

Meeting No 50.

Date : 3 June

Time : 2 pm - 4 pm

Online on

Online Meeting.

AGENDA: 5 DOMAINS IntroductionParticipants - All teachers present

Fr. Ranjith talked about the need for a mission-based approach. He suggested that we assess the Program outcomes of students based on 5 Key ^{Preferential Areas} **DOMAIN** - (Provided in attached sheet). He explained each dimension and its importance and how it can be related to existing college activities and student outcomes. Faculty expressed concern about syncing 7 criteria and 5 domains. IBAC coordinator was also apprehensive. However the IBAC Assistant coordination, the Principal and Dr. Prakash and supported the process. They said it would bring focus and orient all programmes towards the mission and produce measurable outcomes. All faculty agreed to move forward with it. Dr. Sonny and Dr. Prabod also felt there need not be confusion between 5 Domains and 7 Criteria, as activities would proceed under the 5 domains, while IBAC would organize such activities under 7 Domains (Criteria). The discussion would continue next day. Teams were divided under HODS.

Date : 4 June , Time 2 pm - 4 pm , Online Meeting

Agenda : 5 DOMAINS FOLLOW-UP (KSV framework).Participants : All teachers present.

Dr. JASMINE introduced the 7 Criteria and its relation to 5 Domains. The process was continued by Fr. Ranjith. The expectations from faculty in terms of 5 domains Knowledge (K), Value (V), Skills (S) and Attitudes (A) was present discussed. In the next meeting, the teams that were divided under 5 domains would work on Planning, Assessment and KSV framework.

FIVE DOMAIN AREAS-INTRODUCTION & DUTY DIVISION & EXPECTATIONS

Mission

What are we here for? Or what we do to realize our Vision?

Formulation A: Engaged Competency Building for grooming globally competent, socially sensitive, ecologically responsive, ethically rooted thought leaders and agents of change (who foster excellence, justice, peace, and harmony in life and service).

Formulation B: Enabling/empowering future leaders who are ethically rooted, socially responsive, sustainably conscientious, globally competent, lifelong learners by ensuring adequate opportunities for their capacity enhancement.

PO

Attributes of Loyolite: A Loyolite, is an ethically rooted, socially responsive, sustainably conscientious, globally competent, lifelong learner (who foster excellence, justice, peace, and harmony in life and service).

Five Preferential Domain Areas

1. Enhancement of Employment / Engagement Avenues (Employment/ Employability, Innovation, Entrepreneurship, Intra-preneurship...Mentoring, LACE, LET, LITCoff, Placement, Innovation, Membership in Professional Associations, Participation in Fests, Job Fairs, Job Interview, Group Discussion, CV preparations, Job Help Desk, Posting resume in various sites, Alumni)
2. Foster & Augment Responsible Citizenship Behaviour (Community Engagement, participation in people's movement... Women's day, Human Rights Day, ...)
3. Facilitate and Nurture Sustainable Conscientious Behaviour (Care for our common home, Environment management, Bee habitats, one-plant one student, ...Audits, commemoration of various days, Bhoomithrasena)
4. Design & Implement Programmes (PIMER- Workshops, Seminar, Competitions, Celebrations- Onam, Christmas, College Day, Arts, Sports, College Day, magazine, Welcome, Farewell, NSS Camp...)
5. Enhancement of Research Competencies (Workshops on Qualitative & Quantitative Research Processes, Methodology & Design, Review of Literature & Problem Formulation, Conceptual Map, Theoretical Framework, Tools for Data Collection/Gathering, Data Processing-cleaning-coding, Tools for analysis, academic writing, student publication.

EXPECTATIONS: Form Five Functional Groups-

- KSAV/ KSAVN/KSAVR
- Identify and freeze the desired/expected outcome in terms of knowledge, skills, values, attitudes....
- Design activities
- Prepare a time frame
- Prepare strategies for monitoring & Evaluation
- Prepare tools for assessment & Feedback (performance, participation, growth trajectory)

Date: June 7, 2021

Meeting No. 52

Time: 2pm - 4pm

Online Meeting

Agenda: 5 Domains Follow-up

Participants: All teachers present.

The teams divided under 5 Domains were asked to move into Breakout group to discuss KSV framework. Dr. Prakash suggested that 'A' be moved out (A-Attitudes), as it can be merged with V (values). All ^{familly} groups moved into Break-out common group; after deliberations, they returned back to the. Everyone got familiarized with the process, but a comprehensive framework would take more time and deliberations.

Meeting No. 53

Date: June 14, 2021

Telephonic

Online Meeting

Time: 6 PM.

AGENDA: RUSA

This week IQAC, Tasmine and Arun were working on RUSA data collection and submission. RUSA was submitted on June 14th.

Meeting No. 54

Date June 20, 2021

Telephonic Meeting

Time 2 PM

Agenda: 5 DOMAINS Follow-up

Participants: Fr. Rangith, Tasmine.

Tasmine asked Fr. Rangith how far the 5 Domains progressed after June 7. He said that individual groups were meeting.

Group 1: Employability: 3 ; Group 2: Extension: 2 Group
Group 3: Programmes: 1 , Group 4: Environment: 2

Group 5: Research: 3 (Whatsapp group created)

Planning under each Domain progressed, however KSV framework work just began.

Meeting No. 55

Date: June 24, 2021

1
IQAC Symposium on NAAC Accreditation Process: Lessons learnt from 4 recently accredited AII colleges in Kerala.

9 to 5.30 pm

The symposium started sharp at 9 a.m. The IQAC coordinator was the MC of the program. Prayer song was rendered by Dr. Nisha Jolly Nelson, PhD of Sociology Dept, following which Dr. Saji A Jacob, Principal, gave the welcome. Fr. Sunay Kunnappalil offered the Presidential Address. Following which, Prof. Dr. Rajan Gururkath delivered the Inaugural address - He talked about IT-enabled teaching-learning and its pros and cons. He urged teachers to become mavericks who can use IT tools to make online tools more meaningful to students. Fr. Sabu P. Thomas, Vice-Principal offered the Vote of Thanks.

Dr. Jasmine presented the NAAC message by the NAAC Director, ~~then~~ and gave common instructions to the participants.

There in The first session began at 9.55 am. Dr. Mary Venus Joseph, IQAC Coordinator, gave the presented Rajagiri's accreditation journey. Dr. Binoy Joseph joined her when she began the Question Answer Session at 10.50-11 am. The session broke for tea-break at 11.15 am upto 11.30 am. Dr. Sonay Kuriakose, ~~Sir~~ of Nirmala College made the second presentation. The lunch break began at 1-2 pm and started at 2 pm. Dr. Kala of St. Teresa's started their presentation at 2 pm and went upto 3.20 pm. After tea-break Dr. Sunil C. Mathew from St. Thomas college started his presentation. Programme concluded at 5.30 pm.

Interaction Questions asked and Main points discussed:

Session 1: 1) ~~NAAC~~ Pre-visit mock visits - Rajagiri conducted 4
2) The need for team work - Criteria Champions, ^{Co-champions} Exper

- 4) Certificate / Placement info collection from students was a tedious process and needs to be done at a one to one level. (Bareilly Groupama Maam from Hyderabad RBVRR College).
- 5) Importance of Vision-Mission and Planning.
- 6) Academic- Internal and External Audits - (chat box question)
- 7) Incubation centres ^{in Arts & Sciences} - Rajagiri has 2 centres - irrespective of course.
- 8) Role of Infrastructure - Maintaining the infrastructure and utilizing the infrastructure - Campus Infrastructure Maintenance Committee (chat box question)
- 9) Benchmarks for 5th cycle - check colleges who went for 5th cycle on NAAC website (chat)
- 10) Criteria 7 - How to select 2 best practices - They Rajagiri selected 2 best practice - 1 internal and 1 external - one what happens inside the college & 2nd what is done for the society. NAAC finalizes the best practice. 4 steps - identification, implementation, institutionalization, internalization & dissemination. Something that is relevant to other institutions. (Sheela)
- 11) Institutional distinctiveness $\rightarrow$ related to the vision and mission and other ^{based on} reviews from other stakeholders - Rajagiri immersive learning. They will cross-check with stakeholders (Cyvette)
- 12) How did you handle student satisfaction survey? If students don't claim that SSR claims don't exist, then the process is defeated. Rajagiri addressed in batches. So we need to have awareness programme for students. Motivate students asking them benefits of studying in a top ranked college.
- 13) Academic Audit & Feedback system (Neenu) - Curricular aspects - Revision through BoS, Student Appraisal. Academic Audit - Annually. Administrative & Academic Audit need not be separated - it happens together. There is a format. Report - Suggestions discussed in common platform.
- 14) Quality Audits in Environment & Energy - Agencies do the audit with participation of students.
- 15) How far peer team cross-verified SSR & AQAR - NAAC Verifier. It. AQAR is more important than previous times.

Meeting No. 56

Date: 26-6-2024

Time: 10 AM

Online Meeting

AGENDA: HoD Meeting to Evaluate and Plan for SSR work.

Participants: Fr. Sunny, Fr. Sabee, Fr. Ranjit.
 Dr. Saji, Dr. Prakash
 Dr. Sunny, Dr. Tyothi,
 Dr. Premod & Dr. Jasmine.

The meeting started with Fr. Sunny congratulating the IQAC Team for organising the symposium. The sessions were beneficial to the participants and especially for us. Joint effort needs to be exerted for us to score high above 3.72 for the next accreditation. We have been working hard so far, however more work needs to be done. Dr. Saji also called for full support from HoDs. He asked IQAC coordinator to chart the way forward. Jasmine suggested that we begin with an Awareness about Criteria. The focus should be fully on 7 Criteria and the 5 Dimensions need to be sidelined for the time being. Fr. Ranjit also agreed to keep it aside until SSR preparation was complete. Dr. Prakash said that IQAC could have tried harder to remind others about reports. Jasmine said it was done on multiple platforms but not taken up by teachers. Jasmine would provide all details in upcoming meetings.

The date for Awareness Training was fixed for 27-June 2pm. The lacunae in SSR as evaluated by Jasmine was discussed. While ongoing activities needed to be included, not freeing timeline would be a challenge for SSR.

The possibility of enrolling help of research scholars were enlisted was suggested by Jasmine. All agreed and Dr. Nisha said she would convene a meeting immediately to enlist support of research scholars.

Meeting No ~~5657~~

Date 28-June 21

Time: 2.30pm-3pm

Online Meeting.

