

ST. THOMAS COLLEGE (Autonomous)

Affiliated to Calicut University

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

63rd Rank in NIRF India Ranking 2020 by MHRD

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings 2019-2020

Minutes of the meeting of IQAC held on 9/07/2019

Date: 9-7-2019

Venue: Conference Hall

Agenda:

1. Planning activities of IQAC for the new academic year
2. Presentation of Evaluation of NIRF Ranking 2019
3. Organizing colloquium on draft National Education Policy
4. Regular publishing of Chronicles, College Newsletter
5. Conducting various Audits as quality measures
6. Feedback on Curriculum
7. DBT Star College application
8. Approving IQAC funds for seminars, workshops, extension activities etc.
9. Evolving steps to do systematic and regular documentation and preparing AQAR
10. Any other relevant matter

Members attended:

1. Dr. Joy K L
2. Fr. Dr Martin K A
3. Dr. Joby Thomas K
4. Dr. Anil George K
5. Dr. Alphonsa Mathew
6. Dr. Thomas Paul Kattookkaran
7. Dr. Saju MI
8. Dr. V. M. Chacko
9. Mr. Sanjo Jose
10. Ms. Geethu Elizabeth Thomas
11. Dr. Johns Naduvath
12. Dr. Fr. Stishin Paul
13. Ms. Jilna John
14. Mr. Thomas C. J.

Action taken Report:

1. A workshop for Librarians of Aided Colleges was organized on 6 April, 2019, in the Menachery Hall, coordinated by Mr. Sanjo Jose, the college librarian. Sri Sanjo Jose and Sri Biju VV, Librarian, SH College (Autonomous), Thevara, were the resource persons.
2. Admission Cell and IQAC jointly organized a Pre-Admission Counselling for potential UG students on 7 & 10 May 2019. Dr. Sunil Sunny, Coordinator, Admission Cell, handled the Counselling session. 350 students and their parents attended the sessions.
3. IQAC in collaboration with Library, organised "Orientation Workshop on Research Writing for Publication and plagiarism" during 6-8 May 2019, for research scholars. Mr Ashok R. Chandran, an editor with 10+ years' experience in international academic publishing, was the resource person. 48 participants attended the workshop.

4. Orientation to the newly inducted Faculty was organized for 2 days on 1 and 2 June 2019. Mar Tony Neelankavil delivered the introductory session followed by various sessions including that of Dr. Anil George K, IQAC Coordinator.
5. As part of Centenary scholarship programme, international students from Sri Lanka and Nepal were given admission to UG programmes. Besides, students from Northeast were given admission to PG programmes.
6. Exit survey was conducted from students passed in the last academic year and it was analysed to take corrective and enhance measures.
7. Data for Survey of KSHEC portal was conducted and uploaded online.
8. Proposal for RUSA Funding (UGC) was submitted to the UGC in June 2019.
9. Proposal for STAR College scheme of DBT was submitted to the DBT in April 2019.
10. Orientation to the Faculty entitled 'Excellence Model in Higher Education' was organized by IQAC on 6 June 2019 for all the faculty of the college. Dr. Babu Sebastian, former VC, MG University, was the resource person.
11. Training for Nodal officers of Admission was held from 3 June 2019 for 3 days under the auspices of IQAC and Admission Cell.
12. The students' orientation for the first-year undergraduate students was organized on 8 June 2019. Fr. Varghese Kuthur, Executive Manager presided over and exhorted the students and their parents on proper motivation and orientation in higher education and changing youthhood. Dr. Joy K. L. inaugurated the program. Mr. Praveen was the resource person.
13. Orientation for the second and Final year UG and PG students was organized on 10 June 2019. Dr. P. P. Suresh Kumar, trainer, mentor and life coach delivered a motivational talk to the students.
14. A 6-day long students' induction program for the first-year students was organized by IQAC and SIP Committee starting from 8 June 2019.
15. Students' induction program for the first-year postgraduate students was organized starting from 15 June 2019.
16. A workshop entitled 'Revisiting Vision & Mission of St. Thomas College' was organized in the conference hall by IQAC for the representatives of Management, administration, college council and IQAC on 12 June 2019. Mar Tony Neelankavil, Manager, shared his concepts on vision of the management in the workshop. Dr. Abraham Mathew from Chennai helped in orienting the participants and the need to revisit the Vision and Mission of a century old college in the changed scenario.
17. An orientation on the newly introduced Curriculum was conducted by IQAC for the teaching faculty on 25 June 2016 in the Medlycott Hall. Dr. C. L. Joshy, Associate Professor and former syndicate member, was the resource person.
18. An evaluation and analysis of performance of NIRF Ranking 2019 (Rank 54) was conducted.

