

ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR
Internal Quality Assurance Cell

MINUTES OF IQAC MEETING HELD ON 08-6-2021 (online)

Date: 08-06-2021

Agenda:

- Approval of IQAC Annual Report 2020-21
- IQAC Year Plan for the new academic year
- Evaluation of NIRF Ranking 2021
- Student Induction Program for freshers
- 4th Cycle NAAC Accreditation
- Organizing events in the Covid Scenario.
- Awareness programme on Code of Conduct
- Online teaching-learning process.
- ISO Certification
- Any other matter

Members attended:

1. Dr. Martin K. A.
2. Dr. Alphonsa Mathew
3. Dr. Anil George K.
4. Dr. Benny Joseph
5. Dr. John E.D.
6. Dr. C. S. Biju
7. Dr. V. M. Chacko
8. Dr. Geethu Elizabeth Thomas
9. Dr. Biju John M.
10. Ms. Jilna John
11. Dr. Sajesh T. A.
12. Dr. Johns Naduvath
13. Dr. Stishin K. Paul
14. Dr. Sandhya Vincent Neelamkavil
15. Mr. Sanjo Jose
16. Mr. Antu P. J.
17. Mr. Thomas C. J.
18. Ms. Pallavi Muraleedharan (Student)

Action Taken Report:

1. A Faculty Development Programme titled 'Responsible Citizens and Inspiring Teachers; A Professional Development Programme', was organized online on 01 June 2021. Justice Kurian Joseph, Retired Justice Supreme Court of India, was the resource person.

2. Orientation programme for the Final Year postgraduate students was organized on 3 June 2021. Dr. Prashanth CMI, Former Principal, SH College, Thevara, was the resource person. The event was conducted online.
3. Orientation programme for the second- and third-year undergraduate students was organized on 2 June 2021. Dr. Prashanth CMI, Former Principal, SH College, Thevara, was the resource person. The event was organized online.
4. IQAC coordinated the participation of college in NIRF Ranking 2021 and obtained 64th rank in the same.
5. Online learning was supported using online learning platforms like Moodle, StreamYard, Microsoft Teams, OBS and Google Tools. Recording of video lectures in the Media Lab was facilitated.
6. A tentative annual plan for the IQAC activities for the academic year was finalized.
7. Necessary modification was made to the Strategic plan in the light of New Education Policy.

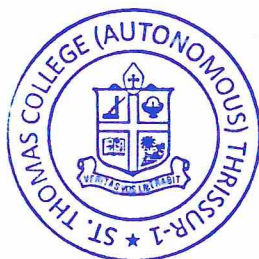
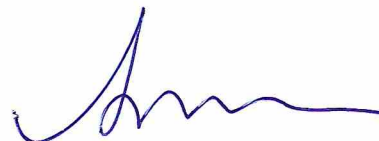
Minutes/Resolutions:

1. In the context of pandemic, 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.
2. It was decided to organize a workshop online on Code of Conduct for the office staff in June 2021.
3. Since 4th Cycle NAAC accreditation was in the new current academic year, a high-level committee was constituted to spearhead the documentation and other necessary accreditation processes.
4. The rank and score of NIRF ranking 2021 of the college was assessed. Principal congratulated all members of IQAC.
5. In the pursuit of further improving online teaching-learning in the college, it was decided to organize a faculty development programme on Moodle in July 2021.
6. It was decided to accelerate the ISO certification process to ensure quality benchmarking in the campus.
7. It was decided to organize the Student Induction Programme for the freshers in online mode, but with all necessary modules including modules on vision, mission, code of conduct etc.
8. IQAC decided to recommend to avail seed money to the researchers in the new academic year.
9. It was decided to organize a faculty development program on 'Research, Consultancy and Startup' in collaboration with the Research Council and Innovation Cell on 16-6-2021.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISUR-1

St. Thomas College (Autonomous), Thrissur

MINUTES OF IQAC MEETING HELD ON 25-08-2021 (Online)

Date: 25-08-2021

Agenda:

- External evaluation of data for 4th Cycle Accreditation
- Value-added Courses
- AQAR preparation
- Feedback on curriculum
- Workshop on Moodle and Online Teaching
- Conducting Green / energy Audit
- Academic and Administrative Audit (external)
- Value-added courses
- Any other matter

Members attended:

1. Dr. Martin K. A.
2. Dr. Alphonsa Mathew
3. Dr. Anil George K.
4. Dr. Paulson Mathew
5. Dr. C. S. Biju
6. Dr. V. M. Chacko
7. Dr. Anto PV
8. Dr. Geethu Elizabeth Thomas
9. Dr. Sajesh T. A.
10. Dr. Biju John M.
11. Ms. Jilna John
12. Dr. Johns Naduvath
13. Dr. Stishin K. Paul
14. Dr. Sandhya Vincent Neelamkavil
15. Mr. Sanjo Jose
16. Mr. Antu P. J.
17. Mr. Thomas C. J.
18. Dr. Benny Joseph, External member
19. Ms. Pallavi Muraleedharan (Student)

Action Taken Report:

1. A five-days online Advanced Moodle Training Workshop was organized for the faculty from 12 July 2021 onwards to further the online learning in the college. Ms. Rameela Ravindran, Dr. Johns Naduvath and Mr. Ashbin Mathew were the resource persons.
2. A faculty development programme on 'Research, Consultancy and Startup' in collaboration with the Research Council and Innovation Cell was conducted on 16-6-2021. Dr. Kuruvila Joseph, Professor & Dean, Indian Institute of Space Science and Technology, Thiruvananthapuram, was the resource person.

3. Six faculty members of the college were approved as certified Innovation Ambassadors by AICTE and MoE's Innovation Cell in July, 2021; 4 at foundation level and 2 at Advanced level.
4. Kerala State Higher Education Council (KSHEC) inducted Dr. Johns Naduvath, Assistant Professor, as a resource person for the state level 'Let's go Digital – Train the Trainers' programme to expand digital learning in higher education in Kerala.
5. 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.
6. Reports of classes taken by teachers online was collected by IQAC for monitoring the effectiveness of online teaching.
7. An online awareness workshop on Code of Conduct was organized on 17 August 2021 for the administrative staff.
8. A webinar on challenges of the Transgender was organized by Equal Opportunity Cell, at the recommendation of IQAC.
9. Mentor-Mentee Program for the current year was initiated with circulars.
10. IQAC facilitated signing of MoU with KEIL on 12-08-2021, for the disposal of hazardous waste in the campus.

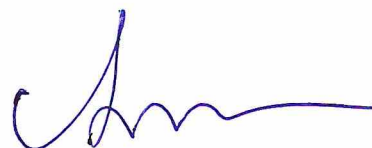
Minutes/Resolutions:

1. It was decided to conduct an external evaluation of the cumulative data collected for NAAC 4th Cycle Accreditation in September 2021 with the support of external experts.
2. It was decided to start several new value-added courses for students targeting skill inculcation, training in trending areas and communication skills.
3. It was decided to conduct Academic and Administrative Audit during the academic year.
4. It was decided to conduct Green-Energy-Environment Audit in the campus externally by accredited agencies.
5. It was decided to do preparatory works for AQAR and documentation for NIRF.
6. In preparation for the 4th cycle accreditation, it was decided intensify activities criteriawise under the leadership of Criteria Coordinators.



Principal

St. Thomas College (Autonomous)
Thrissur - 680 001



Dr. Anil George K
IQAC Coordinator

DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1



St. Thomas College (Autonomous), Thrissur

MINUTES OF IQAC MEETING HELD ON 27-10-2021 (Online)

Date: 05-10-2020

Agenda:

1. Organizing Student Induction Programme
2. Review – 4th Cycle Accreditation
3. Self-appraisal of the staff.
4. Green-Energy Audit
5. SWOC analysis
6. Financial Support to the faculty to attend faculty development programmes.
7. Personal Counselling to students under YES programme.

Members attended:

1. Dr. Martin K. A.
2. Dr. Alphonsa Mathew
3. Dr. Anil George K.
4. Mr. P. M. Joy
5. Dr. Paulson Mathew
6. Dr. C. S. Biju
7. Dr. V. M. Chacko
8. Dr. Anto PV
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. Stishin K. Paul
15. Dr. Sandhya Vincent Neelamkavil
16. Mr. Sanjo Jose
17. Mr. Antu P. J.
18. Mr. Thomas C. J.
19. Dr. Benny Joseph
20. Ms. Pallavi Muraleedharan (Student)

Action Taken Report:

1. Students Induction Programme was organized for the freshers in online mode from 04 to 09 October 2021. An entry level test was conducted at the end of Induction Programme to identify Advanced Learners and Slow Learners. Feedback on induction programme was taken from the students.
2. A preliminary external evaluation of the cumulative data collected for NAAC 4th Cycle Accreditation was conducted online on 10 September 2021 with the support of Dr. Sudheer CV, Pro-VC, SN Open University, Kerala.
3. An awareness Seminar on 'Parenting the Youth' was organized for the parents of students on 12 October, 2021 in online mode.

