake of the upcoming NAAC visit.
3. Financial support to the proposed joint conference of Mathematics and Computer Science departments and resolved to make available rupees 25000/-
4. It was resolved to avail seed money to the researchers.
5. A number of value-added courses were introduced across various disciplines by various departments for both Under Graduate and Post-Graduate students.
6. IQAC proposes online examination and evaluation in order to strengthen the evaluation process.
7. It was decided to organize a workshop on Research Methodology, Writing Practices, Language and Soft Skills.

8. The meeting assessed the preparations for NAAC visit and the meeting ended by 4.15 pm.
9. It was decided to conduct Green Auditing in the campus.

Action Taken Report:

1. Pre-NAAC visit cum Academic and Administrative Audit was conducted by a team of external experts with Dr. E. J. James and Dr. Francis A. P. as external experts.
2. Syllabus Feedback and evaluation of teachers and teaching-learning process by the students were carried out using an online system in October, 2016.
3. Parents' feedback was collected during the general staff meeting and through individual class PTA meetings.
4. A weeklong village extension programme was organized under the title Bhumika under the leadership of Social work department.
5. An expert committee under the leadership of Principal visited St. Joseph's College, Devagiri, Kozhikode on 13-10-2016, to incorporate quality related updations.
6. New ICT equipments were installed in classrooms and seminar halls.
7. Self-Appraisal of Staff was collected and the manager scrutinized it.
8. Quality initiatives like Walk With Scholar and Faculty empowerment programme titled Flair Programme were monitored for successful completion.



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Dr. C. S. Biju
IQAC Coordinator

Minutes of the IQAC Meeting held on 1st February, 2017

A meeting of IQAC was held on 1-2-2017 in the IQAC room presided over by Dr. Jenson P.O., Principal. Dr. Biju CS, Coordinator, welcomed the participants.

Agenda:

1. Evaluation of NAAC 3rd cycle accreditation and score.
2. Preparing a Strategic Plan for the college.
3. Funds for Research
4. Release of the latest issue of Journal of English department.
5. Organizing a national level colloquium on Higher Education.
6. Collaborations and MoUs with other institutions.
7. Monitoring of Performance of Faculty.

Members present:

1. Dr. Jenson P. O.
2. Dr. C. S. Biju
3. Dr. Thomas Paul Kattookaran
4. Dr. Francy K. Kakkassery
5. Saju M. I.
6. Dr. Sunil Jose
7. Geetha Gokul
8. Sanjo Jose
9. Geetha Elizabeth Thomas
10. Dr. V. M. Chacko
11. Tony Joseph
12. Jenson V. D.
13. Dr. C. D. Varghese
14. Dr. Joby Thomas K.
15. Mr. Joby Sebastian

Resolutions:

1. The meeting resolved to recommend to release an amount of Rs. 8000 each to the two issues of the journal of English Department.
2. The meeting assessed the NAAC visit and NAAC score (A grade with 3.40) and congratulated everyone who worked behind. It was evaluated that the college could have performed better.
3. As per the suggestions of the staff council, a four-member committee has been constituted with the following: Dr. Thomas Paul, Dr. C. S. Biju, Dr. V. M. Chacko and Mr. Sanjo Jose to take feedback on 3rd cycle NAAC visit and NAAC score and submit the report on or before 30 March 2017.
4. The IQAC also recommended the departments to prepare a Strategic plan for 2016-2021.

5. It is recommended to hold visits to the NAAC office, Bangalore and to other colleges.
6. It is recommended to collaborate with research council to mobilize research funds for supporting full-time research scholars.
7. The meeting resolved to recommend to enhance social action programmes by focussing on community development.
8. It was decided to organize a national level colloquium on higher education in March 2017.
9. It was suggested to induct IQAC students representatives for more involvement and decentralized governance of IQAC.
10. As per the recommendations of NAAC, it was decided that all efforts shall be taken to engage in collaborations and linkages with institutions of eminence and other institutions.
11. It was decided to constitute a committee under IQAC to look into performance-based appraisal system of faculty for promotions.

Action Taken Report:

1. The NAAC peer team visited the College in December 2016 and re-accredited the College with 'A' Grade with a score of 3.40/4.0
2. One day Workshop on "Research and Accreditation" was organized on 1-1-2017.
3. A workshop on Research Methodology, Writing Practices, Language and Soft Skills was organized on 20-12-2016, in collaboration with Department of Zoology for the benefit of research scholars.
4. AQAR for 2015-2016 was submitted on 19-12-2016.
5. Green /Energy auditing was conducted in the campus.

The meeting concluded by 4.15 pm.



Principal

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Dr. C. S. Biju
IQAC Coordinator

Minutes of Meeting held on 3rd March 2017

Agenda:

1. Appointing new IQAC Coordinator
2. Assessment of NAAC Visit 3rd Cycle
3. Discussion on extension activities with social orientation.
4. Organizing mentor-mentee programme in the college.
5. Exit Survey for outgoing students.
6. Faculty Development programme in the new academic year.

Members present:

1. Dr. Jenson PO
2. Dr. Martin KA
3. Dr. Anil George K
4. Dr. C. S. Biju
5. Gini Paul
6. Mestin PC
7. Jenson VD
8. Dr. C. D. Varghese
9. Sanjo Jose
10. Seema Sunny
11. Dr. V. M. Chacko
12. Saju M. I.
13. Dr. Francy Kakkassery
14. Dr. Sunil Jose
15. Dr. Jiju A. Mathew

Action Taken Report:


1. On the basis of decisions taken earlier, draft Strategic plan was prepared after taking inputs from various departments and other academic sections and submitted the perspective plan for evaluation.
2. Various departments were extended financial support to organize conferences / seminars and workshops.
3. It was decided to take Exit Survey from outgoing undergraduate students for evaluation and improvement.
4. A language lab was set up in the campus for enhancing communication and language skills of the students and faculty.

Resolutions:

1. Principal informed the meeting the appointment of Dr. Anil George K, assistant professor of computer Science, as the new IQAC coordinator. He also thanked Dr. Biju CS, who has been working as IQAC coordinator since 2004.
2. The committee constituted to assess the 3rd cycle NAAC accreditation was enhanced by inducting the new IQAC coordinator too and the committee was asked to collect the feedback from the staff and submit the report on or before 30 March 2017.
3. It was decided to organize more programmes with social commitment. It was suggested that an orientation programme may be organized for the faculty to get concrete ideas to plan various programmes in the afternoon session of 1st June 2017. The MSW department was assigned to organize the programme.
4. In line with the recommendations of NAAC report, it was decided to organize mentoring programme for the students. Youth Empowerment Scheme (YES) team was entrusted with the implementation of the same.
5. It was resolved to organize a systematic Faculty Development Programme internally prior to beginning of next academic year with the support eminent external experts.

The meeting concluded at 4.15 pm.




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Dr. Anil George K
IQAC Coordinator