Minutes/Resolutions:

1. The rank obtained and the performance of the college in NIRF ranking 2019 was evaluated. Principal congratulated all members of IQAC.
2. It was decided to apply for UGC Paramarsh Scheme for mentoring of unaccredited colleges.
3. It was decided to conduct Academic and Administrative Audit in the college during October 2019.
4. It was decided to collect feedback on syllabus and curriculum from the stakeholders and analyse the same as done in the previous years.

5. It was resolved to conduct Energy/Green/Water Audit in the campus.
6. It was resolved to conduct Gender audit in the campus.
7. It was decided to organize workshops/training programs on Research methodology and Intellectual Property Rights.
8. It was decided to apply to Higher Education Council for grant to organize an invited lecture by a Nobel Laureate.
9. It was decided to ensure timely release of Chronicles, the college newsletter.
10. It was decided to give financial support of Rs. 20,000/- for organizing seminars/conference and extension activities organized by Departments/Cells and Clubs.



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

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 26/07/2019

Date: 26-7-2019

Venue: Conference Hall

Agenda:

1. Organizing workshop on Revised Accreditation Framework of NAAC
2. Incorporating Outcome Based Education into syllabus and curriculum
3. Publishing of News Letter
4. Improving Placement
5. Mentor-Mentee Program
6. UGC Paramarsh scheme – applying
7. Preparation for AQAR
8. Constituting Criteria Coordinators body
9. Any other relevant matter

Members attended:

1. Dr. Joy K L
2. Fr. Dr Martin K A
3. Dr. Joby Thomas K
4. Dr. Thomas Paul Kattookkaran
5. Dr. Anil George K
6. Dr. Alphonsa Mathew
7. Dr. Saju MI
8. Dr. David CV
9. Dr. Anto PV
10. Dr. Viju MJ
11. Dr. Sunil Sunny
12. Dr. V. M. Chacko
13. Mr. Sanjo Jose
14. Ms. Geethu Elizabeth Thomas
15. Dr. Johns Naduvath
16. Dr. Fr. Stishin Paul
17. Ms. Jilna John
18. Mr. Thomas C. J.

Action taken Report:

1. A Symposium on 'Draft National Education Policy – 2019': Perspectives and Responses on Higher Education was organized by IQAC on 12 July 2019. Sri. K. Jayakumar IAS (Retd), former chief Secretary, Government of Kerala and Dr. Fr. Prasanth Johnson Palackapilly CMI, Principal, SH College, Thevara, Kochi and Mar Tony Neelankavil, Manager were the resource persons of the event.

2. IQAC ensured that the concerns of the faculty and the management on the proposals in the draft National Education Policy were communicated to the UGC by collecting the feedback of the faculty.
3. IQAC, in collaboration with the Chair for Christian Studies, Calicut University organized a colloquium on 'Draft National Education Policy – 2019' on 22 July 2019 for the managers and principals of colleges affiliated to Calicut University run by the Christian minorities.

