

ST. THOMAS COLLEGE (Autonomous)

Affiliated to Calicut University

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

54th Rank in NIRF India Ranking 2019 by MHRD

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings 2018-2019

MINUTES OF THE MEETING OF IQAC HELD ON 06-06-2018

Agenda:

1. Presentation of Evaluation of NIRF Ranking 2018
2. Student Induction Programme.
3. Activities of IQAC for the new academic year
4. Extension and innovation activities
5. Training for Mentors and Counsellors
6. Organizing conference on higher education
7. AAA
8. Approving IQAC funds for seminars, workshops, extension activities etc.
9. Recommendation to adopt energy conservation measures.
10. Seed money to researchers
11. 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. Faculty orientation programme was conducted beginning from 1st June 2018. Mar Tony Neeankavil, manager, Dr Valson Thampu, former principal, St Stephen's College, New Delhi, were the resource persons on the theme '*Challenges and prospects of being effective in higher education*'. It was evaluated that the programme could be extended and could be conducted in the last week of May every year before commencing the new academic year.
2. IQAC in collaboration with the Admission Cell organized a training and orientation for the Admission Nodal officers regarding the admission procedures on 4 June 2018.

3. Orientation Program for the third and the fifth semesters undergraduate and the third semester postgraduate students was organized by IQAC on 4th June 2018. Mar Tony Neelankavil, manager and Dr. Fr. Devassy Panthallookkaran, former principal, were the resource persons on the theme realizing the goals of life.
4. IQAC recommended to the research council and management to increase seed money to budding researchers in the college.
5. An evaluation and analysis of NIRF Ranking 2018 (the college obtained Rank 79) was conducted for the improvement of the college.
6. A committee under the leadership of Prof. Paul Jose was constituted for the implementation of Academic and Administrative Auditing in the college.

Resolutions:

1. It was decided to do the needful like feedbacking and monitoring so that the quality and performance at various levels are enhanced.
2. It was decided to conduct a weeklong Students Induction Programme for the newly admitted students with multiple activities.
3. It was resolved to carry out weeklong extension activities at outstations and villages under the guidance of department of social work.
4. It was decided that necessary steps be taken to conduct Gender Audit, Green Audit and Energy Audit.
5. It was decided to organize a conference or lecture series on Higher Education.
6. It was decided to organize a training programme for the mentor and counsellors involved in personal counselling of students.
7. IQAC recommended to adopt energy efficient measures in the campus like replacing lighting with LED bulbs and energy efficient air conditioners in the campus.
8. It was decided to give financial support to departments to organize seminars/ conference and extension activities and to faculty to attend conferences and for membership in professional bodies.



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

Dr. Anil George K
IQAC Coordinator

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

Agenda:

1. Experiential learning mechanism in academic delivery
2. Organizing annual colloquium in the academic year
3. Publishing of News Letter
4. Organizing an invited lecture by a Nobel Laureate
5. Inducting student IQAC representatives
6. Workshop on Mentoring
7. Evolving steps to do systematic and regular documentation and preparing AQAR
8. 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. Students Induction Programme was organized for the freshers from 9th June 2018 commencing with the orientation by Dr. Devassy Panthallookaran, former principal.
2. A seminar entitled Lectures on Perspectives on higher education in Kerala was organized on 12th June, 2018. Prof. Pius Malekandathil, Centre for Historical Studies, Jawaharlal Nehru University, New Delhi, Prof. NJ Francis, Department of History, Sree Sankaracharya University of Sanskrit, Kalady, Dr Demin Tharayil, archivist, Archdiocese of Thrissur, and Dr George Alex, Head of the Department of History, were the resource persons.
3. IQAC organized a training cum orientation program for the faculty involved in the mentoring and personal counselling on 19 June 2018. Mr. C. K. Suresh, Director, Atma Foundation, Thrissur, was the resource person.

4. Induction Program for the first year Post Graduate Students commenced by IQAC on 22 June 2018. Fr. Varghese Kuthur, Executive Manager and Prof. P. C. Thomas, were the resource persons.
5. 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.
6. 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.
7. Women cell was entrusted with the task of carrying out 'Gender Audit' in the campus.