Zoom ID: 978 675 5491

Agenda : IQAC Research Scholars Meeting

Participants : Dr. Saji, Dr. Nisha, Dr. Jasmine
 Research Scholars (21): Praveen, Sunitha, Minu, Ardra, Jambhwa, Neenu,
 Christy, Rasmi, Manu, Salah, Jisha, Anurima, Anjali, Praveen, Rajalekshmi,
 Praveen P., Minutharikumar, Kannan, Vandana, Lakshmi, Wgins

- Dr. Saji started by introducing the context of the meeting. The Research Scholars were invited to participate in the IQAC Online Manual Awareness to make them aware of the NAAC process. Dr. Saji solicited the support of scholars in assisting the faculties and leading students. Then he has asked Jasmine the IQAC Coordinator to provide more information.
- Jasmine introduced the scholars to her role NAAC Journey and legacy, also about the new Revised Accreditation process. She said that Research Scholars help was sought in assisting departments to raise supporting documents and also in showcasing Research and Innovation - Criteria 3. She said they should own up the process and be leaders.
- All scholars and Dr. Nisha, Research Centre Coordinator, offered full support of all scholars.
- It was requested that certain scholars who were in writing stage should submit be given consideration while assigning duties. The Principal and IQAC coordinator agreed on this.
- Dr. Nisha agreed to collect data about the scholars through Google form, and suggest possible group divisions.

One day workshop on the NAAC Manual for affiliated PG Colleges

Date : 28/6/2021; Time : 9 AM to 4 PM; Platform: Online Zoom

Zoom Meeting link : <https://us02web.zoom.us/j/9786755491?pwd=aFNIRGErSUNQQnhzNUd2OTlaYUZZSUT09>

Meeting ID: 978 675 5491

Participants: 44 Nos. Faculty, administrative staff and research scholars of Loyola **Organized by:** IQAC Loyola College

Report of the IQAC organized workshop on NAAC 7 Criteria

IQAC Loyola College organized a one day workshop for all the staff members and research scholars of the institution. The workshop was conceived with a vision of familiarizing the NAAC Manual and the SSR format to all its participants. The workshop was divided into 9 blocks; a general introduction to the NAAC manual, individual blocks assigned to each of the 7 NAAC criteria and the Q & A session to conclude. The sessions were handled by Dr Jasmine Sarah Alexander, the IQAC coordinator. Arun Gopinath assisted her during the presentations of Criteria 2 and Criteria 5.

The workshop started with a general introduction where the concept of accreditation and the change that has occurred in the process and NAAC formats were well explained by Dr Jasmine. Since the college was gearing up for its first accreditation under the new system it was important that the stake holders be familiarize with the new pattern that was introduced by the NAAC in the recent years. Andrew sir and Aby Sir requested that list of documents required for each Criteria be provided. Jasmine miss explained that its important for all departments to understand the overall process of Assessment and Accreditation rather than just be acquainted with the list of documents. Also she said the next session will be about each Criteria and the documents required in detail. After the introduction, the workshop moved towards the 7 criteria where the metrics under each criterion was explained in detail. The SoP regarding the data and document submission was also explained and discussed upon. Each criterion and the related proofs required were discussed in depth. The workshop was indeed productive in understanding the new Accreditation and Assessment process and also a much needed short in the arm for the college gearing up for the final lap of preparations for the NAAC assessment.

2 Areas requiring attention was pointed out - ^{New} Research projects, Innovation, ^{training} IT tools for teachers and training for office staff. It was decided to take up these areas by concerned persons - Departments and office. IQAC would look at the possibility of Innovation with Research Scholars. IT Tools class would be considered as Faculty Development Programs.

Meeting No. 58

Date 29-June 2021

Time: 9 A.M, Online

Zoom Meeting ID: 978 675 5491

Agenda: Follow up of NAAC Manual Awareness Program held on 28-6-2021.

The purpose of the meeting was to discuss the departments plans to generate data/documents for SSR proofs.

Dr. Sonny and Dr. Aby and said that the NAAC Manual awareness though gave them a broad idea, the whole responsibility of departments was not clear. They said there was still no clarity with regard to how data is to be submitted and how what data.

Tasmin said that the SOP given in Criteria wise & Matrix wise documents clearly lists the documents. As the departments may be aware of what activities they conduct under each matrix they have to submit documents by studying prospective list of documents and SOP. However the faculty felt this vague and asked if the IQAC has a list of documents already submitted by them. Tasmin said she has the list, but those documents relate only to few matrices and those are far insufficient. All the rest needs to be generated - she suggested that faculty may also be aware of documents submitted to IQAC. As its not substantial, they need to generate documents and lists. As faculty still felt this to be vague, Tasmin agreed to provide Document Requirement list. She asked that she do it in 2 days - by July 1, 2021.

In the meantime the Principal and IQAC coordinator asked the Departments to hold meetings to become well acquainted with the Manual. The faculty though they initially felt this was vague, agreed that they would analyze department merit criteria wise.

Meeting No. 62

13 July 2021

5:45 PM - 6:45 PM

Online meeting

Zoom Meeting ID: 978 675 5491

Passcode: hoyola

Agenda: Group Division for SSR Work.

Participants: Dr. Nisha, Dr. Tasnime.

Scholars (17): Minu Harikumar, Arunima S., Rajalekshmi, Ligin, Sunitha R., Christy Abraham, Praveena, Rasmi, Lekshmi Chitra, Salah, Jinsha Asharaf, Manu G., Minu Jose, Anjali Sathyan, Neenu, Ardra, Jamshida.

Absent Scholars: Merlin Siby, Praveen, Kannan, Vandana.

Details: The team divisions were announced. The importance of innovation was explained. Discussions had been held prior to this meeting with Praveen Varghese. Those in waiting stage would be given consideration and has been teamed up in innovation.

NAAC RESEARCH SCHOLARS TEAMS

DEPARTMENT OF SOCIOLOGY	1. Minu Harikumar 2. Merlin Siby 3. Arunima S 4. Rajalekshmi 5. Ligin
DEPARTMENT OF SOCIAL WORK	6. Sunitha R 7. Kannan G S 8. Vandana S
DEPARTMENT OF PERSONNEL MANAGEMENT (Sunil John, Raju Sir)	9. Lekshmi Chithra 10. Salah Naji Taher 11. Shijin S 12. Dani P. George (Differently abled) 13. Praveen 14. Jinsha Asharaf 15. Sithara 16. Manu G
INNOVATION	17. Minu Jose 18. Praveen Varghese (Writing Stage) 19. Anjali Sathyan (Writing Stage) 20. Neenu Mathews (Writing Stage) 21. Christy Abraham (Writing Stage) 22. Praveena Krishnan (Writing Stage) 23. Rasmi Kiran (Writing Stage)
IQAC	24. Ardra 25. Jamshida

Agenda: Documents from
Affiliating University

Meeting No. 63
2 August 2021
10.30 am - 11 am
Principal's Chamber

Participants:

Dr. Saji P. Jacob
Jasmine Sarah Alexander
Beena Rani Y. B

Details

- 1) A list of documents expected from University was discussed. Dr. Saji called University to verify details.
- 2) Beena gave details about proof of Reservation, - Prospectus of University and Admission List.
- 3) IQAC Seal did not exist in office it was ^{to be} ordered.
- 4) IQAC Addition support staff appointments
→ Dr. Saji talked to Aadhil, Geology Batch 2019-21. He agreed.
- 5) OBE Cell and Minority Cell Constitution discussed.

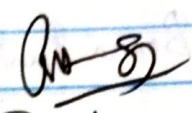
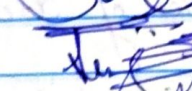
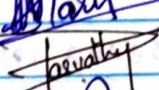
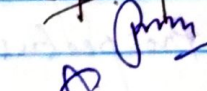
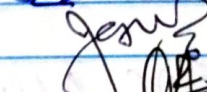
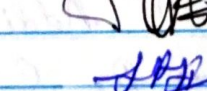
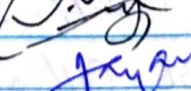
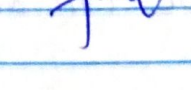
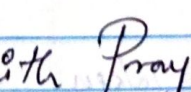
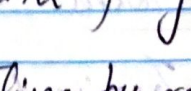
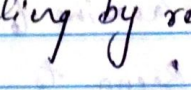
Action Taken

- 1) Jasmine to prepare documents for submission to University
- 2) Beena to sent Prospectus and other information to Jasmine
- 3) IQAC Seal ordered
- 4) Aadhil, pass out student appointed

Meeting No. 64
 3 Sept, 2021.
 9.45am - 10.30am
 Venue: LES Hall

Agenda: IOAC Review Meeting.

Participants:

- | | |
|-----------------------------|---|
| 1. Ranjit George G |  |
| 2. Dr Saji P-Jacob |  |
| 3. Andrew Michael |  |
| 4. Dr. Pramod, S.K |  |
| 5. Dr. Leena S.T |  |
| 6. Anitha's |  |
| 7. Ann Mary George |  |
| 8. Parvathy ML |  |
| 9. Dr. Pradeep Pillei R |  |
| 10. Savary Jose |  |
| 11. Dr. FRANCINA P-X |  |
| 12. Jasmine Sarah Alexander |  |
| 13. Dr. Nisha Jolly Nelson |  |
| 14. Dr. Sabeel P Thomas |  |
| 15. Dr. Angelo Mathew |  |
| 16. Amy Tella |  |

Dr. Saji started the meeting with Prayer.

After that he started the progress meeting by reviewing the IOAC work progress.

Saji Sir suggested that ^{since} there ~~was~~ were two

weeks until students finished with their exams and started classes, we could use those 2 weeks to complete IQAC work. All teachers agreed to work on IQAC, until 20-9-2021, when classes would start.

After that discussions were shifted to Jasmine, IQAC coordinator. She discussed Progress in Criteria 1 and 2. Teachers were making progress, just 3-5 items under C1 & 2. Certificate course reports and student centric-teaching learning to be given focus. Others were on the list, were minor items, which could be avoided.

ICT training for students and teachers needed to be given more attention. Teachers talked about certain programmes conducted for ICT under ICT for students. Organised ICT Programme to be charted out for students and teachers. and their a

Fr. Ranjith said that students didn't respond to the PMI Certificate course as expected. From, Dry and Sociology, there was interest. But from other 3 departments, no progress. IQAC Coordinator suggested that we either conduct one Certificate programme department-wise or go for PMI.

The IQAC Coordinator talked about progress of Innovation cell. Angelo Sir said after exams formal meetings and programmes would be conducted.

After that Jasmine presented about the need for E-governance - Especially with regard to Ad

Administration, Finance and Accounts. The practical difficulties of mixing both accounts were discussed. Tasmin said, it isn't about mixing accounts, just having e-governance where there are connected softwares in ^{two} systems. Principal, and Vice Principal and Fr. Ranjith said they will think of such systems.

The meeting concluded at 10.30 am.

Meeting No 65

5 Oct 2021

3.00 - 4.30 pm

Venue: J M Hall

Agenda: - Presentation of Criteria 1,
Discussion of Criteria 3

Participants.

