

ST. THOMAS COLLEGE (Autonomous)

Affiliated to Calicut University

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

79th Rank in NIRF India Ranking 2018 by MHRD

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings 2017-2018

MINUTES OF THE MEETING OF IQAC HELD ON 05-06-2017

Agenda:

1. Feedback Report on 3rd cycle NAAC Accreditation
2. Orientation Programme for students
3. Students Induction Programme for Freshers
4. Schedule of Activities for the current academic year
5. Introducing Pre-Event forms for documentation
6. Exercising Autonomy
7. Any other relevant matter

Members present:

1. Dr. Jenson P. O.
2. Dr. Martin K. A.
3. Dr. Anil George K
4. Dr. Joby Thomas K
5. Dr. Joy K L
6. Dr. C. S. Biju
7. Dr. Sr. Alphonsa Mathew
8. Mr. Sanjo Jose
9. Mr. C. C. Joy
10. Ms. Seema Sunny
11. Dr. Chacko V M
12. Dr. Thomas Paul Kattookkaran
13. Dr. Francy K Kakkassery
14. Ms. Geethu Elizabeth Thomas
15. Ms. Jilna John
16. Dr. Johns Naduvath
17. Mr. Emmanuel Thomas
18. Dr. Raphael Joseph

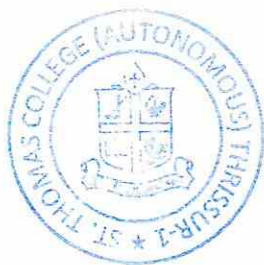
Action taken Report:

1. IQAC organized a one-day faculty orientation program for the faculty on 1 June, 2017. Dr. Vincent Briganza SJ, director of the Loyola Centre for Research & Development, St. Xavier's College, Ahmedabad and former Principal of St. Xavier's College Ahmedabad, was the resource person.
2. The accreditation evaluation committee constituted to collect feedback from stakeholders on the NAAC third cycle accreditation reported that the committee had already collected feedback from teachers through an online feedback form and analyzed it.
3. Value-added courses were conducted in the previous academic year. However, it was decided to increase the number of value-added courses.

Resolutions:

1. It was decided to organize students' induction programme for the freshers of the college just after admission.

2. It was resolved to reinforce the existing Mentor-Mentee processes by maintaining relevant registers and documents.
3. It was recommended that semester marks card may be attached to the mentee register within one month of the publication of results.
4. It was resolved to conduct a workshop cum orientation programme to inculcate expertise and awareness on extension programmes for the benefit of the faculty.
5. It was resolved to provide necessary expertise and infrastructure for the regular and systematic documentation in the college.
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 suggested that sufficient training and exposure is to be given to the faculty to take maximum benefit of Autonomy. It was suggested to start new programmes assessing the feedback from the stakeholders.
9. It was decided to introduce an online documentation system titled Pre-event documentation to capture supporting documents.



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

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 07/07/2017

Agenda:

1. Induction Programme for postgraduate freshers
2. Evolving strategies to enhance more extension and innovation activities
3. Evolving steps to do systematic and regular documentation and preparing AQAR
4. Self-appraisal and PBAS
5. Approving IQAC funds for seminars, workshops, extension activities etc.
6. Analysing the report of NAAC 3rd cycle Report.
7. Any other relevant matter

Members present:

1. Dr. Jenson P. O.
2. Dr. Martin K. A.
3. Dr. Anil George K
4. Dr. Joby Thomas K
5. Dr. Joy K L
6. Dr. C. S. Biju
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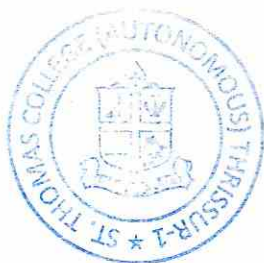
Action taken Report:

1. IQAC organized a one-day faculty orientation program for the faculty on 1 June, 2017. Dr. Vincent Briganza SJ, director of the Loyola Centre for Research & Development, St. Xavier's College, Ahmedabad and former Principal of St. Xavier's College Ahmedabad, was the resource person.
2. The students induction programme for the newly admitted undergraduate students of St. Thomas College (Autonomous), Thrissur, commenced on 15 June 2017. Dr. Devassy Panthallookkaran, former Principal, Dr. Ignatius Antony, the vice principal, Dr. Fr. Martin KA and Dr. Thomas Kattookkaran were the resource persons.
3. The accreditation evaluation committee submitted its evaluation report on the NAAC 3rd cycle visit to the IQAC on 4th July, 2017 with its observations and recommendations.
4. The department of Social Work had been asked to chalk out plans to strengthen the extension activities with social outlook. The department made a study to make strategies and made a presentation of the same in the IQAC room on 6th July, 2017.

5. The IQAC coordinator interacted with Research coordinator to augment research output by organizing research orientation programmes to PhD holders and research scholars on patents, major projects and consultancy.
6. The report of NAAC 3rd cycle report was considered for analysis and necessary remedial and corrective measures were discussed in the meeting.
7. Pre-event documentation using Google forms for gathering reports and documents was introduced since June 2017.

