

ST. THOMAS COLLEGE (Autonomous)

Affiliated to Calicut University

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

64th Rank in NIRF India Ranking 2021 by MHRD

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings 2020-2021

MINUTES OF IQAC MEETING HELD ON 12-6-2020 (online)

Date: 12-06-2020

Venue: Conference Hall

Agenda:

- Programmes for the new Academic year
- Evaluation of NIRF Ranking 2020
- Student Induction Program for freshers
- Releasing of Chronicle, college newsletter
- Approving IQAC funds for seminars, workshops, extension activities etc.
- Enhancing Swachhta and Rural engagement activities.
- Documentation and 4th Cycle Accreditation
- Organizing events in the Covid Scenario.
- Technical team for online learning and Moodle training.
- Enhancing ICT facilities and infrastructure for online teaching
- ISO Certification
- Smart Classrooms.
- Any other matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Joby Thomas K.
3. Dr. (Fr.) Martin K. A.
4. Dr. (Sr.) Alphonsa Mathew
5. Dr. (Fr.) Anil George K. (Coordinator)
6. Mr. P. M. Joy
7. Dr. C. S. Biju
8. Dr. V. M. Chacko
9. Dr. Geethu Elizabeth Thomas
10. Dr. Biju John M.
11. Ms. Jilna John
12. Dr. Sajesh T. A.
13. Dr. Johns Naduvath
14. Dr. (Fr.) Stishin K. Paul
15. Dr. Sandhya Vincent Neelamkavil
16. Mr. Sanjo Jose
17. Mr. Antu P. J.
18. Mr. Thomas C. J.
19. Ms. Sandra Baby (Student)

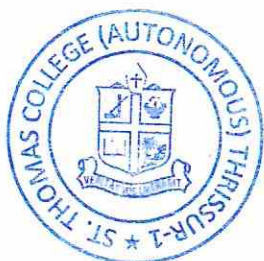
Action Taken Report:

1. The college was granted financial support of Rs. 82 Lakhs for training at undergraduate level under DBT Star College Scheme in February 2020.
2. A faculty development program on Outcome Based Education was organized online on 13 May 2020, in association with Kerala State Higher Education Council (KSHEC).
3. Coursera, online learning platform was subscribed in the college; students and faculty were given provision to enrol for the courses and obtain certificates.

4. In preparation for the new academic year, Faculty Orientation programme cum workshop was organized online on 27 May 2020. Dr. Binu Thomas, Associate Professor, Marian College, Kuttikkanam, was the resource person.
5. IQAC facilitated the participation of college in NIRF Ranking 2020 and obtained 63rd rank in the same.
6. A Moodle Training team was constituted. Training on online teaching tools and MOODLE was organized for the faculty on 5 to 8 June 2020. All teachers were given authentication credentials in Moodle.
7. An online course on Moodle titled "Introduction to Moodle" was designed and availed online through Moodle for faculty.
8. Preparation of revised syllabus in line with the paradigm of Outcome Based Education was completed.
9. As per the recommendations from IQAC, ICT facilities and infrastructure for online teaching were revamped by installing new computer servers, acquiring additional 50 MBPS bandwidth internet lease line connection. Additionally, five interactive boards were procured and installed for online and interactive teaching.

Minutes/Resolutions:

1. The rank and score of NIRF ranking 2020 of the college was assessed. Principal congratulated all members of IQAC.
2. IQAC recommended the management to go for ISO certification to ensure quality benchmarking in the campus.
3. It was decided to organize the Student Induction Programme in online mode, but with all necessary modules including modules on vision, mission, code of conduct etc.
4. It was decided to release the next version of Chronicle, the college newsletter at the earliest.
5. IQAC funds for organizing seminars, workshops, extension activities were revised. It was decided to provide to all departments at least Rs. 20000/- a year to organize seminars/ conferences/ extension activities during the year.
6. The meeting assessed the challenges to organize events in the context of pandemic. Therefore, it was decided to organize all possible events in online mode. IQAC decided to provide all technic support and expertise to all departments, cell and committees to organize events.
7. The meeting discussed the importance of 4th Cycle NAAC accreditation forthcoming the next academic year. It was decided to organize IQAC-Department interface meetings to prepare for the same.
8. It was decided to organize a faculty development program on 'Research and Publication Ethics' for the benefit of the faculty.
9. IQAC recommended to the college management to increase the number of smart classrooms in the college for effective teaching-learning process.
10. It was decided to apply to Ministry of Higher Education for the institution to be recognized as SES REC institution for its initiatives for Swachhta and rural engagement.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 05-08-2020 (Online)

Date: 05-08-2020

Venue: Conference Hall

Agenda:

- Feedback on curriculum
- Green / energy Audit
- Documentation and 4th Cycle Accreditation
- Seminar on new National Education Policy
- Survey and feedback on National Education Policy from stakeholders
- Criteria Coordinators functioning
- Value-added courses
- Incorporation of OBE into question paper.
- Any other matter

Members attended:

1. Dr. Joy K. L., Principal
2. Dr. (Fr.) Anil George K. (IQAC Coordinator)
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Martin K. A.
5. Dr. (Sr.) Alphonsa Mathew
6. Mr. P. M. Joy
7. Dr. Paulson Mathew
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11. Dr. Sajesh T. A.
12. Dr. Biju John M.
13. Ms. Jilna John
14. Dr. Johns Naduvath
15. Dr. (Fr.) Stishin K. Paul
16. Ms. Bindhia K. F.
17. Dr. Sandhya Vincent Neelamkavil
18. Mr. Sanjo Jose
19. Mr. Antu P. J.
20. Mr. Thomas C. J.
21. Ms. Sandra Baby (Student)

Action Taken Report:

1. The IQAC-NAAC Coordination team started organizing separate interface meetings with each and every department of the college in preparation of the 4th Cycle Accreditation.
2. Feedback and survey on online classes was taken from students to take corrective measures.

3. Mentor-Mentee Program for the current year was initiated with circulars.
4. Data to KSHEC council portal was collected and submitted in the portal.
5. Meeting of criteria coordinators was conducted in preparation for 4th cycle NAAC accreditation.

Minutes/Resolutions:

1. It was decided to organize a National Webinar on new National Education Policy in August 2020.
2. It was decided to organize an enhancement cum faculty development program on Cyber Security for the faculty and students of the college.
3. It was decided to organize a faculty development program on Mentor-mentee system for the faculty by IQAC.
4. It was decided to organize a faculty development program on Intellectual Property Rights for the faculty.
5. It was decided to start several new value-added courses for students targeting skill inculcation, training in trending areas and communication skills.
6. It was decided to collect feedback from faculty on National Education Policy and submit the feedback to MHRD.
7. It was decided to do preparatory works for AQAR and documentation for NIRF.
8. In preparation for the 4th cycle accreditation, it was decided intensify activities criteriawise under the leadership of Criteria Coordinators.
9. It was decided to incorporate OBE aspects into question paper.



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Dr. Anil George K
IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 05-10-2020

Date: 05-10-2020

Venue: Conference Hall

Agenda:

1. Organizing Professional Ethics programmes for the faculty
2. Innovation Ranking
3. Self-appraisal of the staff.
4. SWOC analysis
5. Addressing the report of 3rd cycle accreditation and preparation for 4th Cycle Accreditation.
6. Financial Support to the faculty to attend faculty development programmes.
7. Personal Counselling to students under YES programme.

Members attended:

1. Dr. Joy K. L.
2. Dr. Joby Thomas K.
3. Dr. (Fr.) Martin K. A.
4. Dr. (Sr.) Alphonsa Mathew
5. Dr. Benny Joseph
6. Dr. (Fr.) Anil George K. (Coordinator)
7. Mr. P. M. Joy
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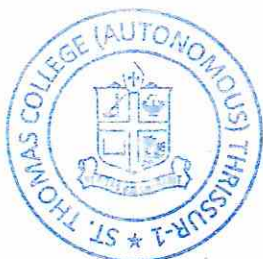
Action Taken Report:

1. The college was ranked with 4.5 Stars by Ministry of Education and MoE's Innovation Cell for the activities taken up for innovations and Start ups in September 2020.
2. The college was recognized as a SES REC institution granted by the Ministry of Education.
3. The new revised syllabus in line with the paradigm of Outcome Based Education was implemented in the new academic year for the first-year students.

4. A Webinar on Research and Publication Ethics was organized on 6th of August 2020 in collaboration with Library Department and University of Calicut.
5. Feedback on draft National Education Policy was taken from faculty and the feedback was submitted to MHRD for consideration.
6. A National Webinar on “National Education Policy: Intent Implementation and Impact” was organised by IQAC on 18 August 2020.
7. IQAC and Divyangjan Cell jointly organised a Webinar on “Experience the Magic in You: A Motivational Webinar,” for the youth and college students, talk delivered by Mr. Joby Mathew, International Sportsman, Motivational Speaker, on 20 August 2020, Thursday, in online mode.
8. Students Induction Programme was organized for the freshers in online mode from 14 to 18 September 2020, which ended with an entry level test to identify Advanced Learners and Slow Learners. Feedback on induction programme was taken from the students.
9. IQAC in association with OSA organized a Webinar on “Cyber Security in a Connected World” on 19 September 2020 online with session by Sri. Sangameswaram Manikkyam Iyer, Cyber Security Specialist from USA and an alumnus.
10. IQAC collaborated with Department of Botany to organize a online faculty development programme on “The Art of Scientific Writing and Publishing,” on 26 September 2020 online.
11. IQAC organized an online faculty development program on Mentor-Mentee System entitled ‘Re-visiting Mentoring’, for the teaching faculty on 30 September, 2020, with Dr. Sonny Jose, Associate Professor, Loyola College of Social Sciences, Trivandrum, as the resource person.
12. IQAC, Research Council and Start-up Innovation Cell jointly organized a Webinar on “Intellectual Property Rights” on 1 October 2020. Dr. Jippu Jacob, Adjunct Professor Amal Jyothi Engineering College, Kottayam, was the resource person.