1. Dr. Pramod, SK
2. Dr. Leena S.T
3. DR. FRANCINA P X
4. PARVATHY ML
5. ANN MARY GEORGE
6. LONNY JOLE
7. Tasmine Sarah Alexander
8. Dr. Anitha's
9. Jone. K. Joseph
10. Dr. Prakash Pillai R
11. Dr. Sunil Kumar P
12. Dr. Lijitha Krishna
13. Pr. Jabin Jid.

[Handwritten signatures and initials corresponding to the list of participants]

Point 1st Criteria 1 was presented on Screen Prakash Sir noted that Profile data Personnel Management Dept functioned under 2 faculties - MAHRM under Dept. of Sociology & Ph.D in Management Studies under Dept. of Management Studies. Marginal increase need to be included as proof (Sunil Sir). Website upload lists were presented. After this, the pending work of Criteria 3, 5, 7 discussed. Criteria 3 checklist would be provided tomorrow. After Criteria discussion, teachers in charge of Statutory Committee conducted meetings - Examination Related Grievances, Inter Grievance Redressal and.

Meeting No 66

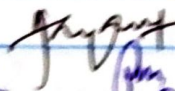
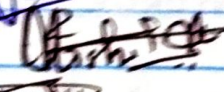
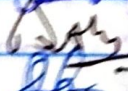
6 Oct 2021

3: PM

Venue: J. M. Hall

Agenda : - 1) Presentation of Criteria 3 Checklist
 2) Statutory Committee Meetings.
 3) FDP Planning on Research.

Participants :-

1. Amy Telas 
2. Prakash Pillai 
3. Arun Gopinath 
4. Dr. Pramod, S. K. 
5. Dr. Leena S.T. 
6. Georgey Jose 
7. Dr. Nisha Jolly Nelson 
8. PARVATHY ML 
9. ANN MARY GEORGE 
10. DR. FRANCINA PX 
11. Dr. Jose K. Joseph 
12. Anitha S 
13. Anthon Michael 
14. Jyothi Krishnan 

Prakash Sir and Arun presented Criteria 3 to the teachers. Then Dept-wise they broke into groups to discuss the handout of checklists.

After this the SC/ST Committee, Minority Cell and OBC cell would be was convened and matters discussed.

It was decided that the next day Internal Committee for Students with Disabilities would be convened.

It was decided to conduct an FDP in October last week. Dr. George Jacob, Visiting Faculty Azim Premji University was available.

Meeting No 67

11 Oct 2021

3 PM - 4.45 pm

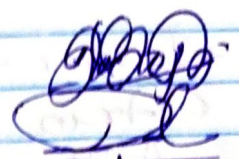
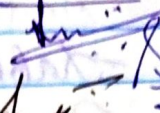
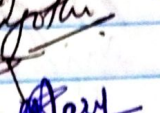
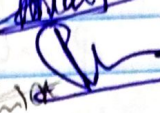
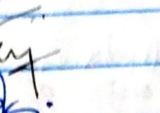
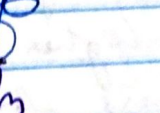
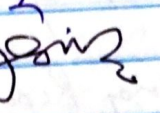
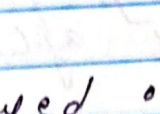
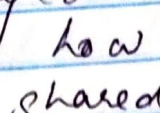
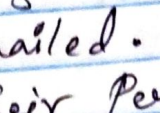
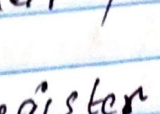
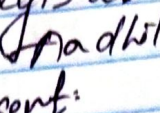
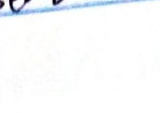
Venue:- SM Hall

Agenda

1. Publication List
2. Performance Appraisal 20-21
3. Statutory Committees

Participants

1. Dr. Jone. K. Joseph.
2. Dr. Prasad, S.K.
3. Dr. Leena, S.T.
4. Dr. Anitha
5. Dr. Jothi Krishna
6. M.L. PARVATHY
7. Ann Mary George
8. Sonny Rose
9. Dr. Nisha Jolly Nelson
10. Amy Tully
11. Andrew Michael
12. FRANCINA P X
13. Prakash Pillai R
14. Jasmine S.A.


The Publication List was displayed on the screen and teachers were instructed how to update publication list. Google sheet was shared and proofs of UGC List needed to emailed.

Teachers were reminded to update their Performance Appraisal forms for the year 20-21.

The Internal Complaints Committee Register was signed by Prakash Sir and arrangements made for Prashant to go & get register signed by Dr. Sandhya. Fr. Sabu absent.

Meeting No. 69

16/11/2021

Time : 9:50am - 10:15am

Venue : J.M. Hall.

Agenda:

Student charter Meeting.

Participants :-

- | | | |
|-----------------------------|------------------|---|
| 1. Sreethu Sreenivasan | - MA Sociology | - |
| 2. Krishnendu B | - " | - |
| 3. Vishnu Shaji | - MHA HRM | - |
| 4. Alan Berchmans | - MEd | - |
| 5. Abhisaya S. Prakash | HRM | - |
| 6. Chippy Raj | HRM | - |
| 7. Chris Maria Francis | HRM | - |
| 8. Aysha Shree | MSc Psy | - |
| 9. Heerakaishna | MSW | - |
| 10. Jasmine Sarah Alexander | IQAC Coordinator | - |

The meeting started at 9:45am - The IQAC Coordinator conducted self-introductions of all students. Then the discussions, progressed on the following topics.

1. Duties of Coordinators and Student leaders, especially student associations - They have to ensure reports that are qualitative, with photos and participant lists.
2. Student Feedback - Students were asked to write about areas that required improvement - Suggestions were collected.
3. OBE Awareness was assessed.
4. Environment Audit duties assigned.

5. SSR submission in December 2021 - information passed to students.

OBE Awareness: Students acknowledged that training programmes, were provided to students on OBE at college and departmental level. However POs and PSO Awareness needed to be strengthened.

Suggestions

1. WOMEN'S CELL
 → Women's Room needs to be maintained.
 → Napkin vending machine
2. Drinking water facility at Psychology Dept. not working.
3. Badminton court to be improved.
4. Library should have general books.
5. Student club activities need to be regular and LILA list incomplete (didn't cover those interested).
6. Career-oriented workshops can be held
7. Loyola Store - tea, coffee, snacks if paid.
8. Butler hall audio-output
9. Class rooms to be tidied of previous year stuff.
10. Mentoring discontinued.
11. OBE Awareness.
12. Environment - cutting trees for construction.
13. Class-timings.

18/11/2021

Time 12.30pm.

13. Class timings 9.30am - 5.30pm.

Agenda:- Student charter meeting
Platform:- online

Participants

- 1) Sneha Mathew
- 2) Gopika Rajendran
- 3) Delna John
- 4) Brijith Maria Thomas
- 5) Aarya Mathew
- 6) Reshma. N.R
- 7) Varsha. B.M
- 8) Sam Santhosh Mathew

~~Subal~~
~~Prasanna~~
~~Indira~~
~~Shruti~~
~~Aradhya~~
~~M. V.P.~~
~~Dr. Anu~~
~~Dr. Mathew~~

Today's meeting was primarily for DM Students and the other department students who were absent for IQAC Student charter meeting on 16th Nov. 2021.

As in the previous meeting, the students were introduced to the responsibilities of IQAC Charter suggestions for quality improvement were also collected.

1. Conduct more programmes for LLA
2. Ensure participation of all students in college programmes
3. Effective Implementation of sports and games.
4. Bring more inter-departmental competitions
5. IQAC can be convened earlier.

IQAC Student Charter Suggestions and Action/Decisions taken Nov 2021

(This is document will be finalized only after action is taken or cannot be taken, after trying every suggestion).

Suggestions	Actions/Decisions
1. Women's room to be maintained	Last week new women's cell coordinator was appointed, Ammu Luckose. We have forwarded your requests to her. will make sure it's done. Women's cell student coordinator please meet Ammu Miss.
2. Sanitary pad Vending machine to be maintained	
3. Drinking water facility at Psychology Department	We asked Promod sir to follow up. He has got it fixed I believe.
4. Library should have general books	The library has one shelf with general books- 2 racks of English and 3 racks of Malayalam. Your choices may be limited though. We were wondering if the Alumni Association cum Library could organize a book collection drive among Alumni. Will keep this in mind and will pursue after the SSR is submitted.
5. Badminton court to be maintained	I will have to look into this.
6. Student club activities to be regular	IQAC has requested all clubs to convene a minimum of 1 time every month. Hereafter (starting Jan 2022) we shall ensure that at least 2 programmes are conducted in a month.
7. LILA to be reinstated properly	New LILA faculty coordinators appointed (Parvathy Miss and Angelo Sir). I have discussed in detail with them. I shall follow up.
8. Stationary/Coffee snacks	Last year in March 2020, a project was supposed to be submitted by IQAC student Charter to make this work, but unfortunately in March 2020 the pandemic struck. This requires careful planning. The Honestly shop is a good model. Then a student association partnership model could be adopted together with the canteen staff. Let's see how it works. Will pursue.
9. Sutter hall audio output	We enquired about this last year as well. What I was informed was that, we have good audio devices in the office. When a programme that requires good audio-output is scheduled, you have to approach Prasanth or Thankachan chettan, and they shall set it for you. I guess most students or not aware of this. Sometimes office staff gets busy. Please try this out and if further problems happen, then I shall follow up.
10. Classrooms to be tidied of previous year stuff	This shall be pursued in Jan 2022.
11. Mentoring to be regular	IQAC has requested mentoring to happen every week on Wednesdays. Unless there are exams or something urgent on Wednesdays, our assumption is that it happens. But as you know in Loyola, there is always something that breaks regular schedules. We shall follow up after your exams.
12. Career-oriented workshops	We would like more clarification on this suggestion. The present facilities are the following: we shall have "Job-seekers workshop" in your second year. Project Management Institute (PMI) Club meant to be a career-support. LACE is meant to organize career-related programmes, in addition to competitive examinations.

	trainings. You should put forward your suggestions to the student coordinator, who shall talk to the faculty coordinator. LACE Student-Coordinator can take suggestions from students and approach the faculty coordinator. If there is any issue here, you can approach IQAC again.
13. OBE awareness	OBE was an experiment last year and this year March 2021 just completed the experiment partially. To be fair, OBE is something very big, and because teachers have all been struggling with NAAC SSR documentation, they didn't have time to invest on OBE. After January 2022, we will take this up seriously.
14. Ensure participation of each and every student in college programmes.	This isn't a simple matter. There will be 50% of students who say "why do you need to force adult students?" However, we are considering the revamping of our OBE system, where students shall have more choices and have to mandatorily attend a certain number of programmes to pass the course. We are teachers not to work on making students feel the programmes are useful. I think this can't happen overnight. We are already thinking about it.
15. Bring more inter-departmental competitions.	The Student Associations like SALT, LASIE, LACYS and LAMPS are the bodies that usually organize interdepartmental competitions. Then we have the Planning forum and Arts day events. This is coming up for you.
16. Effective implementation on sports and games	From Arun Gopinath, who was the sports secretary of his batch: "...form a sports club headed by the sports secretary... Can you organize some random events once in a month or something (I used to do that) ...Not as a part of the annual sports events... It can be anything... Pretty much how LITCOF/lace functions... As an independent entity." However, this is a policy decision. We shall put this before the staff council and see what comes of it. For now, the facilities we have: playgrounds and play equipment, a few indoor games and also a gym. I feel your batch has made use of these facilities more than any other batch before. Also, we have decided to identify sports talents and work towards encouraging them to participate in local, state and national events. There were also regular yoga programmes. But because of low takers, this programme stopped. Sports day is a time when almost everyone participates in sports and games.
17. Form the IQAC Student Chapter earlier and find suitable time for it.	Yes, I will keep this suggestion in mind. Until this year, IQAC charter was formed during Induction, and first meeting was one month after induction. However, later a decision came up that student leaders should be IQAC charter members. But the hitch was some clubs like innovation, bio-diversity were formed late and leaders in some other clubs were finally nominated by IQAC. The truth is it took me time to come to terms with this new system. About a suitable time, often in Loyola, it's hard to find a suitable time for everyone. And this year, you were mostly online. No matter when we organize there are absentees, because this is an interdepartmental group. This time I managed to reduce the absentee rate to 1 person. Yes, I will try harder to find a suitable time.