4. An external review exercise to ensure Professionalism in Accreditation was organized on 5 & 6 October 2021. Prof. Harry Cletus was the resource person.
5. Green-Energy-Environment Audit was completed externally by IRTC (Integrated Rural Technology Centre), Mundoor, in collaboration with Ottotractions, Thiruvananthapuram, the accredited agencies.

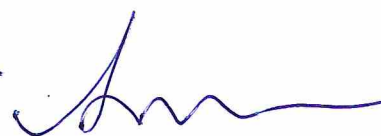
Minutes/Resolutions:

1. It was decided to collect the self-appraisal of faculty and submit it to the manager.
2. It was decided to avail financial support to the faculty to participate in faculty development programmes.
3. It was decided to conduct SWOC analysis in the college.
4. 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.



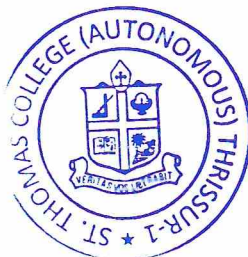
Principal

St. Thomas College (Autonomous)
Thrissur - 680 001



Dr. Anil George K
IQAC Coordinator

DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1



MINUTES OF IQAC MEETING HELD ON 25-11-2021

Date: 25-11-2021

Agenda:

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

Members attended:

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

Action Taken Report:

1. An awareness seminar on atrocities against women and children was organized on 28 October 2021 by Internal Complaints Committee and Department of Social Work at the recommendation of IQAC.
2. Feedback on effectiveness on online classes was taken from faculty members to take corrective measures. The feedback analysis report revealed mixed response with teachers differing on the effectiveness of online classes.
3. IQAC took measures to enhance online teaching in the campus. Feedback was regularly collected from all teachers on the conduct of online classes with the list of topics covered in each class online.
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 faculty members whose promotion was due, were scrutinized and recommended for promotion.
7. The meeting congratulated Ms. Anu Paul and the committee responsible for regular publishing of Daily Newsletter in the college
8. Faculty applied for financial support to participate in faculty development programmes were given partial financial support.

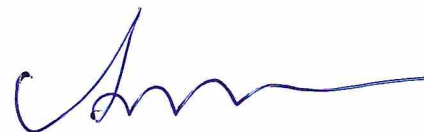
Minutes/Resolutions:

1. It was decided to collect feedback by students on faculty.
2. It was decided to collect feedback on online classes by parents.
3. It was decided to submit SSR before 31st March 2022 for 4th Cycle NAAC accreditation.
4. It was decided to do the needful to enhance the documentation software (e-governance) with additional modules and facilities to support more reports.
5. It was decided to support and encourage innovation activities and do the needful to begin Start-ups in the campus.
6. It was decided to upload IIQA of 4th Cycle NAAC Accreditation in December 2021.
7. It was suggested to add 10% more questions in the online Question Bank based on OBE paradigm in the QnSmarti software.



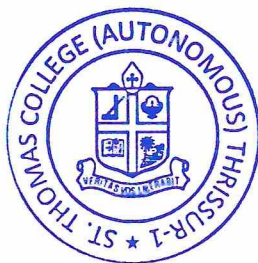
Principal

St. Thomas College (Autonomous)
Thrissur - 680 001



Dr. Anil George K
IQAC Coordinator

DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1



MINUTES OF IQAC MEETING HELD ON 21-01-2022

Date: 21-01-2022

Agenda:

1. Documentation and Advanced Profile
2. MoU and Collaborations
3. Strategic Plan Review
4. ARIIA Ranking
5. Academic and Administrative Audit
6. FDP on IPR
7. Capacity building programme for the non-teaching staff.
8. Seed money to the faculty for research.
9. Participation in NIRF Ranking 2022

Members attended:

1. Dr. Martin K. A.
2. Dr. Anil George K.
3. Dr. Alphonsa Mathew
4. Dr. Paulson Mathew
5. Dr. C. S. Biju
6. Dr. V. M. Chacko
7. Dr. Anto PV
8. Dr. Geethu Elizabeth Thomas
9. Dr. Sajesh T. A.
10. Dr. Biju John M.
11. Ms. Jilna John
12. Dr. Johns Naduvath
13. Dr. Stishin K. Paul
14. Ms. Bindhia K. F.
15. Dr. Sandhya Vincent Neelamkavil
16. Mr. Sanjo Jose
17. Mr. Antu P. J.
18. Mr. Thomas C. J.
19. Ms. Pallavi Muraleedharan (Student)

Action Taken Report:

1. IIQA for 4th Cycle NAAC accreditation was submitted on 20 January, 2022.
2. An Administrative Training Programme was organized for the non-teaching staff on 'Hands-on Workshop in Front Office' on 20 November 2021, in collaboration with NIMIT, Koratty.
3. The college participated in ARIIA Ranking and was certified as 'Performer' under the category "General (non-technical)" 2021, a flagship programme of the Ministry of Education, Government of India, announced on 29 December 2021.
4. ISO Certification of the College Office was completed and the Certification was awarded dated 20 November 2021. The validity is for 3 years.