Resolutions/Minutes

1. It was decided to organize a workshop on Revised NAAC Accreditation Process in view of the 4th Cycle NAAC accreditation Process of the college.
2. It was decided to constitute a college level body to lead the activities and documentation for each criterion in view of the 4th cycle NAAC Accreditation.
3. It was decided to recommend to the Academic Council to incorporate Outcome Based Education paradigm into curriculum and syllabus.
4. It was decided to organize workshops and training programs for faculty to incorporate the paradigm of Outcome Based Education into syllabus.
5. It was decided to release the newsletter of the college for the even semester of the previous academic year at the earliest.
6. It was decided to conduct parents feedback on performance of college.
7. It was decided to conduct the feedback on curriculum from students in October 2019.
8. It was resolved to conduct Mentor-Mentee program for the benefit of the students.
9. Based on the performances of last year, it was decided to enhance placement training programmes in the college.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC ON 05/09/2019

Date: 5-9-2019

Time: 11.30 am

Venue: Conference Hall

Agenda:

1. IQAC initiative to implement OBE
2. Preparations for 4th Cycle Accreditation
3. E-Governance in documentation
4. Students Satisfaction Survey
5. Conducting Gender Audit
6. Strengthening Innovation and IPR activities
7. Any other relevant matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Thomas Paul Kattookaran
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Anil George K.
5. Dr. (Fr.) Martin K. A.
6. Dr.(Sr.) Alphonsa Mathew
7. Mr. P. M. Joy
8. Dr. C. S. Biju
9. Dr. V. M. Chacko
10. Ms. Geethu Elizabeth Thomas
11. Ms. Jilna John
12. Dr. Sajesh T. A.
13. Dr. Johns Naduvath
14. Dr. (Fr.) Stishin K. Paul
15. Mr. Sanjo Jose
16. Mr. Jijo Kuruvila
17. Ms. Bindhia K. F.
18. Mr. Thomas C. J.
19. Dr. Benny Joseph, CEO, Jubilee Mission Group (External Expert)
20. Mr. Deon Sunny (Student Representative)
21. Ms. Shilpa Paul (Student Representative)

Action taken Report:

1. A workshop for the faculty was organized by IQAC on revised NAAC Accreditation process on 3 August 2019 in the Menacherry Seminar Hall. Dr. S. V. Sudheer, Director, HRDC, Kerala University, was the resource person for the event.

2. A two-day workshop on Outcome Based Education was organized by IQAC in collaboration with Kerala State Higher Education Council (KSHEC), Thiruvananthapuram for the selected representatives from all departments on 26 and 27 August 2019.
3. Survey questions for Gender Audit were finalized. Ms. Christeena Jose was given charge to do the audit.
4. In order to strengthen entrepreneurial skills among the students, a week-long Innovation Festival was conducted in the first week of August 2019.
5. Feedback from Parents on the performance of the college was collected on 30 August 2019.

Resolutions:

1. It was decided to enlarge criteria committees involving each faculty each criterion committee so that involvement of all faculty members is ensured and data can be obtained from all entities.
2. It was decided to conduct a survey among the employers and alumni on the performance of college. The survey Performa will be prepared by IQAC and handed over to HoDs.
3. It was decided to expand the OBE implementation in departments by organising department level workshop on 19 September, 2019, in continuation of the OBE Workshops organized in August 2019.
4. Feedback questions were approved to conduct survey among the students on syllabus.
5. E-Governance in documentation: new online application has been further enhanced with more modules for NAAC documentation.
6. It was decided to organize faculty enrichment workshops from IQAC for the faculty.
7. It was decided to conduct an internal student satisfaction survey as a quality measure.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 27/11/2019

Date: 27-11-2019

Venue: Conference Hall

Agenda:

1. UGC Paramarsh Scheme – Implementation
2. Data collection and organization for AQAR and NIRF
3. Faculty enrichment in collaboration with XIME, Kochi
4. Conduct of AAA.
5. Awareness program on POCSO Act.
6. SQAC Activities
7. Preparations for 4th Cycle Accreditation
8. Review of NAAC 2016 Report
9. Any other relevant matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Thomas Paul Kattookaran
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Anil George K.
5. Dr.(Sr.) Alphonsa Mathew
6. Dr. (Fr.) Martin K. A.
7. Mr. P. M. Joy
8. Dr. Paulson Mathew
9. Dr. C. S. Biju
10. Dr. V. M. Chacko
11. Dr. Sajesh T. A.
12. Ms. Geethu Elizabeth Thomas
13. Ms. Jilna John
14. Dr. Johns Naduvath
15. Dr. (Fr.) Stishin K. Paul
16. Ms. Bindhia K. F.
17. Mr. Sanjo Jose
18. Mr. Jijo Kuruvila
19. Mr. Thomas C. J.
20. Dr. Benny Joseph, CEO, Jubilee Mission Group (External Expert)
21. Ms. Shilpa Paul (Student Representative)