Meeting No. 71
18/11/2021
Time 2.00
J M Hall

Agenda : PBAS Summary

Participants

1. Ponkash Pillai R
2. Angelo Mathew
3. Dr. Pramod, S.K
4. Sonny Tera
5. JESLINE MARIA MAREN
6. Anitha's
7. Andrew Michael.
8. Hashem S
9. Dr. Nisha Jolly Nelson
10. Jone. K. Joseph
11. Dr. FRANKINA P x
12. Dr. Zofia Kishara
13. Dr. Sayi P Jacob
14. Prans Chopinath
15. Sabar P Thomas

Teachers had submitted PBAS forms year-wise. The PBAS Summary Sheet format was introduced to ^{faculty} students so that they could summarize their achievements under a single sheet for a period of 5 years. This sheet would be effective in enhancing performance appraisal process by HoDs and principals. Self-assessment was also made easier by this process. All teachers completed

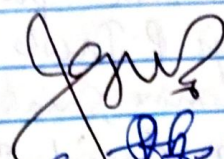
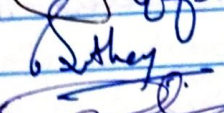
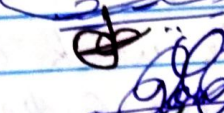
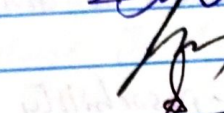
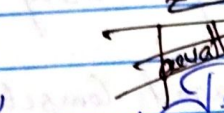
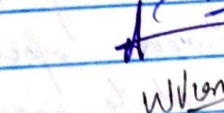
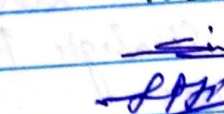
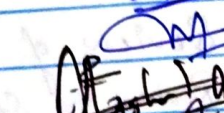
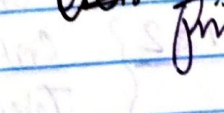
Date: 3-12-2021

Time: 3:00 pm

Venue: JMI Hall.

Agenda: IQA Submission, SSR Review.Participants

1. Jasmine Sarah Alexander
2. Andrew Michael
3. Anitha's
4. Dr. Premal, S.K
5. Hashim T
6. Dr. Joice K. Joseph
7. Dr. Angelo Mathew
8. Dr. FRANCINA P.X
9. PARVATHY ML
10. JESLINE MARIA MAMEN
11. Anna Lukose
12. NIKKI VERONICA
13. Dr. Sunil Kumar P
14. Saji P. Thomas
15. Saji P. Jais
16. Dr. Nisha Jolly Nelson
17. Ponkash Pillai R

Dr. Saji talked about Internal exams, let us Dream
 conference arrangements and about Business English Course.
 Then we went on to discuss about SSR Review. Jasmine
 introduced IQA submission & SSR Review process. Dr. Saji said
 on 8th we will start the process. The Core Committee will
 discuss the Strategic Plan, Administrative Audit & Perspective Plan.

MN: 74

Date: 4-12-2021

Time: 11:30 Am

Venue: Principal's Chamber

Agenda :- Criteria 6 and IQAC Review -
SSR Review Strategy
- Executive Committee Meeting

Participants

Fr. Ranjit George SJ.
Dr. Gokulash Pillai R
Dr. Saji P. Jacob
Dr. Jasmine Sarah Alexander
Dr. Sunil Kumar P

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Pr. S
Pr. S
Pr. S

- * The work divisions were discussed - SSR and Criteria 6 divisions.
- * The possibility of consultants / Reviewers were discussed
- * Engaged Competence Enhancement (ECE) needs to be given focus - Knowledge, Values and Skills. We need to move from OBE to ECE.
- * The Strategic Plan should reflect activities of last 2 years. Core-Team
- * 8th Review of SSR first meeting, Afternoon 2pm.
- * SSR Review by Staff Council was postponed for later.

Criteria 1 & 2	Criteria 3	Criteria 4 & 6	Criteria 5	Criteria
Jyothy	Toice	Fr. Ranjit	Nikky	Adarsh
Francina	Amma	Fr. Sibi	Angela	Hashim
Andrew	Nisha	Dr. Sunil	Purnam	Promod
Prakash	Anitha	Dr. Saji	Sonny	Aby
Jeslin	Parvathy			

MN: 75

Date: 7/12/2021

Time: 9:15am - 9:30am

Venue: Principal's Chamber

Agenda: SSR Review by Staff Council - Executive Committee Meeting

Participants

Dr. Ponkaly Pillai R

Dr. Saji P. Jacob

Dr. Sunil Kumar P

Jasmine Sarah Alexander

On 13th 1pm-3pm¹, IQAC shall introduce the SSR framework to staff. By 11-12 weekend, IQAC shall attempt to send draft documents to teachers. Teachers shall do group work on 14th and 15th and make presentations on 16th and 17th.

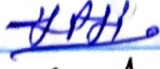
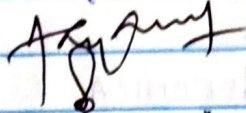
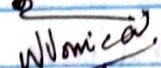
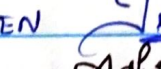
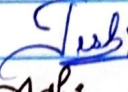
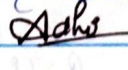
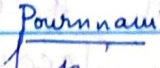
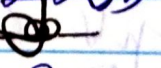
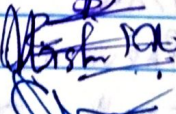
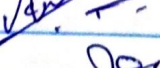
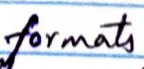
Today a short staff meeting shall be convened at 1:30 pm to inform these decisions to teachers.

Date : 13/12/2021

Time : 2.00 PM

Venue : - JM Hall

Agenda : SSR Review - Manual RevisitingParticipants List

1. Saji P. Sais 
2. ~~Dr.~~ P. Thomas Dr. 
3. Abby Teller 
4. Francine 
5. Nikki Veronica 
6. Dr. Ammu Lukose 
7. Dr. Pramod S.K. 
8. JESLINE MARIA MAMEN 
9. ADARSH.T 
10. POURNNAMI DAVY 
11. Jyothi Krishnan 
12. Prakash Pillai R 
13. Jose. K. Joseph 
14. G-lashim. 
15. Dr. Sunil Kumar P 
16. Dr. Nisha Jolly Nelson 
17. Sonny 
18. Andrew Michael. 
19. Anitha's 
20. Arun Copinath 
21. Jasmine Sarah Alexander 

The IGAC introduced the SSR formats to teachers and clarified their doubts individually and in groups. After that teachers sat together in SSR groups, discussed the metrics. Then at 3pm, teachers met together and talked about the overall feel about the Criteria and the work divisions among themselves. Tomorrow, the groups would meet again at 9am.

MN: 29

Date: 14-12-2021

Time: 9:13 am

Venue: Pm Hall

Agenda: Vision-Mission & Institutional Strategy - Revisit
 & SSR Review.

Participants List

- 1.
2. HASHIM.T
3. Jyothi Krishna
4. ML PARVATHY
5. Anitha's
6. Joice. K. Joseph
7. Adarsh.T
8. Poornima Pillai R
9. POURNNAMI DAVY
10. DR. AMMU DU KOSE
11. JESLINE MARIA MAMEN
12. NIKKI VERONICA
13. FRANCINA P. X
14. Amy Telling
15. Dr. Samuel, S. K
16. Andrew Michael
17. Dr. Nisha Jolly Nelson
18. Sanyas Jee
19. Jasmine Sarah Alexander

~~do~~
 Jyothi
~~Parvathy~~
~~Anitha~~
 Joice
 Adarsh
 Poornima
 Pournami
 A
 Jesline
 Nikki
 Francina
 Amy
 Samuel
 Andrew
 Nisha
 Sanyas
 Jasmine

Fr. Rajitha started the sessions by presenting Criteria 6
 Vision, mission and the decentralized planning.

MN: 80

Date: 15-12-2022

Time: 11 A.M.

Venue: IQAC Room

Agenda: Waste Management Audit.

1. Ansu Jacob
2. Forreine S.A
3. Aadhil, K.U.

AnsuForreineAadhil

Waste Management Plan was discussed with Ansu Jacob, Alumni and previous IQAC Steering Committee Student Representative. Ansu evaluated the waste management situation.

Date 16-12-2021

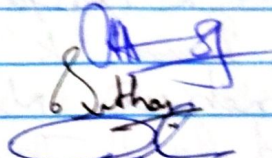
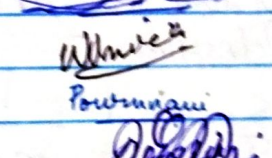
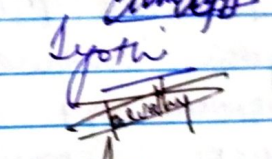
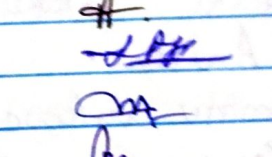
Time: 2 pm

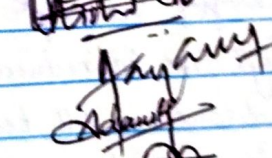
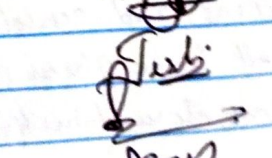
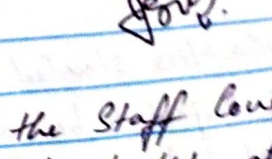
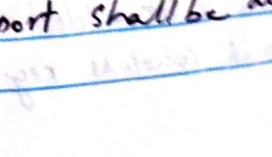
Venue: J.M. Hall.