5. IIQA of 4th Cycle NAAC Accreditation was successfully uploaded on 20 January 2022.
6. Academic and Administrative Audit was conducted with the support of external experts. Dr. Mary Regina F, Professor, Kerala Agricultural University, Dr. Davis Antony Mundassery, Controller of Examinations, Christ College (Autonomous), Irinjalakuda and Dr. Benny Joseph N, Chief Executive Officer, Jubilee Mission Medical College, Thrissur, were the external auditors. The reports were submitted to IQAC through the Principal.
7. Self-appraisal reports of faculty were collected and submitted to the manager for his perusal.
8. Feedback on Faculty by the students was collected online in college LMS portal and the analysis was availed to the principal.

Minutes / Resolutions:

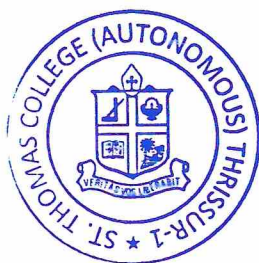
1. The Strategic Plan of the college and its implementation against timeline was assessed and reviewed.
2. The need for collaborations and MoUs with eminent institutions was discussed.
3. It was decided to organize a capacity building programme for the non-teaching staff of the college.
4. It was decided to avail seed money to the faculty for taking up research works in the respective domains.
5. It was decided to do the needful to participate in NIRF Ranking 2022.



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



Dr. Anil George K
IQAC Coordinator
DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1



MINUTES OF IQAC MEETING HELD ON 22-03-2022

Date: 22-03-2022

Agenda:

1. Imagining the new Academic year and Planning exercise
2. Faculty Orientation and training programme in May 2022
3. Orientation programme for the second- and third-year Students
4. Students Induction Programme for the freshers in July 2022.
5. 4th cycle NAAC accreditation – SSR Submission
6. Any other relevant matter

Members attended:

1. Dr. Martin K. A.
2. Dr. Alphonsa Mathew
3. Dr. Anil George K.
4. Dr. Paulson Mathew
5. Dr. C. S. Biju
6. Dr. V. M. Chacko
7. Dr. Anto PV
8. Dr. Geethu Elizabeth Thomas
9. Dr. Biju John M.
10. Ms. Jilna John
11. Dr. Sajesh T. A.
12. Dr. Stishin K. Paul
13. Dr. Sandhya Vincent Neelamkavil
14. Mr. Sanjo Jose
15. Mr. Antu P. J.
16. Mr. Thomas C. J.
17. Dr. Benny Joseph (External Expert)
18. Ms. Pallavi Muraleedharan (Student)

Action taken Report:

1. Queries from NAAC on IIQA were clarified and clarifications were submitted online.
2. The college was ranked with 4 Stars by Ministry of Education and MoE's Innovation Cell for the activities taken up for innovations and Start-ups in January 2022.
3. Orientation for the Student Representatives of IQAC (SQAC) from each class was organized by IQAC.
4. 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.
5. NIRF Data was collated for uploading.
6. 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.

7. Requests for Financial support to the faculty to attend faculty development programmes were considered and funds were approved.
8. Several MoUs with institutions and organizations were done to organize collaborative activities in future.
9. During the current academic year, 45 value-added courses were conducted for the students for skill enhancement. Dr. Alphonsa Mathew, vice principal, coordinated the value-added courses.
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 to conduct an Exit Survey from the outgoing students of the college as a quality measure.
2. It was decided to organize a faculty development program and orientation to the faculty prior to the beginning of upcoming academic year.
3. It was decided to organize student orientation programmes in the first week of June 2022 for the existing students.
4. It was decided to organize a weeklong Students Induction Programme for the freshers in the new academic year.
5. It was decided to organize Annual Academic Planning exercise in the first week of May 2022.

Principal

St. Thomas College (Autonomous)
Thrissur - 680 001

Dr. Anil George K
IQAC Coordinator

DR. FR. ANIL GEORGE KONKOTH CMI
IQAC COORDINATOR & ASSISTANT PROFESSOR
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1