Resolutions:

1. It was decided to recommend to the college council and principal to incorporate experiential and participative learning pedagogies in teaching-learning process in the college.
2. It was decided to inform research council to take up necessary steps by which the quality of publication is improved and papers are published in high impact factor journals.
3. It was decided to organized a colloquium under the auspices of IQAC and CPE in December 2018.
4. It was decided to apply to Higher Education Council for grant to organize an invited lecture by a Nobel Laureate.
5. It was decided to induct student representatives to IQAC one each from UG and PG.
6. 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.
7. It was decided to organize a workshop on mentoring for the faculty.

Dr. Anil George K
IQAC Coordinator

Principal
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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
- Code of Conduct Awareness Programme
- Organizing IPR seminars
- Capacity building programme for the non-teaching staff
- Conducting external Academic and Administrative Audit
- Any other relevant matter permitted by the chair

Members attended:

1. Dr. Ignatius 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 (Controller 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

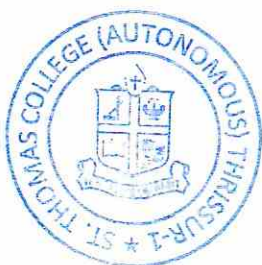
Action Taken Report:

- As soon as the Floods hit Kerala in August 2018, IQAC promptly gathered and deliberated for quick response to the need and society. The students and coordinators of NSS, NCC and SFS (St. Thomas for Society) were convened to do the needful to the flood affected. A new relief work team under the banner 'Kooda' ('to be with') was constituted.

- 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. Vimal Kumar and Dr. Johns Naduvath were entrusted to complete 'Energy Audit' and report was submitted.
- IQAC and PTA jointly organized a motivational talk entitled Effective Parenting in the Modern Times for parents of the final year postgraduate and undergraduate students on 4th September, 2018 at Palocaren Square. Dr. Suresh Kumar P, psychologist, trainer & life coach, was the resource person.

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 to submit self-appraisal by November 15th 2018 with supporting documents.
- It was resolved to conduct an external Academic and Administrative Audit.
- 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 Joseph was constituted.
- It was decided to organize a capacity building programme for the non-teaching staff in October 2018.
- It was decided to organize events on Code of Conduct and Professional ethics for various stakeholders of the college.
- It was decided to organize a training and orientation programme on the conduct of invigilation and supervision of examinations in October 2018.
- It was decided to organize events on IPR and consultancy training for the faculty and students.



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Dr. Anil George K
IQAC Coordinator

Minutes of the meeting of IQAC Meeting held on 15-11-2018

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. Ignatius 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 (Controller 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:

- An awareness program on the Code of Conduct was organized for the nonteaching Staff of the college on 4th October, 2018, organized by the IQAC with sessions by Fr. Varghese Kuthur, executive manager and Dr. Ignatius Antony, Principal.
- IQAC and the administrative Staff jointly organized a Workshop on office and laboratory management in colleges on 6th October 2018. Sri Sunil KP, HRD trainer and business coach and Sri VS Muhammad Ibrahim, Director (retd), Backward Classes Development Department, handled the sessions. Parallel sessions with demonstration were conducted in science laboratories by Dr

Anto PV (botany), Dr Sunil Jose T. (chemistry), Dr Binoy CF (zoology) and Dr Ann Mary KA (physics) for the laboratory staff.

- A 2-day training program on invigilation process and supervision and valuation of examinations was jointly organized by IQAC, Examination cell and office of the Controller of Examinations on 8th and 9th October 2018 for the faculty.
- It was informed that self-appraisal of faculty was going on to be completed by the end of November, 2018.
- 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 on 28 September, 2018, 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 launch innovation cell in the college. Dr. Johns Naduvath was given the responsibility for the same.
- It was decided to recommend the Examination Department to organize a workshop on invigilation, especially for the new faculty.
- 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.



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Dr. Anil George K
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
- A support programme on income-tax filing
- Workshop on Advanced Excel
- 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. As a result of several efforts and detailed planning by IQAC, Innovation Cell was formally founded on 12 December 2018, in the college inaugurated by Mr. Pranab G., Asst. District Industries Officer. Dr. Johns Naduvath was appointed the coordinator of Innovation Cell.
2. A workshop on Intellectual Property Rights was organized on 12 December 2018. Adv. Febin James was the resource person.
3. Upon recommendation of IQAC, solar panels were installed and solar energy was utilized for energy resources in the campus.