Agenda: SSR Review - Criteria 1 & 2

Participants list

1. Ranjit George G
2. Anitha's
3. Dr. Prasad, S.K
4. NIKKI VERONICA
5. POURNNAMI DAVY
6. Joice. K. Joseph
7. Dr. Jyothi Krishnan
8. ML PARVATHY
9. Ammu Lukose
10. Baby P. Thomas D.D.
11. Saji P Jacob
12. Jankash Pillai R
13. Andrew Michael-
14. Dr. Sunil Kumar P
15. Dr. Nisha Solly Nelson
16. Amy Teller
17. Adarsh A
18. HASHIM. T
19. JESLINE MARIA
20. FRANCINA B.K
21. Taimine Sarah Alexander


Criteria 1 & 2 were discussed by the Staff Council, headed by the Criteria Teams. (Detailed Report shall be attached as soft copy.)

Date: 16-12-2021

Venue: DM 1st Yr Classroom

Time:

Agenda: SSR Review: Criteria 3, 5 & 4

Participants List

- | | |
|-----------------------------|---------------------|
| 1. M L PARVATHY | Teaching |
| 2. Jose. K. Joseph | 2nd |
| 3. Dr. Prasad S.K | 3rd |
| 4. Andrew Michael | 4th |
| 5. Baba P Thomas | 5th |
| 6. Hashim. T | 6th |
| 7. Sonny Jose | 7th |
| 8. JESLINE MARIA | 8th |
| 9. Ignatius Krishnan | 9th |
| 10. BURNAMI DAVY | 10th |
| 11. NIKKI VERONICA | 11th |
| 12. Anitha | 12th |
| 13. Ammu Lukose | 13th |
| 14. Jasmine Sarah Alexander | 14th |
| 15. Amy Teller | 15th |
| 16. Adarsh | 16th |
| 17. Remy George | 17th |

Saji Sir introduced the Day. Last evening IQAC Core Teams had a discussion. All teachers were to look at all documents, make corrections and consolidate it within the report committee. Attention was all to be given to Advanced and Slow learners, Examination reforms etc and institutionalize these systems.

Anitha Miss started presentation on Criteria 3 → 3.1.1 & 3.1.2

- ✓ KILE Project to be added in Research Projects 3.1.1.
- ✓ Nireesh to be added as scholar under Dr. Anitha.
- ✓ Research scholars registered before 2016 can they be added?

MAN

✓ DR. AMMU & DR. JESLINE

✓ List of ^{External} Research Guides and Research Students - Excel sheet (SOP Ready)

✓ Ammu Miss ✓ Headings of Indicators to be given.

3.2.1. Innovations - Life - An expansion?

3.2.2. ✓ Honesty Shop

✓ Social Entrepreneurship Centre - Blue point

✓ Bee-hive.

✓ Centre for Life Skills (Spelling) ✓ Poster.

3.2.2. ✓ Reports from Scholars as Research Methodology Program.

3.3.1. ✓ Other Publications can also be added.

✓ Authors can request links

3.4.1. ✓ Disaster Management - Flood mapping exercise.

✓ Research Scholars - Extension.

✓ Inter-departmental Telecommunications - Sony Sir.

✓ Community College

✓ NSS & Extension - Reports should reflect.

✓ Write up - General Extensions to be mentioned.

✓ Social Work - Poehiyoor to be added.

✓ Contact Details - to be added.

✓ Teacher Numbers.

3.5. ✓ Research / ~~total~~ Faculty Exchange / Internship.

→ Contact Details - Supporting documents.

→ Ersta Skoude - 2016

→ Young Indians (2021).

→ British Council - PI to be added

→ Serial Number to be corrected.

Criteria 5: Student Support & Progression.

5.1.1:

The faculty took a break. while Jasvne left for website meeting with Mr. Ramesh Sivan Palan, Alumni & Loyola Intern. Anna Gopinath, IQAC Support Staff sat through Criteria 2, 3, 4 and 5.

Criteria - 4

4.1.1 - Change the emphasis on Teaching learning ~~process~~ from the initial 'infrastructure' approach.

Sport:- Can add the fact that on requirement school auditorium is available.

Infra:- Student counselor room added.

Lib:- Already rich collection for old dep.
New dep:- updations happening

Extended lib hours - suggested.

From Jan 1 afternoon hours in lib hours.

Realised situation addressing iss-

5th criteria

5.1.1 :- check Research scholars

LIT cor, LGT, induction etc enhance soft skills.

highlight soft skill aspect of induction.

clubs do come under 5th criteria
Life skill - yoga & Mental health

Doctor on call (include)
online links - grievance.

Grievance - Aids, sport day

Student charter. (activities)
List dep quess names.

Alumni - DTM contribution.
Alumni - friendships

First Aid program C.

Following lunch break from 1pm to 2.00pm, presentations resumed on criteria 7.

- ✓ Language editions required
- ✓ Gender - Recent programmes to be highlighted → Review write-up.
- ✓ change first-gender friendly campus.
- ✓ Numbers to be revisited with years.
- ✓ Institutional leadership.
- ✓ Several programmes for Transgenders (continuous).
- ✓ June Transgender Day celebrated.
- ✓ Waste Management System-needs
- ✓ E-waste is stored safely on campus. Sold to scrap not sent ^{to be highlighted} _{these are legal issues}.
- ✓ Students are participating in waste segregation.
- ✓ Waste Management write-up to be edited.
- ✓ Waterbodies and Recharging - More specificity required.
- ✓ Recharging → through rain Rain-water is routed to Suvitharanam for recharging.
- ✓ Carbon Neutral Campus - work needs to be done.
- ✓ More work to be done on Metrix = 7.1.5
- ✓ The Options that we have we, need to update with explanation.
- ✓ Avoid term 'forward class' families.

out of state students.

- ✓ Andrew Sir, Shelton, Aditya, Salah, Malaysia, Akshaya.
- ✓ All three faiths $\Rightarrow$ different faiths (change usage).
- ✓ Need to change write-up.
- ✓ Gender neutral toilets.
- ✓ ~~change~~ Secular ~~to~~ Inter-religious prayer service.
- ✓ Numbers to be written textually.
- ✓ Environment Day to be highlighted.
- ✓ Best Practices to be enlarged.
- ✓ Possibility of other Best Practices - Integrated Stakeholder Management (ISM). Make change in supportive document and
- ✗ Criteria 500 words write-up.

MN: 83

Date: 16-12-2021

Time: 3:10 pm

Venue: LES Hall

AGENDA: Combined Staff Meeting. Teaching and Non-Teaching

List of Participants

- | | |
|-----------------------------|-------------------------|
| 1. B. Sobha kumari | B. Sobha |
| 2. Mary Ann | Mary Ann |
| 3. L. Anandavally Amma | L. Anandavally Amma |
| 4. Mini S | Mini S |
| 5. Beena Rani YB | Beena Rani |
| 6. Sankha M | Sankha M |
| 7. Sr. Josy Varghese | Sr. Josy Varghese |
| 8. Sr. Rani Pulathu | Sr. Rani Pulathu |
| 9. Ponkath pillai R | Ponkath pillai R |
| 10. George Mathew | George Mathew |
| 11. Andrew Michael | Andrew Michael |
| 12. Anitha's | Anitha's |
| 13. Dr. Prasad, D.K | Dr. Prasad, D.K |
| 14. SAINT JOSE | SAINT JOSE |
| 15. Pr. Saji J | Pr. Saji J |
| 16. Dr. Sunil Kumar P | Dr. Sunil Kumar P |
| 17. M. Natarajoh | M. Natarajoh |
| 18. Dr. Annu duxose | Dr. Annu duxose |
| 19. JESLINE MARIA MAMEN | JESLINE MARIA MAMEN |
| 20. NIKKI VERONICA | NIKKI VERONICA |
| 21. S. JANAT AUGUSTINE | S. JANAT AUGUSTINE |
| 22. Sini mbc | Sini mbc |
| 23. Jasmine Sarah Alexander | Jasmine Sarah Alexander |
| 24. ADARSH I | ADARSH I |
| 25. HASHIM T | HASHIM T |

26. Dr. Joice. K. Joseph
27. Pours Gopinath
28. M L PARVATHY
29. POURNNAMI DAVY
30. Dr. Jyothi Krishnan
31. ~~Dr. Jyothi Krishnan~~
32. Aadhil. K. U
33. SANJAL R
34. Amy Tella
35. Dr. Saji P. Davis
36. Fr. Sunny Thomas
37. Dr. Nisha Jolly Nelson

[Handwritten signatures and initials corresponding to the list above]

The teaching staff of Loyola, the non-teaching staff of college and LES came together on the common platform. Fr. Ranjith started the meeting with prayer and an introduction. Fr. Sunny welcomed everyone and wished that we all work together for common good. Saji Sir said that there are a number of new additions/recruitments in the college as well as the LES. We all need to meet each other.

Fr. Ranjith then went on to introduce all the new LES staff as well as the present staff. He also talked about the management of LES, the President is Fr. Sunny, Vice-President, Dr. Saji and Secretary & Treasurer Fr. Ranjith. Fr. Ranjith also thanked and acknowledged the services of Fr. Saji, the previous Secretary of LES.

Dr. Saji introduced all the new college staff. Then the session broke for Tea and informal interaction.

MAY: 84

Date: 23-12-2021

Time: 10:15am

Venue: JM-Hall

Agenda: Staff Meeting- SSR Review 687

List of Participants

1. Jaimine Sarah Alexander
2. G-ASHIM.T
3. Dr. Premod, S.K
4. Joice-K. Joseph
5. Amy Teller
6. Dr. Sunil Kumar P
7. Sonny Jose
8. Anitha's
9. Donleash Pillai R
10. Jyothi Krishnan
11. JESLINE MARIA MAMEN
12. Andrew Michael
13. Dr. Nisha Jolly Nelson
14. Jabeel P Thomas AD.
15. Sajith P. Jais
16. Dr. Angela Mathew
17. Ransit George G
18. ADARSH T
19. ML PARVATHY
20. FRANCINA P x
21. Dr. Ammu Lukose

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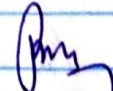
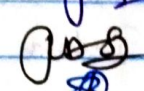
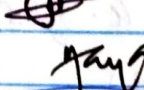
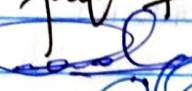
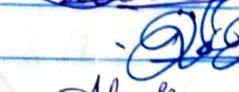
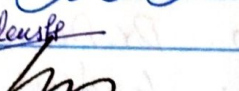
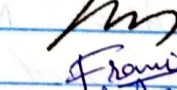
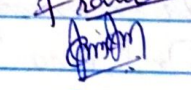
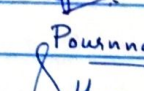
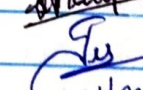
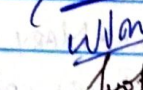
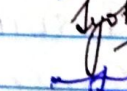
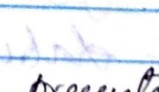
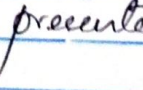
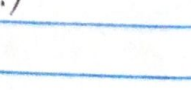
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Criteria 6 was presented by the core team. The qualitative write-ups were read out and discussions made. The core team will incorporate suggestion. Criteria 7 presented. LOAC coordinator clarified doubts and gave them more information regarding how choices had to be answered. Env. Audit & Waste Management Audit final work was going on.

