

4-6-14

Agenda

- Constitution of subcommittees for data collection for SSR.
- Updding of Website
- Preparation of AQAR 2013-14.
- Evaluation of self appraisal of faculty.
- Innovative teaching-learning methods.
- Conduct of seminars and expert classes.
- Conducting internal academic audit.

Sr Dr Jaurthe e.c. - Jaurthe

Sr Mary k.p. - Mary

Dr Josephine Joseph - Josephine

Dr Julie P. Lopez - Julie

Sr Dr Maggie Jose - Maggie

Dr Hemameli M. - Hemameli

Dr Kitty Mathew - Kitty Mathew

Dr T. Geetha - Geetha

Dr Rigi Raphael - Rigi

Ms Delia Dornier - Delia

Ms Betsy Chacko
 Dr Dhanya K.C
 Ms Jency James
 Ms. Manu K.M

Betsy
~~Dr~~
Jency
M

The Committee met on 4-6-14
 and discussed on the agenda.

The subcommittee and steering committee for
 reaccreditation was decided. IQAC Committee is
 composed of Sr Dr Jacinto C.C (Principal), Sr Mary K.P.
 (Vice Principal), Dr Josephine Joseph (Coordinator) Dr Julie
 P. Lopez (Joint Coordinator), Sr Lussy P.V (Office Superintendent)
 Ms. Sureshkumar K. (P.T.A Representative), Ms Soja K.K.,
 Ms Vijayalakshmi K (Alumnae Rep) Prof John Cyniac, Prof
 Ansem John (Local Community Rep) Ms Priya Chacko.
 (Industry Rep), Sr Dr Magie Jose, Dr Hemamalini M, Dr
 Lily Mathew (representative of Dr Geetha T (Faculty Rep)
 Ms Anusuya M (Student Representative)

- Section I - Ms Jency James & Ms Manu K.M
 II - Dr Geetha T, Dr Dhanya K.C, Dr Meera C.R
 III - Dr Lily Mathew, Ms Dolia Dominic, Ms Sunny AM
 IV - Ms Betsy Chacko, Ms Sheelina T.I
 V - Dr Julie P. Lopez, Dr Regi Raphael.
 VI - Sr Dr Magie Jose, Ms Meera Mohan, Ms Meera Baka
 VII - Dr Hemamalini M, Ms Neethu R, Ms Reena A.R

AQAR (12-13) will be uploaded in June itself and presenting it in the College Council.

The details for AQAR (13-14) should be finalised ~~in~~ before 30th July.

The first stage consolidation of SSR should be completed before 15th Aug 2014.

The date for website updations should be provided before 20 June 2014.

Faculty self appraisal was reviewed and feedbacks given.

- Knowledge peer teaching, student seminar presentations, open book exams, English remedial classes are done effectively.

- Internal audit to be held from 23-6-14. The dates to be put up on the notice board. Two teams of 3 members are formed - Dr Josepheni Joseph Sr, Dr Margie Jose & Geetha TD (Team 1) and Dr Julie P. Lopez, Dr Hemameline & Dr Lilly Mathew Irompon (Team 2). The detailed format to be provided to depts.

Departments may conduct seminars, expert classes, lectures by eminent resource persons.

Agenda

- Conduct Entry level Test to evaluate entry level competences
- Conducting skill enhancement and value added courses
- Organize a Test for encouraging entrepreneurship among students and funds for Student Welfare
- Evaluation of internal academic audit
- Orientation on need for accreditation among student community

Dr Sr Janette C.C. - Secretary
 Sr Mary K.P. AS
 Dr Josephine Joseph AS
 Dr Julie P. Lopez AS
 Dr Sr Marie Jose. Maxim
 Dr Remedios M. CH
 Dr Lily Mathew Inyan Lily Mathew
 Dr Regi Raphael. B
 Dr T. Creetha B
 Ms Delia Domais del
 Ms Betsy Cheek Betsy

Dr. Dhanya K.C. ~~Signature~~
 Mr. Jerry James. ~~Signature~~
 Ms. Mend. K.M. ~~Signature~~

The ISAC Meeting was held at 2pm in the ISAC Room on 1.7.14. The following decisions were taken:

Entry level test will be conducted for IUG students with two sections, Part A with general ability questions and Part B with subject related questions. The advanced and slow learners can be identified. The date will be finalized after admission process is completed.