Minutes/Resolutions:

1. It was decided to organize a Professional Ethics program for the faculty on “Peace and Harmony in Family and Society” in November 2020.
2. It was decided to collect the self-appraisal of faculty and submit it to the manager.
3. It was decided to take corrective measures on report of 3rd cycle NAAC accreditation report, if pending any.
4. It was decided to avail financial support to the faculty to participate in faculty development programmes.
5. It was decided to conduct SWOC analysis in the college.
6. It was noted that Personal Counselling could not be done to the students as in the previous years since students were not coming to the college due to pandemic. However, it was suggested to conduct it online as far as possible.



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Dr. Anil George K
IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 18-11-2020 (online)

Date: 18-11-2020

Venue: Conference Hall

Agenda:

1. Interface Meetings with Departments
2. Conducting Energy and Green Audit
3. Feedback on teachers by students
4. Feedback by parents on Online classes
5. E-Governance in documentation
6. 4th Cycle NAAC accreditation
7. Enhancing Innovation and IPR training.
8. Any other matter

Members attended:

1. Dr. Joy K. L., Principal
2. Dr. (Fr.) Anil George K. (IQAC Coordinator)
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Martin K. A.
5. Dr. (Sr.) Alphonsa Mathew
6. Mr. P. M. Joy
7. Dr. Paulson Mathew
8. Dr. C. S. Biju
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15. Dr. (Fr.) Stishin K. Paul
16. Ms. Bindhia K. F.
17. Dr. Sandhya Vincent Neelamkavil
18. Mr. Sanjo Jose
19. Mr. Antu P. J.
20. Mr. Thomas C. J.
21. Ms. Sandra Baby (Student)

Action Taken Report:

1. IQAC organized an FDP entitled "Peace and Harmony in Family and Society" for all the students, parents, and faculty of the College on 3 November 2020 with Fr. Joseph Puthenpurackal, the renowned orator and life-guide, was the resource person.
2. Feedback on effectiveness on online classes was taken from faculty members to take corrective measures.
3. Five new interactive panels were installed in classrooms and seminar halls to enhance the teaching-learning process in the college as per the recommendations of IQAC.

4. IQAC organized training to the faculty as to how to use interactive panels for effective teaching-learning process.
5. In order to get the institution ISO-certified, an agency was identified and task was initiated.
6. PBAS document of several faculty members were scrutinized and recommended for promotion.
7. AISHE data for the last academic year was uploaded in the AISHE portal.
8. The meeting congratulated the committee responsible for regular publishing of Daily Newsletter in the college, especially the efforts of Ms. Anu Paul.
9. Faculty applied for financial support to participate in faculty development programmes were given partial financial support.

Minutes/Resolutions:

1. It was decided to conduct Energy/Green Audit in the campus for the current academic year.
2. It was decided to collect feedback by students on faculty.
3. It was decided to collect feedback on online classes by parents.
4. 4th Cycle NAAC accreditation was discussed.
5. It was decided to do the needful to enhance the documentation software (e-governance) with additional modules and facilities to support more reports.
6. It was decided to support and encourage innovation activities and do the needful to begin Start-ups in the campus.
7. It was decided to organize more events on Research methodology, plagiarism and research writing for the benefit of the faculty and research scholars.
8. It was also decided to register for IEDC centre with Kerala Start-up Mission.