Date: 10/1/2022
 Time: 1.45 PM
 Venue: JN Hall

Agenda: Extended Profile presentation

List of Participants

- | | |
|----------------------------|---|
| 1. Prakash Pillai R |  |
| 2. Ranjit George S |  |
| 3. Dr. Sunil Kumar P |  |
| 4. HASHIM T |  |
| 5. Aby Tello |  |
| 6. Dr. Prasad S.K |  |
| 7. Mr. J. G. Jeyaraj |  |
| 8. ADARSH T |  |
| 9. Angelo Mathew |  |
| 10. FRANCINA P-x |  |
| 11. Jini Joy |  |
| 12. POURNNAMI DAVY |  |
| 13. Anitha's |  |
| 14. ML PARVATHI |  |
| 15. ANN MARY GEORGE |  |
| 16. JESLINE MARIA MAMEN |  |
| 17. NIKKI VERONICA |  |
| 18. Dr. Jyothi Krishnan |  |
| 19. Dr. Daby P Thomas D.D. |  |

SSR Presentation. Extended Profile was presented by
 RAC Team showing the NAAC Portal.

MM- 87

Date: 9-2-2022

Time: 2pm

Venue: J.M. Hall.

Agenda: MAC Planning

List of Participants

1. Dr. Saji P. Jacob

M

2. Hashim.

3. Amy Teller

4. Andrew Michael.

5. Joice. A. Joseph

6. Dr. Pramod, S.K

7. Ann Mary George

8. ADARSH T

9. Ammu Lukose

10. Anitha's

11. NIKKI VERONICA

12. Gini Joy

13. Dr. FRANCINA P.X

14. Dr. Jyothi Krishnan

15. ML PARVATHY

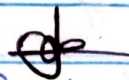
16. Baby P. Thomas

17. Sonu Jay

18. Dr. Sunil Kumar P

19. Ranjit George S

~~Community Engagements that were~~


 Amy Teller

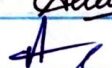
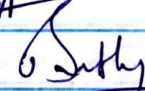
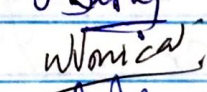
 Andrew Michael

 Joice A. Joseph

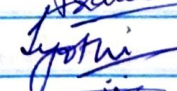
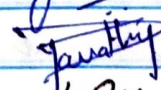
 Dr. Pramod S.K

 Ann Mary George

Adarsh T


 Ammu Lukose

 Anitha's

 Nikki Veronica

 Gini Joy


 Dr. Francina P.X

 Dr. Jyothi Krishnan

 ML Parvathy

 Baby P. Thomas


 Sonu Jay

 Dr. Sunil Kumar P

 Ranjit George S

Fr. Ranjith introduced the tasks ahead -

1. Community engagement left out could be added.
2. PIMER incorporation.
3. Teachers getting acquainted with SSR.
4. Students to be ~~enrolled~~ informed abt NAAC Visit
5. PERCS to be incorporated in the ~~use~~ in all spheres.
6. Website Updation.
7. NAAC presentation - prepare for it.

Sony sir agreed with the agenda set. The need for student awareness is required. Sunil sir talked about how student involvement happened in 2014. The need for dividing them into teams.

- Fr. Sabu →
1. Correcting skewness of report
 2. Owning up the SSR
 3. Updating the website.

After this we go to owning up of students.

Sunil Sir suggested selecting Castea Coordinators.

Andrew sir suggested about how PIMER can be integrated. Baji Sir said we have to work together to achieve NAAC high grades. &

& The additions to the the Extension-Report to be given to teams by IQAC. Sony Sir said IQAC to endorse the document stance to be presented to NAAC. Fr. Ranjith said proof ^{assessment} not required right now. We need to understand the whole story. A common agreement to be reached on things like OBE, grievance redressal.

NSS Camp - How should NSS camp to be conducted this time. There are 117 students. Andrew sir suggested 2 groups. Sony Sir said too many resources. Abay Sir suggested

Polymers & Biochem. Everyone to support. Feb last week - Fr. Sabu talked
about exam - and to be more realistic.

Sp. Li. said anyone exams of first sem can be anticipated.

Venue: J M Hall

Date : 10-2-22

Time : 2pm.

Agenda :- SSR Presentation & R-CI, C2 & Executive Summary

1. Jasmine Sarah Alexander
2. Ranjit George S
3. Andrew Michael
4. Abby Teller
5. Jimmy Jose
6. Hashim Thadathil
7. Joice. K. Joseph
8. Dr. Sunil Kumar P
9. Dr. Prasad, S.K
10. Jerin Joy
11. ADARSH.T
12. Anam Lukose
13. Anitha's
14. Iyothi Keishnan
15. ML PARVATHY
16. Ann Mary George
17. NIKKI JERONICA
18. Saje P Jais
19. FRANCINA P.K
20. Jabel P. Thomas

Andrew Gir started Gitecia 1 presentation.

1. Sony Sir - unbold the lines regarding POs
2. Sunil Sir - Students are introduced to POs, before mapping. So change on
3. Premod Sir - Grammatical error about Research.
4. Hry Sir - Sony Sir - unbold last paragraph 1.1.1.
5. 1.1.2 unbold, started with bullet. College 'i' capitalized.
framework to be changed to 'paradigm'
6. Sony Sir - Life skills education.
7. Meet the Alumni, Meet the Excellence - capitalize.



8. 123 - Curricular Enrichment - Adjust table. Pg. 36
9. Fr. Ranjith - Generate ^{part for} Seminars/Assignments for future (1.2)
10. Feedback - Academic Audits - add in feedback.
11. PERCS in ^{main} body → Ammu Miss & Aby Sir
12. Add Buddy System

→ Jyoti Mice started Criteria 2 presentation by 2.40 pm

1. 2.2.1 - EAT, 'I' hasn't been mentioned
2. Mentor-Mentee sentence restructure.
3. Pg. 41 'this practice' - What practice.
4. GEL - Global English Language Programme.
5. ~~ET~~ Delete 'Yuva'
6. Pg. 42 M.A. HRM
7. After camps - full stop.
8. Psychological assessment - add to Psychology.
9. 'organize' invited lectures (not organized).
10. OBE framework, ECE paradigm, PIMER approach.
12. IT question (pg. 43) - All teachers claim remove.
13. DOG - Directory of Open Access journal.
14. Examination related grievances - is a committee required/adjust
15. Pg. 48 COs (2.6.1. - Sentence 2).
16. Classrooms - POs, PSOs, LOs to be displayed.
17. In-house video on OBE - to create.
18. Vision-Mission diagrams - A single line breaking from VM to Dept 2 College.

→ Fr. Ranjith presented the Executive Summary.

- Map to be edited and made small & verdant only, remove green.
- Full form of KECOR, child rights, 'C' → lower case.
- 1) Programme Management.
- Qualified faculty with industry experience.
- 2) Capitalize - Restrictive.
- Weaknesses - visibility could be deleted. Let's rethink weaknesses.
- New gen - to new generation / frontier.
- Introducing ODL programmes.

Venue: Jm Hall

Date: 11-2-2022

Time: 2pm

Agenda: SSR-Presentation - C3, C4

Participants

- | | |
|-----------------------------|------------------|
| 1. Jerin Joy | <i>Jerin Joy</i> |
| 2. Justin Krishnan | <i>Justin</i> |
| 3. JESLINE MAMEN | <i>Jesline</i> |
| 4. Ann Mary George | <i>Mary</i> |
| 5. NIKKI VERONICA | <i>Nikki</i> |
| 6. Isabel P Thomas O.I. | <i>Isabel</i> |
| 7. ADARSH T | <i>Adarsh</i> |
| 8. Anitha's | <i>Anitha</i> |
| 9. Dr Prasad, S.K | <i>Prasad</i> |
| 10. Andrew Michael | <i>Andrew</i> |
| 11. Amy Telly | <i>Amy</i> |
| 12. Dr. Sunil Kumar P | <i>Sunil</i> |
| 13. ML PARVATHY | <i>Parvathy</i> |
| 14. Sonny Jose | <i>Sonny</i> |
| 15. Ranjit George SJ | <i>Ranjit</i> |
| 16. Saji P Jais | <i>Saji</i> |
| 17. Amma Ankoose | <i>Amma</i> |
| 18. Jasmine Sarah Alexander | <i>Jasmine</i> |

Amma Miss presented Criteria 3 and summary in Executive Summary.

DMHP absent in write-up.

Criteria 4 Presentation by ^{Achan} Sajan ^{miss} and Fr. Ranjith.

- Criteria 4 - 70 MBPs is only for leased and non-leased line (Sun)
- 70 MBPs - all should be capital. (Prasad)
- Zoom - one for each dept. (Andrew)

- 12 classrooms and smartboards (only 3-4 smartboards).
- Bookshare to be marked
- 46000 square feet.
- Add more about facilities of new block.
- President of India
- bulletin? → who lost his life in accident?
- Gymnasium - Gym can be avoided
- CCTV's can be combined together.
- Total to be separated from breakfasts.
- systematically used(?) → optimally used.
- Spacing → Address.

Qit. 2 presented by Nikh.

Scholarships 2016-17 - Data mismatch apparent, Beena Miss will deal with it.

- LACE Link and Placement Cell Link add
- Update Compl - Link
- Lacy's Symbol not provided - ps?
- Higher education why we opted out.
- From CSR to "ICR" would be better

ES
Executive
Summary

- Arts and Sports activity to include intercollegiate fest in future.
- Alumni orientation → Page Number Alumni Contributions
- Alumni are teaching → Sociological to Sociology
- Redressal - English language pass to Redress
- ~~5~~ Alumni contribution - amount - to be cross checked.

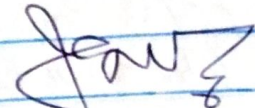
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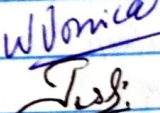
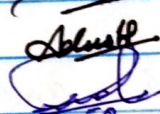
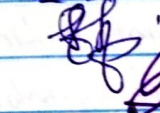
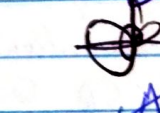
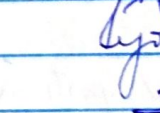
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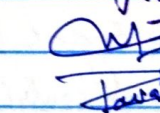
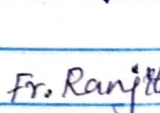
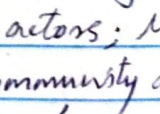
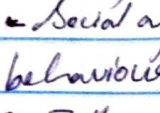
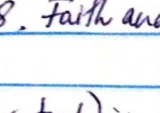
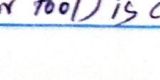
Time = 2pm.