New student capability enhancement programmes are initiated. Handcraft making and Cosmetology, Advanced Communicative English, & Multitasking. The syllabus of the 30 hour programmes are approved by the committee.

Decided to conduct a two day Fest with support of all stakeholders of the College. With a vision to encourage entrepreneurship among student community. The proceeds of the Fest will be

utilised for student welfare. Dr Budhu Ann Philip (Dept of English) and Ms Shree V. K. (Dept of History) were selected as coordinators. The notes were tentatively fixed as 1st Aug 2014. Further programmes will be decided after approval of College Council.

The internal academic audit was held from 23-6-14 to 2-7-14. The team visited departments and evaluated the performances. A SWOC analysis of the departments were done.

Evaluated the progress of AQAR Collection 2013-14.

Introduction on College, clubs, Forum and various courses should be given ~~at~~ ~~at~~ UG students.

Josephine
Dr. Josephine Joseph

Josephine
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Agenda.

SSR Data submission dates criteria.

Activities of clubs and associations

Evaluating the student capability enhancement programmes.

Evaluation of the Monsoon Fest.

Employer + Alumnee Feedback

- Sr Dr Jacyntho C.C. Jacyntho C.C.
- Sr Mary K.P. Mary K.P.
- Dr Josepheni Joseph Josepheni Joseph
- Dr Julie P. Lopez Julie P. Lopez
- Sr Dr Maria Jose. Maria Jose
- Dr Helenaleeni M. Helenaleeni M.
- Dr Lily Mathew Inampor Lily Mathew
- Dr Regi Raphael Regi Raphael
- Dr T. Geetha. T. Geetha
- Ms Dolie Domenee Dolie Domenee
- Ms Betty Cheeko. Betty Cheeko
- Dr Dhanya K.C. Dhanya K.C.
- Ms Jenny James. Jenny James
- Ms Mend K.M. Mend K.M.

The meeting on 7-8-14 discussed on the following

Discussed SSR date submission dates criterion wise

I - Aug 26

II - Aug 28

III - Aug 29

IV - Aug 29

V - Sept 3

VI - Sept 2

VII - Aug 29

Club and Association incharges should discuss with student representatives regarding conduct of different programmes. Maximum student participation is to be ensured.

Monsoon Fest conducted on 1st & 2nd Aug 2014 was a great success with the participation of all stakeholders - Students, faculty, Alumnae Parents. The fund and its allocation will be appraised in College Council.

Employer & Alumnae feedback should be taken every five years. Student feedback and Parent feedback will be taken each year and report evaluated.

AQAR 13-14 uploaded in 2-3 days

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Agenda.

Seminars by IQAC sponsored by NAAC

Work allotment.

Dr. Sr. Janthe C.C.	<u>Jacinta C</u>
Sr. Mary K.P.	<u>AB</u>
Dr. Josephine Joseph	<u>JK</u>
Dr. Julie P. Lazar	<u>Julie</u>
Dr. Sr. Marie Joll.	<u>Maxim</u>
Dr. Heleneleni M	<u>CH</u>
Dr. Litty Mathew Thomas	<u>Litty Mathew</u>
Dr. Regi Raphael	<u>B</u>
Dr. T. Greethe	<u>G</u>
Ms. Delia Dominic	<u>d</u>
Ms. Betsy Chocka	<u>Betsy</u>
Dr. Dhanya K.C.	<u>Dhanya</u>
Ms. Terry James	<u>Terry</u>
Ms. Muriel K.M.	<u>M</u>

The IQAC meeting held on 29-8-14 discussed on the following.

- Evaluated the progress of SSR Collection discussed on the queries with respect to SSR.
- Students should be enlightened on feeships and financial support by institutions.

Seminar on Recent Trends in Higher Education Policies Scope and Challenges in Governance will be held on

26-9-2014, The seminar will have 4 sessions and is sponsored by NAAC. The inauguration will be by Sri T. P. Sreenivas Vice Chairman, KSHEDC.

Session - I - New Directives in Higher Education with special ref to Kerala

Session - II - National - Higher Education Policies Role of Governance in Institutional Quality Enhancement Post Accreditation Initiatives.

