




Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 NAAC

IQAC MINUTES AND ACTIONS TAKEN REPORT 2018-19

| SN. | Page no (In IQAC Minutes book) | DATE | Agenda | Action Taken |
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| 1. | 135 | 5-06-2018 | Staff Council Planning Meeting- Change in IQAC Assistant Coordinatorship | Dr. Nisha Jolly Nelson expressed inconvenience in continuing as IQAC Assistant Coordinator. Dr. Jasmine Sarah Alexander was nominated to the post. |
| 2. | 136 | 30-07-2018 | How to collect data on pending reports in new format | According to NAAC the old format was to be used only up to 2017. The 2017-18 report had to be in new format. The SSR format was also based only on the new format. Hence data collection for pending reports had to take into account the new format. It was decided to compare and study the old and new formats of AQAR and prepare template for data collection. |
| 3. | 137 | 29-08-2018 | How to collect data on pending reports | Formats were studied as decided by the previous meeting and separate template were created. It was then divided into 7 sources and sent on 29-08-2018 to Principal, Management, Library, Office, Departments/Teachers, Student Clubs and Others. |
| 4. | 138 | 21-09-2019 | IQAC Induction Orientation for 2018-20 batch | It was decided that Dr. Jasmine Sarah Alexander, Assistant IQAC Coordinator would provide the Induction orientation about IQAC for the students. Dr. Angelo helped her in the preparation of slides. It was decided to recruit student charter for the new batch during the induction meeting. |
| 5. | 139 | 22-10-2018 | IQAC Student Charter Meeting (10 Participants- IQAC Coordinator, IQAC Assistant and 2 students) | The first meeting of the new student charter clarified the duties of the charter. A Whatsapp group of the members were created and they were asked to post reports of activities on the group. |
| 6. | 140 | 3-11-2018 | NIRF | It was decided to participate in NIRF. Dr. Angelo and Dr. Jasmine decided to dedicate this month to NIRF. NIRF submissions were made on time by 21-11-2018. |
| 7. | 141 | 2-12-2019 | Completion of AQAR 2014-15 Strategy | As it became urgent to submit 2014-15 AQAR, a strategy was planned to do so. While Dr. Angelo would consolidate departmental data, Dr. Jasmine would collect and organize college level data. |

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| 8. | 142 | 20-12-2018 | IQAC Workload Assessment | After Christmas holidays. Dr. Angelo and Dr. Jasmine would be relieved from teaching till January 15. Ms. Reshma and Ms. Terese from Sociology Department would assist in completing the report. The report was completed and uploaded on January 29, 2019. |
| 9. | 143 | 22-01-2019 | Reporting of IQAC Work to Executive Committee | It took 45 days with 2 relieved faculties for 2 weeks and the support of 2 other faculty for 2 weeks to complete the AQAR. The plan ahead had to be clear, or else just few staff would be loaded. The executive committee promised to think about the problem and bring out a solution. AISHE data was to be filed. A by sir was entrusted with the task. |
| 10. | 144 | 5-2-2019 | Staff Council Meeting- Change in IQAC Coordinatorship | It was decided that IQAC Coordinatorship be changed. Dr. Angelo Mathew was replaced by Dr. Jasmine Sarah Alexander and Dr. Sunil Kumar was nominated as Assistant Coordinator. |
| 11. | 145 | 6-2-2019 | IQAC executive committee meeting | Two major Agendas for the new IQAC leadership were to complete pending reports, make quality evaluation and plan for quality enhancement initiatives. Releasing of IQAC Coordinator from teaching responsibilities from March 2019 onwards up to December 2019 was decided to further Quality enhancement measures in the college. |
| 12. | 146 | 26-03-2019 | To recruit an IQAC Support Staff to assist in completion of pending Reports; To Schedule meeting in April to ensure all departments submit AQAR data | The work to complete pending reports needed to assume priority. Hence it was decided to recruit a support staff. Accordingly, a support staff was recruited- Arun Gopinath, alumni of the college and support staff who assisted Dr. Antony Palackkal during the previous NAAC visit. Arun Gopinath was to start work from April 1 st onwards. A meeting was scheduled on April 2 nd , 2019. All teachers were asked to submit data of pending AQARs by June first week 2019. |


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