Agenda + Criteria 6 & 7 discussion.Participants

1. Jasmine Sarah Alexander
2. Zaby P Thomas
3. Jini Jay
4. Ann Mary George
5. Ammu Sukrose
6. NIKKI VERONICA
7. JESLINE MAMEN
8. ADARSH.T
9. Dr Pramod, S.K
10. Andrew Michael
11. Joie. K. Joseph
12. HAHN.T
13. Amy Tally
14. Jyoti Krishnan
15. Dr Sunil Kumar P
16. Sonny Jose
17. Ranjit George
18. Saji P Jacob
19. ML PARVATHY



Criteria 6 discussion was started off by Fr. Ranjith. Specific phrases were discussed - deeper, richer, actors; Mission Engaged competence enhancement "for/by?" Is community a primary stakeholder - internal & external environment - Social aspect should reflect in core values - responsible citizenship behaviour - service - networking with agencies and communities. Faith and Spiritual quotient is ^{not} an area ^{that} may be doubtful. DBE Expansion to be given? EAT (Test or tool) is carried out/admini

- de-ritualistic process - add grievance addressed.
- Organogram - Use Koyala same places.
- Periodic need assessment is done - Is it necessary?
- [Insert Organogram in the box for Updnc.] - ✓
- Restroom for non-teaching staff?
- {2017-18, Saji Sir has gone for Principals Meeting} → ✓
- 68 lakhs need to be re-written.
- N-Computing add to Sustainability Initiatives (G.S.I)
- 'divides' - Spelling wrong - 'one student - one shop' Bhumi Sena - Biodiversity Board of Govt. of India.
- Cycles damaged - need to be replaced
- Post-Accreditation initiatives -
- College and IGAC same model (Tyolli) - same CBE and ECE mentioned above. We couldn't find anything else (Saji Sir).
- Repeat Repeat the same.
- Academic Audit to be inserted; Administrative?
- At 4:30 pm, CG completed.
- Inductions → for new students joined after induction - 30 students.

Cartoon 7 couldn't be taken up. Will continue next day.

MM 91

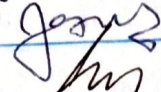
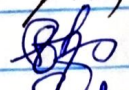
Venue: JM Hall

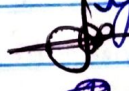
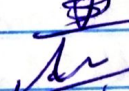
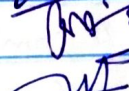
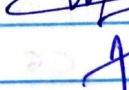
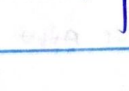
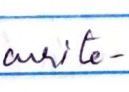
Date: 15-2-2022

Time: 2pm*

Agenda → Criteria 7Participants

1. Jena Joy
2. Jasmine S.A.
3. Dr. Angelo Mathew
4. Andrew Michael
5. JESLINE MAMEN
6. Dr. Lysli Krishnan
7. HASHM.I
8. Dr. Sunil Kumar P
9. Arun Chopra
10. Ranjit Uday
11. Saji P Paul
12. Abhy Tellen



to

Corrections in Criteria 7 write-up were made directly into the SSR portal.

MM 92

Venue: Principals Chamber

Date: 25/2/2022

Time: 12:30 pm - 1:20 pm

Agenda: Peer-team Visit Schedule Discussion.Participants

Praveen Pillai R

Dr. Saji P. Jais

Dr. Sunil Kumar P

Fr. Ranjit George SS

Jasmine Sarah Alexander

The Peer team Visit Schedule was handed over by Jasmine to Core team.

1. Documents should be printed and filed.
2. Documents to be segregated as Quantitative and Qualitative.
3. Innovation projects to be initiated department-wise.
4. Computer centre to be shown, Yoga Centre.
5. Advisory Committee and University representatives.
6. Yoga centre can be fostered in Suttles.
7. Accommodation as per NAAC requirements arranged. We may have to arrange for documents to reach there.
8. Confidential reports and Work efficiency chart.
9. How to make OBE more reach students.
10. ~~When~~ A meeting should be scheduled at the earliest.

The plans for Peer team visit prepared previously by Dr. Antony for the 2014 Visit was also placed before Core team.

MN 93

Venue: Principals' Chamber

Date: 26.2.2022

Time: 2:10pm -

Agenda :-

1. Ranjit George
2. Jaber P. Thomas A.D.
3. Dr. Sunil Kumar P
4. Dr. Saji P Paul
5. Dr. Bongach Pillai R
- Tasmine Sarah Alexander

APJ
D
MA
PM
Jois

Infrastructural Requirements

- 1) Vision Mission Boards, Name of Depts.
- 2) Cycles, JM Hall Curtains
- 3) Clear Pathways → to Counselling Psychology Department.
- 4) Consider shifting Counselling Psychology Department.
- 5) Disabled-friendly path to Sutter Hall.
- 6) Pathways around new building - Tactile paths
- 7) Yoga Hall - Posters in Sutter Hall.
- 8) Clearing Sutter Hall.
- 9) Computer Room → at where?
- 10) Last NAAC Accreditation expenditure - Around 30 lakhs.
- 11) Lots of Boards to be set up.
- 12) Progress of New building was discussed.
- 13) DM Lab, can be combined as Computer Lab.
- 14) Lawn - Buffalo grass, near Psychology dept.
- 15) Organic farming → should start in March - Grow bags available.
- 16) Water harvesting - water channels to be cleared - Water pit to be cleaned - fish tank - check dam board, well
- 17) Jersey for University level Soft ball competition.
- 18) Exhibitions in new building auditorium.

- 19) Research equipment $\rightarrow$ SPSS (1.25 lakhs) ^{about + 60th} ^{+ 2 add-ons} ^(for 10 systems) _{version}.
- 20) Bee-hive boards and to be made active.
- 21) OBE
- 22) Documentations $\rightarrow$ Filing.
- 23) Placement Cells / Clubs / etc - spaces (IEDC, Alumni).
- 24) Rurtronics Board and space ^{NSS}.
- 25) LCD projectors in all classrooms (ensure).
- 26) Make office and Principal's room into classroom and shift same to new building, VC Room becomes HoD Room - Staff Room.
- 27) Prepare a budget for all requirements.
- 28) Mock visit preparations
- 29) IQAC office - position ^{place and space}.
- 30) Cultural Programmes - March conduct ^{College Day, Union Inaug. March 10.}
- 31) Exams April (1st Sem) and March (2nd Sem).
- 32) Last NAAC estimation to be taken.
- 33) OM - 1 computer to be set up.

34) Criteria-wise preparations

- 34) On Monday, Criteria-wise preparations need to be made - Filing for Criteria.
- 35) Exhibitions
- 36) Logistics.
- 37) Visits to each cell $\rightarrow$ Live Lab.
- 38) Plans to generate resources - Strengthening consultancies.
- 39) Discussion on Principals Interaction Topics.
- 40) Stakeholder Meetings $\rightarrow$ Alumni, PTA, Advisory Council.

MN 94

Venue:- J.M. Hall

Date:- 7-3-2022

Time:- 3 P.M.

Agenda:- Planning for NAAC Visit.

Participant's signatures

1. Jasmine Sarah Alexander
2. Anitha's
3. Jaber P. Thomas
4. QIAHIM.T
5. Dr. Sunil Kumar
6. Sonny Jose
7. Ranjit George Gf
8. Saji P Paul
9. Dr. Nisha Jolly Nelson
10. Nikki JERONIMA
11. AMMU dinkose
12. JESLINE MAMEN
13. Jyothi Krishnan
14. Ann Mary George
15. Jini Joy
16. Paavathy ML

(Handwritten signatures corresponding to the list above)

Critera 1 presentation by Prakash Sir.

1. OBE Map COs should be communicated to students the first session of the semester.
2. Excel Sheets of OBE to be collected given to new teachers after minor editions by Aby Sir.
3. Moodle pages to be activated by all teachers, if not done yet.

- 4) Slipped Classrooms
- 5) Calendars, Timetables etc. to be printed, Annual Plans.
- 6) Dept-wise priorities to be segregated after common print taken - Prasanth to be considered as DVV is current engagement of IQAC.

Agenda 2 - Tesline Miss, Tyothi Miss & Francina Miss.

1. Student Enrollment → Dept-wise & College-wise lists.
2. Reservation Category → Dept-wise & College-wise lists.
3. Advanced and Slow Learners → EAT & Interventions - Mentoring - Internal Feedback & Performance ^{Includa Bridge, Buddy System; Exit Evaluation & EAT} through OBE.
4. How can we monitor change in students?
Joint presentations in depts. with teachers and students - collect dept-wise. Professional body membership - GEL to be reinstated.
5. Experiential ^{learning} documents to be generated - Certificate Courses.
6. Teachers using ICT tools - Websites.
7. Data analysis softwares?
8. NHST User ID & Password.
9. Monitoring & Mentoring Lists.
10. Teachers with Ph.D.
11. Appointment Orders/ Experience Certificates.
12. PO-PSO-CO Dept Notice Boards.
13. Video of OBE to be uploaded on website.
14. OBE implemented since 2018 - 2019-21 Dept-Question papers.
15. POs college level → APA format conducted.
16. POs and ECE domains - Diagram to be discussed.
17. Pass percentage of students dept-wise.
18. Student Satisfaction Survey - 3.61

Criteria 3 → Nisha Miss, Anila Miss, Ammu Miss.

1. Research Projects.
2. Recognized Guides Order dept-wise.
3. Innovation Ecosystem → 2 projects required

4. Research Methodology - Seminars/workshops -
5. Ph.Ds Registered - Dept wise
6. Book chapters - Faculty - Dept. wise
7. PBAS files teacher-wise - Required.
8. Extension files & stalls - Porbiyoor, Personal Growth Lab?
9. Faculty & Student exchange & Research - Dept. level.
10. Molls & their activities - College level.

Saji Sir said a list of documents ~~and~~ is not sufficient, a Plan of Action with budget is required.

Savit Sir - Core areas - UIR.com - Student-faculty presentation, Innovation etc. - Should be listed out and addressed. How to strengthen classes - a plan is required (Saji Sir).

April many teachers have examination duty - First two weeks of April and end of May, teachers should be ready for work.

Ranjith achan talked about cultural program and exhibition - preparations to be made meticulously.

College level → Seminars & internal to be conducted immediately, because 2nd & 4th sem have started officially. When can we declare 1st & 3rd sems over? Within 2 weeks, exam sems to be completed - 21st March, 2022.

Distance courses exams in Loyola - 56 days of exams is huge burden on college. Request is prepared and Sabu achan shall present to UIR.

Savit Sir - College Management System - College Logins and add photos - subject-assignment.