Session - III Academia Industry Interface Interactive session - NAAC - Assn

Session - IV - Higher Education in International scenario

Seminar Coordinator - Dr Litty Mathew
Joint Coordinator - Dr T. C. K. K.

Work allotment

Resource persons invitations - Dr Josephine Joseph & Dr Julie

Brochure - Ms Betsy

[Signature]

Finance - Dr Regi Raphael, Ms Julie

Stage - Dr Deepa, Ms Sherline

Registration - Ms Muri K. M

Announcements - Ms Jency James

Food + Refreshments - Dr Helenmalini M, Ms Maria Prakash

Reception of Photo - Lt Anu D. Aleppatt

Residing + Proceeding - Dr Dhanya, Ms Meera

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Dr. Josephine Joseph

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Agenda

NAAC Sponsored National Seminar - Recent
Trend in Higher Education : Scope & Challenge
in Governance.

Submission of LOI

Evaluation of SSR.

Instructions for ISR.

Preparation of long term plan

Sr Dr Ritty J Nedumpara - Ritty J Nedumpara

Sr Dr Jacinto C. C. - Jacinto C. C.

Sr Mary K. P. -

Dr Josephine Joseph

Dr Julie P. Lopez

Sr Dr Magistral

Dr Menameleri M

Dr Betty Mathew Ibrahim

Dr Gauthi T

Dr Regi Raphael

Dr Dhanya K.C

Ms Dolie Dominic

Ms Betsy Chacko

Ms Jancy James

Ms Murali K.M

Sr Lussy P.V

Lussy P.V

Sri Sureshkumar. ~~Joshi~~
 Ms Raja k. k. ~~S. S. S.~~
 Ms Vijayalakshmi K. & Vijaya Lakshmi
 Prof John Cyrene. ~~Munshi~~
 Prof Anam John. ~~A.~~
 Ms Priya Chockole ~~P.~~
 Ms Anwerge M. ~~A.~~

The IQAC meeting met ~~together~~ on 22-9-14 at 2.30pm and took the following decisions

Discussed on the National Seminar to be organized on 26-Sept. The respondents listed are - Amb (Retd) T. P. Sreenivasan, Prof Y. M. Jayaraj (former Dean, Faculty of STI, Gulbarga University), Sri S. S. Kuruvilo George (Member Director Board, Staff Up Village, Kinfra High Tech Park, Kochi), Prof Mohandas Menon, Deputy Vice Chancellor, Newson Open University, Malaysia

Submission of LOI (Letter of Intent) for reaccreditation on 3rd Oct

Evaluated the details collected for SSR. Conducted SWOC Analysis
 criteria were

Swachh Bharath activities to be conducted

as part of Institutional Social Responsibility

MOU may be signed with Kozhikode Panchoo for extension activities.

Conduct an external audit in January

Teaching - learning should be strengthened

Long term plans for 10 years should be formulated criteria wise. Suggestions from experts, and faculty and students should be taken while preparing plan for 2015 - 2025.

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Dr. Josephine Joseph

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Agenda

Submission of Col.

Assessment of Evaluative Report of each department.

Conduct of Student capability enhancement course teams.

Sr Dr Jauntha C.C. - Jauntha C.C.

Sr Mary K.P. - M

Dr Josephine Joseph J

Dr Julie P. Lopez J

Sr Dr Magie Jose

Dr Klemmela M M

Dr Lily Mathias Loupou Lily Mathias

Dr Regi Raphael R

Dr Clethe T. C

Dr Dhenya E.C.

Ms Dolie Domeneo D

Ms Betsy Chanko Betsy

Ms Terry James T

Ms Miss L.M.

IQAE meeting was held at 2.30pm on 21-10-2014 and took the following decisions:

LOI submitted on 8th Oct.

SSR to be submitted by mid of December

Evaluative report of departments to be verified by HODs. Discussed in Department level staff students before submission to IQAC.

Encourage research by staff and students. Research Committee should look into this.

The exams for Skill Enhancement courses should be done by the consideration on successful completion of the course. and certificates issued.

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Dr. Josephine Joseph

Principal
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Agenda

Organise Sr Dr Rani George Endowment Lecture and Paper Presentation Competition

Menloing should be stressed.

Industry - academia linkages.

Faculty Paper presentations

Sr Dr Janelle C.C. Janelle

Sr Mary K.P.

