

Date:- 19/10/2021

Venue:- JM Hall

Time:- 3.00 PM

Agenda:-

Participants

1. Dr. NISHA JOLLY NELSON

2. Savny Jose

3. ~~Harsh P. Thomas~~

3. Jasmine Sarah Alexander

4. Jyothi Kushnan

5. Dr. Pramod, S.K

6. Dr. Donleah Pillai R

7. Saji P Jacob

Proceedings

Dr. Saji P Jacob welcomed everyone to the meeting. The reigns of the meeting were taken over by the IQAC coordinator Dr Jasmine. She started by stating the difference that was introduced by IQAC this time in the feedback process. Along with the NAAC SSS questionnaire, the Exit Evaluation tool (EET 2009) which used to be collected on a later stage i.e., the (during the final viva) was also administered to ensure there is no duplication of data & to get more comprehensive reports.

The analysis reports were sent to the principal, vice principal and the HoDs on 5/5/2021. The reports exhibited a very positive and satisfactory response from the

Students, but still there were certain areas that needs to be addressed. Dr Jasmine expressed her hope that the HODs must have completed a detailed study of the feedback reports and will raise the concerns that needs to be addressed at the college level. The practice of collecting formal feedback ~~set~~ from teaching & NTS was also continued.

The issues discussed in the meeting & the suggested/administered corrective steps are summarized below

(1) Issue:- Low number of books in the library for the MSc Counselling Psychology students

Response:- Management conveyed their decision to allot fund for book purchase. Dr Pramod & Dr Jyothi is assigned to prepare a list of books from their respective discipline and submit to the library council at the earliest.

(2) Issue:- Students are concerned reg. their job opportunities in the new pandemic affected world.

Response:- (a) The mentors will be instructed to take up this issue in their sessions.

(b) The students will be advised to reach out to their teachers / mentors if they are facing stress over this issue.

(c) The working style of the Placement cell will be revamped keeping the post pandemic trends in mind.

3. Limited access to the library books due to the lock down.

Response: (a) Dr Sunil will take a zoom session for the students regarding the available online e resources for the students & also about our own digital library.

(b) Dr Sunil is also instructed to explore more available options to address this concern.

4. Issue: - Lack of on field experience
[Since there was no industrial visits, study tours due to the pandemic]

Response: (a) Dr Sonny & Dr Prakash are assigned to get in touch with different industry heads / MGR in charges & organize online interactive sessions for the students.

(b) The recent alumni batch student will also be invited to share their IV / study tour learning.

5. Mentoring system needs Revision?
Dr Pramod & Mr Andrew is instructed to evaluate the existing mentoring form & submit their suggestions to the IQAC.

6. Code of conduct

The existing code of conduct norms for the students, teaching & non-teaching staff is being followed effectively. The Council recommended the members to stay alert to ensure there is no slip. It was also noted that we should ensure proper COVID protocol in this pandemic phase. Strict instructions must be given to the students to adhere to the same. It was also decided to conduct the code of conduct sessions as usual for upcoming batch. Also the code of conduct will be printed in the new handbook for students as usual & will be displayed in the college website.

7. NTS Feedback

(a) Areas require training
MS excel, Malayalam
Computing, SPARK, various govt
online portals

(b) Most challenging aspect
Multi tasking
Coordinating the colleagues, managing
time.

(c) Job specific suggestions
Dedicated PC should be
provided to the interns.

(d) General suggestions
More staff gatherings
needs to be organized
Better teamwork to be
ensured

8. Teaching staff feedback

(a) Interpersonal communication
channels are to be strengthened

(b) Strengthen the systems and
structures to ensure an ongoing
progress, development & growth of
our students

(c) Infrastructure concerns have started to emerge with the addition of new courses. But since the construction of the new building is nearing completion, the issues will be resolved pretty quickly.

(d) Should strive to attain Autonomy.

The council entrusted the Principal & vice principal to look into these suggestions & administer the necessary steps.

The meeting came to an end by 4.30