4. International conference with expertise from resource persons was organized by the department of Chemistry in collaboration with IQAC, in pursuit of giving access to eminent professors from 19 December 2018 for three days.
5. Department were oriented towards the designing of programme outcome, Programme specific Outcome and course outcome with proper guidelines issued.
6. External Academic and Administrative Audit was conducted in November 2018 with the support of external members.
7. Scholar Support Program Cell in collaboration with IQAC organized a Cluster Workshop on Mentoring Methodologies for the Faculty of the Regional Colleges, sponsored by Higher Education Directorate of Collegiate Education, Government of Kerala, on 29th November 2018.
8. Steps were taken to enhance student diversity in the college by attracting foreign students, especially SAARC countries.
9. College newsletter for the odd semester was released.
10. Website was revamped with new interface and facelift.
11. It was suggested to organize an event to help faculty to do income-tax filing.

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 constitute 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.



Principal

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Dr. Anil George K
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. Faculty Development programme in collaboration with KFRI
4. Profile updation
5. Observation of Green Day

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
- IQAC in collaboration with the Income Tax department, organized a workshop on Income Tax filing and related issues on 10 January, 2019. Personnel from the Income Tax Department were the resource persons.
- The lecture on Intellectual Property Rights by Dr. C. R. Elsy (Convenor, IPR cell, Agricultural University) was jointly organized by the Institution Innovation Council, Start-Up cell and IQAC on 22nd Jan, 2019 for students and faculty. All faculties and 1200 students of various departments attended the session.

- IQAC and Department of Data Science jointly organized a One Day workshop on Advanced Excel on 19th January, 2019, in the computer science lab for students. Mr. Mahesh D, Data Scientist, Suyati Technologies, was the resource person.
- Cluster Workshop on Mentoring Methodologies was organized in the college for the Mentors in the neighbouring colleges in November 2019.
- 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 in February 2019.
- It was decided to organize Green Day in the campus.
- It was decided to introduce a post-event documentation system to gather brochures, photos and reports of events.
- It was decided to take up measures to admit foreign students.
- It was decided to release a Newsletter of IQAC for the current Academic Year.



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Dr. Anil George K
IQAC Coordinator

Minutes of the IQAC meeting held at 2.30 pm on 27-03-2019

Agenda:

1. Admitting international students
2. Faculty Development programme in collaboration with KFRI
3. Workshop on Research writing and plagiarism
4. Student Induction Programmes
5. Student Orientation Programmes
6. Faculty Orientation for new academic year

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.
- IQAC initiated the observation of Green Day in the campus on 12 February, 2019. Vehicles were restricted in the campus on the same day. Seed pen distribution, sapling distribution, Food packet distribution, seminars, plots, Green poetry recitation etc. were some of the activities
- 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.

- 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.
- IQAC and Energy & Green Audit cell jointly conducted Green Audit. The environmental awareness among the students, teachers and non-teaching staffs were analysed during 2018-2019 academic year by a questionnaire survey. A total of 340 respondents participated in the survey.
- IQAC and CPE cell jointly organized an add on course on Ethical Hacking in collaboration with LiveWire beginning from 7th February 2019 that lasted for 30 hours. 30 students successfully completed the course.
- IQAC and Innovation Cell jointly organized a One Day Seminar on Innovations in Advanced Research for the faculty of the college, held at Kerala Forest Research Institute (KFRI) on 16th February 2019. Mar Tony Neelankavil, Manager and Dr. TV Sajeew, Senior Principal Scientist, KFRI, were the resource persons.
- A preparatory workshop entitled 'Academic and Administrative Audit and NAAC Accreditation' was organized on 18th February, 2019. Dr. Ordetta Mendoza, former HoD and professor, Stella Maris College, Chennai and Coordinator, AA Audit Cell of Xavier Board, Bangalore was the resource person.
- Steps were taken to continuing update the college social media accounts.
- A new online module was generated for the online documentation of documents.

Resolutions:

- It was decided to organize Faculty Orientation in the first week 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 conduct exit survey from outgoing students.
- It was decided to organize a workshop on research writing and plagiarism for faculty and research scholars in May 2019.



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