Dr Josephine Joseph.

Dr Julie P. Lopez - Julie

Sr Dr Magie Jox Magie

Dr Regi Raphael. B

Dr Helen Malen M HM

Dr Betty Mathew Betty Mathew

Dr T. Geetha.

Ms Delie Dominic

Ms Betsy Chacko Betsy

Dr Dhanya K.C.

Ms Jerry James Jerry

Ms Meno K.M. Meno

The IQAC meeting held at 2:30 pm on 12-11-14 discussed on the following.

- Sr Dr Rani George Endowment Lecture will be conducted 2 days 8-12-14 - Lecture on Kudumbasree & Women Empowerment by Dr J Devika, Associate Prof, CDC, Thiruvananthapuram 12-12-14, Paper Presentation Competition for PG students.

Dr Hemamaleeni M. is selected as coordinator of the Programme.

Mentoring should be effectively done. There should be strong relationship between Mentor and Mentee.

Organise programmes with industry linkages, expert classes from industry.

Paper presentation for faculty should be conducted. The date will be finalized later.

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Dr. Josephine Joseph

Principals
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Agenda

Uploading of SSA

External academe audit

Long term plan of the institution

Sr Dr Jacinto C.C	<u>Jaenhal</u>
Sr Mary K.P	<u>B</u>
Dr Joseph Joseph	<u>J</u>
Dr Julie P. Lopez	<u>J</u>
Sr Dr Marie Toll	<u>Maguiba</u>
Dr Heramalar M	<u>GH</u>
Dr Litty Mathew Impon	
Dr Cecille T.	
Dr Regi Raphael	<u>B</u>
Ms Dorie Domene	
Ms Betsy Checko	<u>Beleny</u>
Dr Dhenya K.C	
Ms Jerry James	<u>Jms</u>
Ms Muriel K.M	<u>M</u>

The IGAC meeting held at 2-30pm
on 8-12-14 discussed on the following

The SSR will be uploaded on 18th Dec.

Proof reading by IQAC Coordinator and Criteria Intern should be done before 14th Dec.

The proofs of respective criteria should be cross verified.

Orientation programme in communicative English may be arranged for non-teach staff.

Extension activities by departments should be strengthened.

Finalising of long term plan and submitted to be verified by Principa and Education Committee & College Council.

Collect feedback on institution from BA and PG students.

Faculty feedback on institution should be collected and consolidated.

Extend academic audit should will be held in January. The dates will be published later.

Department reports should be presented
(powerpoint) to IQAC team before.
8th January.

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IQAC student interactions

Conduct External Academic Audit

Motivate faculty for paper presentations and publications

ICT oriented teaching-learning to be strengthened

Sr Dr Jaquette C.C.	<u>Jaquette C.C.</u>
Sr Mary K.P.	<u>Mary K.P.</u>
Dr Josephine Joseph	<u>Josephine Joseph</u>
Dr Julie P. Lopez	<u>Julie P. Lopez</u>
Dr Sr. Megie Jose	<u>Megie Jose</u>
Dr Humamalar M.	<u>Humamalar M.</u>
Dr Kelly Mathew Immpor	<u>Kelly Mathew Immpor</u>
Ms Delle Domenee	<u>Delle Domenee</u>
Dr Regi Raphael	<u>Regi Raphael</u>
Dr Aetha T.	<u>Aetha T.</u>
Ms Betsy Chacko	<u>Betsy Chacko</u>
Dr Dhanya B.C.	<u>Dhanya B.C.</u>
Ms Tracy Jones	<u>Tracy Jones</u>
Ms Murali K.M.	<u>Murali K.M.</u>

The IQAC meeting held on 5/1/15 took the following decisions

- IQAC team should interact with student teams.
- Grievance Redressal mechanism of students should be addressed.
- Faculty should update themselves by participating in FDPs, and also present papers and publish in ~~for~~ Journals of repute.
- External academic audit will be held on 29th Jan - 2 Feb. Departments are to maintain files in accordance to the specifications by IQAC.

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Dr. Josephine Joseph

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Agenda

Evaluation of 1st External Audit

Conduct of 2nd External Audit

Evaluation of Student & PTA feedback

~~Organise~~ Organise IQAC - Student interaction

Sr Dr Jacobine C.C.