Action taken Report:

1. Department-level workshops were organized to work on PO, PSO and CO in line with the Bloom's Taxonomy of OBE.
2. The college was ranked with 2 Stars by Ministry of Education and MoE's Innovation Cell in November 2019 for the activities taken up for innovations and Start-ups.
3. Promotion files of several teachers were approved by IQAC.
4. St. Thomas College was selected as Mentor college by UGC under Paramarsh Scheme on 15 September 2019.

5. Student Satisfaction Survey was conducted among all students based on a questionnaire internally formatted for quality enhancement. The findings of the survey was communicated to the Principal and management for taking up corrective and enhancive measures.
6. Workshops were organized at Elims College of Arts and Science on 19 October 2019, at Sreepati Institute of Management and Technology on 22 October 2019 and at St. Joseph College of Arts and Science, Pavaratty on 25 October 2019, as part of mentoring.
7. A seminar for the Student Coordinators of IQAC was organized on 30 September 2019 in the Menachery Hall on the role of students in quality enhancement and NAAC accreditation.
8. Swachch Bharat mission activities were organized for one week 2 October 2019.
9. A third workshop for Syllabus revision and outcome-based education at the departmental level was organized on 19 October 2019 in the departments and draft PSO and CO was given to Syllabus Monitoring Committee for review.
10. A colloquium on the role of faculty in Academics and Administration was organized on 18 October 2019. Dr. Cyriac Thomas, former Member of the National Commission for Minority Educational Institutions of India, was the resource person.
11. An awareness programme for teaching faculty on Sexual Harassment and Discrimination in Workplaces was jointly organized by IQAC and ICC on 13 November 2019.

Resolutions:

1. It was decided to constitute a standing committee and confirm the Accreditation Ambassador for the implementation of UGC Paramarsh mentoring scheme.
2. The NAAC 2016 Report was analysed for remedial, corrective and enhancive steps.
3. It was decided to organize Faculty enrichment and training program in collaboration with XIME, Kochi as residential program at XIME centre, Kochi.
4. Conducting Academic and Administrative Audit.
5. It was deliberated to release daily newsletter in the college.
6. It was decided to collect and organize data for AQAR preparation and NIRF Data submission.



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

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 01/01/2020

Date: 01-01-2020

Venue: Conference Hall

Agenda:

1. AQAR Data verification and Validation
2. Student-Centric teaching-learning methods
3. Upgradation of College Website
4. UGC Paramarsh Scheme – events
5. Workshop for the non-teaching staff.
6. Second batch of Faculty enrichment in collaboration with XIME, Kochi
7. SQAC Meeting
8. Any other relevant matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Thomas Paul Kattookaran
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Anil George K.
5. Dr. (Sr.) Alphonsa Mathew
6. Dr. (Fr.) Martin K. A.
7. Mr. P. M. Joy
8. Dr. Paulson Mathew
9. Dr. C. S. Biju
10. Dr. V. M. Chacko
11. Dr. Sajesh T. A.
12. Ms. Geethu Elizabeth Thomas
13. Ms. Jilna John
14. Dr. Johns Naduvath
15. Dr. (Fr.) Stishin K. Paul
16. Ms. Bindhia K. F.
17. Mr. Sanjo Jose
18. Mr. Jijo Kuruvila
19. Mr. Thomas C. J.
20. Dr. Benny Joseph, CEO, Jubilee Mission Group (External Expert)
21. Ms. Shilpa Paul (Student Representative)

Action taken Report:

1. Student Feedback on syllabus was collected by IQAC.
2. Beyond Paramarsh scheme, a Workshop on NAAC Accreditation was organized for the faculty of St. James Nursing College and Pharmacy College, Chalakudy, on 30 November 2019.
3. A 2-day long residential Faculty enrichment program was organized at XIME, Kochi, in collaboration with IQAC for the faculty, on 13 and 14 December 2019.
4. Promotion files of several teachers were approved by IQAC.
5. It was informed that syllabus is being revised in line with outcome based education paradigm.