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IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 21-01-2021 (online)

Date: 21-01-2021

Venue: Conference Hall

Agenda:

1. Documentation and Advanced Profile
2. MoU and Collaborations
3. Strategic Plan Review
4. Academic and Administrative Audit
5. FDP on IPR
6. Capacity building programme for the non-teaching staff.
7. Seed money to the faculty for research.
8. Participation in NIRF Ranking 2021

Members attended:

1. Dr. Joy K. L., Principal
2. Dr. (Fr.) Anil George K. (IQAC Coordinator)
3. Dr. Joby Thomas K.
4. Dr. (Fr.) Martin K. A.
5. Dr. (Sr.) Alphonsa Mathew
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15. Dr. (Fr.) Stishin K. Paul
16. Ms. Bindhia K. F.
17. Dr. Sandhya Vincent Neelamkavil
18. Mr. Sanjo Jose
19. Mr. Antu P. J.
20. Mr. Thomas C. J.
21. Ms. Sandra Baby (Student)

Action Taken Report:

1. IQAC and Gender Champion Cell jointly organized an enhancement programme titled "Gender Equality and Safety" online via YouTube live on 18 December 2020 with Dr. Mallika Nair, Vimala College (Autonomous) Thrissur, as the resource person.
2. Green/Energy Audit was conducted under the leadership of Dr. Joby Paul, department of Botany in December, 2020.
3. The latest version of Chronicle, college newsletter, was released in November, 2020.

4. A professional development programme for the faculty on Presentation Skills in Teaching was organized on 20 November, 2020.
5. Feedback by parents on effectiveness and efficacy of online classes versus physical classes was taken from parents and analysed in January 2021.
6. Self-appraisal reports of faculty were collected and submitted to the manager for his perusal.
7. Feedback on Faculty by the students was collected online in college LMS portal and the analysis was availed to the principal.
8. An exclusive software titled QnSmarti was purchased to be employed in evaluation system to create question bank and incorporate OBE aspects into question paper.
9. More than 2000 students and 100 faculty members enrolled for various online courses in Coursera, online learning platform and obtained certificates.

Minutes / Resolutions:

1. It was decided to conduct Academic and Administrative Audit internally in all academic departments of the college.
2. The Strategic Plan of the college and its implementation against timeline was assessed and reviewed.
3. It was decided to collaborate with department of Computer Science to organize a 5-day training programme on Intellectual Property Rights from 16 to 20 March, 2021.
4. The need for collaborations and MoUs with eminent institutions was discussed.
5. It was decided to organize a capacity building programme for the non-teaching staff of the college.
6. It was decided to avail seed money to the faculty for taking up research works in the respective domains.
7. It was decided to do the needful to participate in NIRF Ranking 2021.



Principal
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IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 12-03-2021 (online)

Date: 12-03-2021

Venue: Conference Hall

Agenda:

1. Programmes for the new Academic year
2. Soft skill training for the non-Teaching Staff
3. Faculty Orientation and training programme in May 2021
4. Orientation programme for the second- and third-year Students
5. Students Induction Programme for the freshers of new academic year.
6. 4th cycle NAAC accreditation
7. Any other relevant matter

Members attended:

1. Dr. Joy K. L.
2. Dr. Joby Thomas K.
3. Dr. (Fr.) Martin K. A.
4. Dr. (Sr.) Alphonsa Mathew
5. Dr. (Fr.) Anil George K. (Coordinator)
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17. Mr. Sanjo Jose
18. Ms. Bindhia K. F.
19. Mr. Antu P. J.
20. Mr. Thomas C. J.
21. Dr. Benny Joseph (External Expert)
22. Ms. Sandra Baby (Student)

Action taken Report:

1. Orientation for the Student Representatives of IQAC from each class was organized by IQAC on 23 January 2020.
2. Internal Academic and Administrative Audit was done in departments.
3. Feedback on Syllabus was collected from faculty, alumni, students and employers during the current year which was analysed. The analysis report was given to the respective Boards of Studies.
4. AQAR data was collected and collated for uploading.

5. During the current academic year, multiple events were organized on research methodology, plagiarism, research writing and consultancy training for the benefit of the faculty and research scholars.
6. Requests for Financial support to the faculty to attend faculty development programmes were considered and funds were approved.
7. Several MoUs with institutions and organizations were done to organize collaborative activities in future.
8. During the current academic year, more than 40 value-added courses were conducted for the students for skill enhancement. Dr. Alphonsa Mathew, vice principal, coordinated the value-added courses.
9. IQAC visited departments as part of internal auditing of documentation and in preparation of forthcoming 4th Cycle NAAC Accreditation in March 2021.
10. IQAC conducted SWOC analysis as a measure of quality enhancement to identify strengths, weaknesses, opportunities and challenges of the college.

Resolutions:

1. It was decided organize a skill training program for the non-teaching staff of the college to combat the challenges of pandemic season.
2. It was decided to conduct an Exit Survey from the outgoing students of the college as a quality measure.
3. It was decided to organize a faculty development program and orientation to the faculty prior to the beginning of next academic year.
4. It was decided to organize students development/orientation programmes in the first week of June 2021, preferably in online mode if pandemic persists.
5. It was decided to organize a weeklong Students Induction Programme for the freshers in the new academic year.

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