Resolutions:

1. It was decided to organize an Induction programme for the newly admitted post graduate students after their admission in July 2017.
2. On the basis of evaluation report, it was recommended that IQAC to be involved more in day-to-day academic and co-curricular processes of college from a quality perspective.
3. It was decided to organize training in MOODLE and implement a Learning Management System and enhance online teaching exploiting modern technologies.
4. It was resolved to have a system exclusively for the Academic and Administrative Auditing in the college.
5. It was resolved to conduct a workshop cum orientation programme to inculcate expertise and awareness on extension programmes for the benefit of the faculty.
6. It was resolved to conduct a workshop on 'API score and Promotion under CAS' in August 2017.
7. It was decided to recommend the Placement Cell to intensify Placement Counselling Activities to ensure more placements.
8. It was suggested that the best research awardees may be honoured with mementoes assessing the merits of Individual cases based on proposal submitted to the IQAC.
9. It was recommended that the seminars/conferences of departments supported by CPE may not be availed with IQAC funds; but may be considered favourably after assessing the merits of individual cases.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD AT 3.00PM ON 25/09/2017

Agenda:

- Assessing activities of IQAC for the academic year.
- Preparation and submission of AQAR
- Preparation of data for NIRF Ranking
- Feedback on syllabus and curriculum
- Self-appraisal of the staff.
- Financial support to orientation programme by Economics department.
- Training for non-teaching on the use of ERP of the college.
- Recommendation to install solar energy
- Recommendation to provide seed money
- Any other relevant matter permitted by the chair

Members present:

1. Dr. Jenson P. O.
2. Dr. Ignatius Antony
3. Dr. Martin K. A.
4. Dr. Anil George K
5. Dr. Joby Thomas K
6. Dr. Joy K L
7. Dr. C. S. Biju
8. Dr. Sr. Alphonsa Mathew
9. Mr. Sanjo Jose
10. Dr. Rani Jasmine Thomas N
11. Dr. Chacko V M
12. Dr. Thomas Paul Kattookkaran
13. Dr. Francy K Kakkassery
14. Ms. Geethu Elizabeth Thomas
15. Ms. Jilna John
16. Dr. Johns Naduvath
17. Mr. Emmanuel Thomas
18. Dr. Saju M. I.
19. Ms. Gopikrishna P. B.

Action Taken Report:

1. IQAC organized a workshop cum Training program in MOODLE, an online opensource Learning Platform for the faculty for six weeks starting from 18 July, 2017, in the computer lab. Dr. Johns Naduvath, Department of Physics, was the main resource person.
2. Students Induction Programme was organized on 19 July, 2017, for the freshers of PG section. Mr. Ajith Kumar IPS, Commissioner of Police, Thrissur and Fr. Roy Joseph Vadakkan, faculty, Jyothi Engineering College, Cheruthuruthy, Thrissur, were the resource persons.

3. A workshop on API Score and Promotion under CAS was conducted for the faculty on 5th August 2017.
4. The department of social work and IQAC core team convened a meeting to organize a workshop and orientation on extension activities with social outlook.
5. Meeting of IQAC department representatives was convened and an orientation cum technical training was conducted on using Google Drive on 27-7-2017.
6. A second meeting of IQAC department representative was convened for the purpose of preparing AQAR on 30-8-2017.
7. A training programme on MOODLE software was organized in collaboration with the department of Physics and conducted 6 hours of training in the month of August 2017.
8. The college ERP was entrusted to add a module for Mentor-mentee system.
9. The college ERP was enhanced to manage the conduct of events like fine arts festival, sports meet etc. online.
10. The non-teaching staff was given training on the use of STAMS (Linways), the ERP of the college.
11. Extensive extension activities were organized by various departments in the college. 'Karuthal – 2017' was a weeklong tribal village extension programme organized at Gottiyarkandy tribal village, Attappady, which consisted of medical camp, children enhancement programme, women empowerment events and village surveys.

Minutes:

1. It was resolved to take up immediate steps to send AQAR and to upload NIRF data.
2. The meeting observed that the needful is to be done to improve the number of seminars and conferences in the campus.
3. It was resolved to take feedback on syllabus and curriculum from students, faculty and other stakeholders.
4. It was decided to conduct workshop on Extension activities on 10th September, 2017.
5. It was resolved to grant financial support to PG department for orientation with a maximum of Rs. 2000/- only. However, the outstanding request from department of economics for Rs. 3000/- was approved.
6. It was resolved to do submission of self-appraisal form on 15th November, 2017.
7. It was observed that the newsletter has not yet been released in the academic year and steps were initiated to release the same.
8. It was resolved to take the feedback on teachers and completion of syllabus for respective courses in the current semester.
9. IQAC recommended to the research council to provide seed money to the budding researchers in the college.
10. IQAC recommended to the management to install solar energy and other alternate energy sources.