MN 95

Venue: J.M Hall

Date: 19/3/2022

Time: 9:00 AM -

Agenda:- COAC Review Meeting.Participant's signatureDr. Saji P Jais AM

NIKKI VERONICA

JESLINE MAMEN

Jyoti Krishnan

Gina Joy

Ammu Ankoze

Arbes P Thomas

Andrew Michael

Joice. K. Joseph

Dorakash Pillai R

DASHIM

SONNY JOSE

Dr. Sunil Kumar P

Ranjit George SP

Dr. Pramod S.K

Dr. Nisha Jolly Nelson

Anitha's

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The meeting started at 9.25am. The principal welcomed all and shared his view in taking up the NAAC work ahead as a Team. Also emphasized that NAAC work is to strengthen the existing structure and practice. And he invited everyone to own up and take the remaining work ahead.

Then Fr. Ranyith SJ, showed what we need to do from now on.

It was also decided to plan the block placement keeping in mind the NAAC visit.

Fr. Sabu SJ, shared his concerns in doing the forth coming NAAC work.

There was also some open sharing from different faculty. A.

The principal shared that he will meet all the students in their respective class.

Then Dr. Prakash Peller explained about OBE and the faculty started updating the 3rd semester OBE excel sheet.

MM 96

Venue :- Principal's chamber.

Date :- 23-3-2022

Time :- 10.00 am.

Agenda

1) DVV Summary

2) Planning

Participants

1. Mr. Jabe P. Thomas
2. Dr. Saji P. Jacob
3. Mr. Sunny Thomas
4. Mr. Ranjit George
5. Mrs. Copinath
6. Jasmine Sarah Alexander

[Signatures]

1) DVV summary document was presented before the Core team. The Jasmine presented that of 57 criteria metrics, 47 metrics there were no changes, 12 metrics with variations, and only 3 ^{metrics with} serious issues. Communication has gone to NAAC regarding these metrics.

2) Planning → The Core team handed over plan documents to Jasmine to analyze and prepare. Regarding student training, it was decided that College Union and IQAC Student charter joint meeting shall be convened after college resumes for 4th Sem tomorrow.

MN 97

Venue:- JM-Hall

Date:- 23-3-2022

Time:- 2.20pm.

Agenda :- 1) NAAC Planning Meeting,
2) AQAR Submission.

Participants

Anithars

Jinu Goy

Dr. FRANCINA. P.X.

Dr. Iyotir Krishnan

Ann Mary George

PARVATHY ML

Dr. Nisha Jolly Nelson

Ranjit George Sp

Dr. Nabeel P. Thomas

Jasmine Sarah Alexander

Saji P. Jacob

NIKKI VERONICA

Sanny Jose

Dr. Sanil Kumar P

Dr. Pramod, S.K

ADARSH.T

Andrew Michael

Abby Tella

Hashim.T

Angelo Muthu

Annam Ankoze

Joice K. Joseph

Suthay

~~Jinu Goy~~~~Dr. Iyotir Krishnan~~~~Ann Mary George~~~~PARVATHY ML~~~~Dr. Nisha Jolly Nelson~~~~Ranjit George Sp~~~~Dr. Nabeel P. Thomas~~~~Jasmine Sarah Alexander~~~~Saji P. Jacob~~~~NIKKI VERONICA~~~~Sanny Jose~~~~Dr. Sanil Kumar P~~~~Dr. Pramod, S.K~~~~ADARSH.T~~~~Andrew Michael~~~~Abby Tella~~~~Hashim.T~~~~Angelo Muthu~~~~Annam Ankoze~~~~Joice K. Joseph~~

Fr. Sunny was present and addressed the teachers after Saji Sir introduced the NAAC Planning Agenda. Fr. Sunny promised all support from the Management and urged all teachers to work unitedly for the NAAC peer team visit.

Jasmine, NAAC Coordinator, introduced the way forward. She suggested that we follow the NAAC peer team visit schedule as such and any preparation should be within that framework. She asked all criteria teams to meet her individually separately. All teams, except criteria 1 & 2 gave dates and time for meetings.

11213

MM 98

Venue: Jm Hall

Date: 24-3-22

Time: 11:15am
to 12pm

Agenda: Meeting with Criteria 5 Team

Participants:

Sony Sir

Dr. Pramod Sir

Nikki VERONICA

Jasmine Sarah


Nirvana
Jony

- ✓ The exhibition is best conducted in the Sutter Hall.
- ✓ LED displays and less paper adv is best. - Sony Sir
- ✓ Jasmine said that stalls is a usual practice. Nirvana college placement cell stall photos were shared.

NN 29

Venue: JM-Hall

Date: 24-3-22

Time: 3:00pm - 4:30pm

Agenda: Criteria 3 Team Meeting.

Jone. K. Joseph

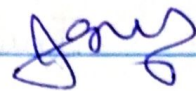
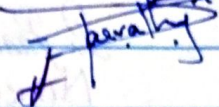
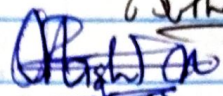
Anitha

Dr. Nisha Jolly Nelson

Paavathy ML

Ammu Sukose

Jasmine Sarah Alexander



Discussions about the framework and venues were made. ~~to~~ LES, NSS, Departmental extension activities, Innovation and Research ^{Centre} were made.

The venue of Research centre was still a problem.

The decision as to which project to be considered under ~~research~~ also Innovation. Anitha miss asked me to talk Jasmine to talk to Angelo Sir.

There was an interaction slot too. Jasmine would enquire about it.

Extension, whether it should be included Departmental extension

CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Time of Peer-team Visit	First Day- 16:15pm-17:15pm (1hour) ✓	
Minute to Minute Planning	Task Planning	Task Completion Time
Lunch on meeting Management		
A. Criteria Team meets the peer team- Handing over Student Support Brochure	Preparing Student Support Brochure and Policy Manual Booklet	April 1 st week
B. Interaction with IQAC Coordinator, IQAC Members in IQAC Office	Setting up of IQAC Office and files	
Governance and Leadership Organogram	Decentralization- Induction/ OBE Chart Display	
Strategic Plan & Deployment	Chart Preparation → Induction	
Staff Welfare	Stall- Picnics & Loans etc., FDPs	
PBAS- Stall	PBAS & STEFF Summary Document Collect PBAS Files and Store	
Academic Audit- Corner	Print reports, Action taken	
Administrative Audit-Chart	Action Taken Reports/ Chart	
Mobilization of funds and optimal utilization of resources	Chart	
IQAC Set Up	IQAC Constitution	
Contribution of IQAC	- Activities Chart- Acting on previous reports and Feedback on Parents/teachers and Students - Quality Initiatives - Sustainability - ECE → ISM - OBE - Collaborative Initiatives	
C. Interaction with Administrative Officer, Finance Officer, Non-teaching staff	Organize meeting (15 Minutes)	
Total Activities:		
Total Stalls/Corners:		

E-Governance — ISM - 30th

Steering Committee Members - Train

Meeting.

MN 100

Venue:- JM Hall

Date:- 25/2/2022

Time:- 2 PM

Agenda:- Interaction with college union & IQAC student chapter members. Planning NAAC

Participants

1. Ranjit George
2. Saji P. Jais
3. Chippy Raj, IQAC
4. Chris Maria Francis, IQAC
5. Akshaya S. Pinkesh, IQAC
6. K. Anukha Soman, Union
7. edmmu christopher, Union
8. Jino. P. John, Union
9. Anmol Dev. G.B., Union
10. Varsha B.M., IQAC
11. Ayesha Areeba, IQAC
12. Sreethu Sreenivasan, IQAC
13. Krishnendu B., IQAC
14. Reshma N.R., IQAC/Union
15. Jasmine Sarah Alexander
16. Vishnu Shafi, IQAC.

Raj

Saji

Chippy

Chris

Akshaya

Anukha

edmmu

Jino

Anmol

Varsha

Ayesha

Sreethu

Krishnendu

Reshma

Jasmine

Vishnu

Saji sir talked about the constraints we are facing - Juniors exam, seniors internship, GNAAC preparations. The need to coordinate all these. Students realized and shared that they were aware of these constraints. Then Jasmine shared NAAC Visit Videos showing what is expected of students - 1) NAAC Visit, 2) Selecting second year leaders, 3) Deciding together about the way forward - being open about issues.

Am.

MN 101

Venue :- JM Hall

Date :- 29/3/2022

Time :- 3 PM

Agenda:- IRAC Planning - Criteria Plan
presentations, Innovation Startup Idea.

Participants

Dr Saji P Jais

Ammu Lukose

FRANCINA P

Anitha's

Dr. Pramod, S.K

Joice. K. Joseph

HASHIM. T

Praveen Pillel K

Amy Tella

Jasmine Sarah Alexander

Sowmya Jose

JESLINE MAMEN

Rahul P. Thomas

An idea for Innovation start up was discussed. Anil Saji Sir introduced the venture - a food processing unit based on Tapioca processing technology from CTCRI. A third party A third party-community rep showed interest. The possibility of expanding it as an innovation project was discussed.

Criteria 5 → Rs. 18,900/- A single display with reports - LCD screen and meeting venue in the front.

Criteria 7 → Stalls shall be set up for specific qualitative questions & best practices and Institutional distinctive waste Alternative energy resources should be introduced to all students. Waste Management awareness to be provided

to students. Fr. Sabu talked about Env Management tomorrow - also, how to introduce segregation into points of waste disposal.

Discussion on how to involve students with planning. Criteria Meeting at 11 am tomorrow with students - all Greenp students will be present - otherwise an 3rd junior MSW not there and Psychology students too.

Green practices - limiting parking etc. - this can start as after May 23rd.

Let us not use flex - LED screens could be facilitated.

Teachers raised a concern that the NMAC team may not look interact or look at it. Prakash Sir said we can showcase to other stakeholders.

Cultural pr Fr. Sabu talked about the need for a theme for Arts Day. It was suggested that we think about theme later, unless students can select a possible theme for the Arts Day.

by Anitha Miss.

Criteria 3 presented minute to minute plan and suggested estimated budget of 2.5 Lakhs. Is it possible to bring in Alumni to showcase past activities of innovation. That may be possible.

by Jasvire

Criteria 6 was presented. Food Committee would be Criteria 7 team.

Criteria 1 & 2 was briefly presented by Prakash Sir.

Venues for Criteria groups needed to be divided.

Criteria 1 → HRM Junior

Criteria 3 → DM 2nd year

Criteria 2 → Sutter Hall

Criteria 4 → MSW 1st year

Criteria 5 → MSW 2nd year

Criteria 6 → DM Senior 1st year

Criteria 7 → JMC Hall.

Fr. Sabu talked about ^{the need for} a realistic presentation of budget. He presented the total budget balance of Management-Management - 19 Lakhs, men's 2.9; Latist. 80th. PTA → 44th, Dept → 8-9 Lakhs, other fees → 9 Lakhs.