Resolutions:

1. It was decided to organize a meeting of SQAC to ensure involvement of students in Accreditation process.
2. IQAC recommended to the principal and college council to adopt on student-centric teaching-learning pedagogy to ensure effective learning process.
3. It was decided to organize more Faculty enrichment sessions in collaboration with XIME, Kochi.
4. It was decided to organize workshops specifically in preparation for 4th Cycle NAAC Accreditation.
5. It was decided to organize a training workshop for the benefit of non-teaching staff on administration of office.
6. It was decided to release Daily Newsletter online from the college. Ms. Anu Paul, Department of English, was given charge for the same.



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

Dr. Anil George K
IQAC Coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 27/02/2020

Date: 27-2-2020

Venue: Conference Hall

Agenda:

1. UGC Paramarsh Scheme – events
2. Soft skill training for the faculty
3. Students Induction program for the next year
4. Faculty Orientation
5. Any other relevant matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Thomas Paul Kattookaran
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Anil George K.
5. Dr.(Sr.) Alphonsa Mathew
6. Dr. (Fr.) Martin K. A.
7. Ms. Geethu Elizabeth Thomas
8. Ms. Jilna John
9. Dr. Johns Naduvath
10. Dr. V. M. Chacko
11. Dr. Sajesh T. A.
12. Dr. (Fr.) Stishin K. Paul
13. Ms. Bindhia K. F.
14. Mr. Jijo Kuruvila
15. Mr. Sanjo Jose
16. Mr. Thomas C. J.
17. Ms. Shilpa Paul (Student Representative)

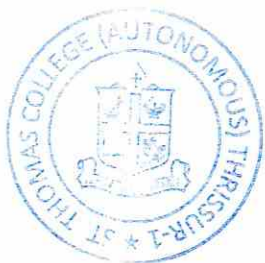
Action taken Report:

1. Student Feedback on syllabus was collected by IQAC.
2. Second batch and third batch of 2-day long residential Faculty enrichment program was organized at XIME, Kochi, in collaboration with IQAC for the faculty, on 2 & 3 January 2020 and 14 & 15 February, 2020 respectively.
3. A Workshop on NAAC Accreditation was organized under UGC Paramarsh Scheme at St. Teresa's College of Arts and Science, Kottakal, Mala, on 15 February 2020.
4. A workshop cum orientation program for the IQAC coordinators and representatives of Mentee Colleges under Paramarsh Scheme was organized on Friday 31st January 2020 in the conference hall.
5. Signing of Memorandum of Understanding took place between Sreepathy Institute of Management and Technology, Vavannoor and St. Thomas College, Thrissur on mentoring for NAAC Accreditation on 29 November 2019.
6. The website of the college was updated with new content and facelift and was released in February 2020.

7. Orientation for the Student Representatives of IQAC from each class was organized by IQAC on 23 January 2020.
8. A workshop on Challenges of 4th Cycle NAAC Accreditation was organized by the IQAC under UGC Paramarsh Scheme, on 18th February, 2020. Dr. M. P. Rajan, NAAC Peer team member, was the resource person.
9. A workshop on Office Administration in Colleges for the administrative staff of colleges was organized on 22 February 2020

Resolutions:

1. It was decided to organize a colloquium on Indian Constitution in connection with the 70th anniversary of Indian Constitution.
2. It was decided to organize a soft skill training for Academic Excellence for the benefit of the faculty members.
3. It was decided to release Daily Newsletter online from the college. Ms. Anu Paul, Department of English, was given charge for the same.
4. It was decided to organize student induction programs and faculty orientation program in the beginning of the forthcoming academic year.
5. IQAC recommended website committee to display program outcomes, program specific outcomes and course outcomes in college website.



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

Dr. Anil George K
IQAC Coordinator