Jacobine C.C.

Sr Mary K.P.

M

Dr Josephine Joseph

J

Dr Julie Lopez

J

Dr Regi Raphael K

Regi

Dr Sr Maria Jose

Maria Jose

Dr Leticia T

L

Dr Dhenya K.C

Ms Dolia Domenee

D

Ms Betsy Chacko

Betsy

Ms Joseph James

J

Ms Mumukshu M

M

Dr Litty Mathew Menon

Litty Mathew

Dr Hemamalini M

H

The meeting was held on 16/2/15
and following decisions were taken

Report of 1st External Audit is presented & evaluated. SWOC Analysis is done. Recommendation of the Committee to be incorporated.

External Audit by Dr Rajin Vaighere, Director & Principal of Marthoma College of Management & Technology & NAAC Peer Team Review will be held on 24/2/15. The Format for ~~feedback~~ audit will be provided by IQAC.

Student feedbacks from III DC & II PG students collected from Departments were consolidated by IQAC using Likert Scale. The feedback is evaluated by the Committee.

Organise a demonstration on Smart classroom pedagogy.

Conduct more value added courses in the coming academic years.

Cultural programmes should be arranged with discussion with students and Dr Hemamalini M is the coordinator of the programme.

Supplementary data should be forwarded to IQAC before.

Conduct new career oriented program

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Dr. Josephine Joseph

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Agenda

Submission date for all files to ISAC
Peer team visit schedule.

Formation of Committees for Peer team visit
Extension of closing date to 10th April
Evaluation of External Audit - II.

Sr Dr Jacobus C.C	<u>Jacobus</u>
Sr Mary K-P	<u>M</u>
Dr Joseph Joseph	<u>J</u>
Dr Julie P. Lopez	<u>J</u>
Sr Dr Magie Jose	<u>Magie</u>
Dr Menamalai M	
Dr Lilly Mathew	<u>Lilly Mathew</u>
Dr George T	<u>G</u>
Dr Regi Raphael	<u>R</u>
Ms Dolie Domenee	<u>D</u>
Ms Betsy Checko	<u>Betsy</u>
Dr Dhanu K.C	<u>D</u>
Ms Jenny James	<u>Jenny</u>
Ms Meera K.M	<u>M</u>
Sr Lissy P.V	<u>Lissy P.V</u>
Ms Aishwarya M.	<u>Aishwarya</u>
Mr Shreshkumar K.	<u>Shreshkumar</u>
Ms Sija K.K	<u>Sija</u>
Ms Vijayalakshmi K.	<u>Vijayalakshmi</u>
Prof John Cyril	<u>John Cyril</u>
Prof Annem John	<u>Annem John</u>
Ms Preya Chekole	<u>Preya</u>

The IQAC meeting held on 13 March 15 discussed and finalized on the following.

IQAC File Submission on 24-3-15

Final list of alumnae & Parents for interaction session should be given to IQAC on 25-3-15.

Final Powerpoint presentation of all dept club, committees on 26-3-15

All Co-ordinator committees should meet on 27-3-15.

Final Committee meeting on 31-3-15.

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Dr. Josephine Joseph

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Agenda

Evaluation of all activities of the
Academic year
Verifying Filing
Arrangements for Peer team visit

Sr Dr Jacobus C.C. -	<u>Caerthuae</u>
Sr Mary K.P. -	<u>M</u>
Dr Josephine Joseph.	<u>J</u>
Dr Julie P. Lopez <u>J</u>	<u>J</u>
Sr Dr Maggie Vee -	<u>Maggie</u>
Dr Hernandez M	<u>H</u>
Dr Betty Mathewson	<u>Betty Mathewson</u>
Dr Cecilia T	<u>C</u>
Dr Regi Raphael.	<u>R</u>
Ms Dolie Domenee	<u>D</u>
Ms Betsy Chedda	<u>Betsy</u>
Dr Dhanya K.C.	<u>D</u>
Ms Tracy Jones	<u>T</u>
Ms Minni KM	<u>M</u>

IQAC meeting was held on 31-3-15
and evaluated the following.

Evaluated the activities of the
year. Put suggestions and
comments on activities of departments.

Verified the.

Presented ~~the~~ consolidated files
and made necessary changes.

Evaluated the arrangements for Peer
Team Visit.

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