Principal

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Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

St. Thomas College (Autonomous), Thrissur

MINUTES OF THE MEETING OF IQAC HELD AT 11.30 AM ON 19/12/2017

Agenda:

- Workshop on Academic and Administrative Auditing
- Self-Appraisal
- Financial support to organize events by department.
- Feedback on teachers by students.
- Training Programme on Word processing and Excel.
- Any other relevant matter permitted by the chair

Members present:

1. Dr. Jenson P. O.
2. Dr. Thomas Paul Kattookkaran
3. Dr. Ignatius Antony
4. Dr. Martin K. A.
5. Dr. Anil George K
6. Dr. Alphonsa Mathew
7. Dr. Joby Thomas K
8. Dr. Joy K L
9. Dr. C. S. Biju
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11. Dr. Rani Jasmine Thomas N
12. Dr. Chacko V M
13. Ms. Geethu Elizabeth Thomas
14. Dr. Johns Naduvath
15. Ms. Jilna John
16. Dr. Saju M. I.
17. Ms. Gopikrishna P. B.

Action Taken Report:

1. NIRF data was prepared and uploaded in December 2017.
2. The data for AQAR was collected from departments and consolidated for uploading to NAAC.
3. An evaluation of semester results was done. It was observed that students of some departments like Electronics, Statistics fared poorly. It was decided to organize remedial coaching for such students.
4. Several departments were financially supported for conducting Seminars/Conferences and workshops.
5. An amount of Rs. 3000/- was granted for orientation talk for PG students of the department of Economics.
6. Self-appraisal of several faculty members was collected for documentation.

7. Feedback by students on teachers and syllabus coverage was collected from students in November 2017.
8. The non-teaching staff of the college was availed training in word processing and Excel spreadsheets during November, 2017 in the college office.
9. An evaluation of strategic plan and its implementation against the timelines was discussed in the meeting. The meeting decided to create a concrete plan for the design and construction of a centralized library in the college.

Resolutions:

1. It was decided to conduct a training programme for the Administrative Staff for the effective functioning of office.
2. It was resolved to do regular and systematic documentation in the college with the active involvement of IQAC, core team and department IQAC coordinators by providing essential facilities for the same.
3. It was resolved to take necessary steps to initiate Academic and Administrative Auditing after orienting the faculty for the same.



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Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 20-02-2018

Agenda:

- Approval of funds for seminars/conferences of various departments.
- Collection of documents from departments with the help of department coordinators.
- Enrichment programme for the non-teaching staff.
- Any other relevant matter permitted by the chair.
- ICT facilities
- Remedial Coaching.

Members present:

1. Dr. Jenson P. O.
2. Dr. Ignatius Antony
3. Dr. Thomas Paul Kattookkaran
4. Dr. Martin K. A.
5. Dr. Anil George K
6. Dr. C. S. Biju
7. Dr. Alphonsa Mathew
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14. Ms. Geethu Elizabeth Thomas
15. Dr. Johns Naduvath
16. Dr. Saju M. I.
17. Ms. Gopikrishna P. B.

Action Taken Report:

1. AQAR for the year 2016-2017 was successfully submitted on 29 December 2017.
2. A training workshop on office administration for the administrative staff on 3rd January, 2018.
3. The draft AQAR was presented before IQAC and the HoDs and uploaded to NAAC.
4. A seminar on Academic and Administrative Auditing was organized on 10th January, 2018. Prof. Harry Cletus, former Principal, St. Albert's College, Ernakulam, was the resource person of the event.
5. The departments of physics, statistics, commerce, English and zoology were supported with financial assistance for conducting workshops/Seminars/Conferences and extension activities.
6. Feedback on syllabus and curriculum was collected from students and other stakeholders during December 2017 and January 2018.
7. IQAC, in collaboration with the Administrative Staff organized a one-day Workshop entitled *Capacity Building in Administration of Colleges* on 27th January 2018. Sri. NAJEEB P.S., Former DDE-in-charge, Ernakulam, was the resource person.

8. An administrative staff Mr. Aijo, was assigned to the IQAC for documentation purpose.
9. A department portal system was introduced for regular documentation purpose and a training for the same was given to IQAC department coordinators on 19-02-2018.
10. Principal lauded the efforts of Remedial Coaching in the departments to improve academic performances of the students.
11. ICT facilities in all departments and 80% of classrooms were enhanced with state-of-the-art technology and digital teaching devices in the college during the academic year.

Resolutions:

1. The financial support for conferences / seminars was approved.
2. It was resolved to organize an enrichment cum orientation programme for the non-teaching staff titled '*Oru Nalla Appante Chavarul*', based on the life and message of St. Chavara on 23 February, 2018.
3. It was observed that an orientation programme to inculcate expertise and awareness on extension programmes for the benefit of the staff could not be conducted due to various circumstances.
4. It was decided that a committee be constituted to look into the promotion procedures of the eligible faculty members.
5. It was decided that an appropriate committee be constituted for applying funds from UGC and other agencies for various schemes.
6. It was decided to empower the committees designated for Gender Audit and Green Auditing.



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