

Agenda

Action plan for 2017-18

Entry level test for students

Evaluation of University exam results

Celebrate / observe Days of relevance

Internal academic audit schedule

Sr Dr Magie Jose - MS

Sr Dr Mene K. Cheruvethan Thana

Dr Julie P. Loza Julie

Dr Dchie Domane Domane

Dr Josephine Joseph Josephine

Dr Regi Raphael Regi

Dr Lilly Mathew Lilly Mathew

Dr Geetha T T. Geetha

Dr Dhanya K. C Dhanya

Lt Anu D. Alappett Anu

Ms Memi K. M Memi

Ms Diane Mary Diane

Ms Betsy Chedea Betsy

Ms Sunny A. M.

Ms Nithya

Ms Aerial Mary Aerial

Ms Sune K. Sune

Dr Sanyte

Ms Anu Mary Kellieth Anu

Sr Polly Vargese U Polly

Sr Hissy P. V.

IQAE met together on 5-6-17 and discussed on the following

1. Action plan of the IQAE was discussed. Departments should submit their action plan with weights given to academics and co-curricular activities before 20<sup>th</sup> June.

Entry level test for UG students should be conducted on completion of UG admission. Department of Psychology is entrusted to prepare general questions. Departments should prepare questions based on the core subject.

Enrichment programmes should be conducted by depts according to the need.

University exam results (UG) evaluated and departments with decreased pass percentages were asked to take note of the same and asked to take remedial measures.

Departments, clubs & forums to observe days of relevance to instill scientific temper, patriotism, commitment to nation and society, women empowerment and so on.

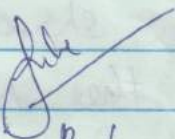
Provided revised internal academics audit schedule. A meeting of IQAE Core Team and department level coordinators will be held to discuss on internal audit.


Orientation on Open Courses, Clubs, +  
Skill Enhancement Programmes should be  
given to concerned students.

Address the IDC + IPA Parents on  
first day of admission

Lilly Mathew Irampuzha + Sr Dr Meena K Cheruvu  
is selected as IQAC Core Committee members.

Monsoon Fest to be conducted - in August.

  
Dr Julie P Logan

  
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Agenda

AQAR 2016-17

Skill Enhancement Programmes

Monsoon Fest.

Toppers day

Sr Dr Megie Jose ~~no~~Sr Dr Hema K. Charavethu ~~Shana~~Dr Julie P. Lopez ~~file~~Dr Dete Domencio ~~file~~Dr Josephano Joseph ~~file~~Dr Regi Ropleel ~~B~~Dr Litty Mathas ~~Litty Mathas~~Dr Leetha T ~~T. Leetha~~Dr Dhanya K C ~~file~~Lt Anu D. Alappott ~~Anu~~Ms Hema K.M ~~file~~Ms Betsy Clecko ~~Betsy~~Ms Dicie Mary ~~file~~

Ms Simmy A.V.

Ms Nithya ~~file~~Ms Ania Mary ~~file~~Ms Sano K for. ~~file~~

Dr Sijitha

Ms Anu Marykelleth ~~file~~Sr Jolly Vaughn U ~~file~~

Sr Lissy A.V.

LSAC met on 14-7-2017 and discussed  
on the following

Reparation of AQAR 2016-17 is to be looked into. Certain charges are

I - Meme K.M + Clara Mary Varghese

II - Aethee T + Seetha

III - Lilly Mathew Ibrahim + Dolie Domenee

IV - Betsy Clecko + Sr Keere K. Cheruvathal

V - Dhanya K C + Suneer

VI - Regi Raphael + Anna Mary

VII - Diana Mary + Nethya M.M.

Restructure the Skill Enhancement & Certificate courses, change the redundant ones. Feedbacks of the students may be considered.

Monsoon Fest will be held on 3<sup>rd</sup> + 4<sup>th</sup> Aug 2017. The Fest will be inaugurated by Sr. Rafeeq Ahmed. An interactive session of students, parents, alumni and SMART should be arranged.

Toppers Day will be held on last week of September.

Julie P. Vezal

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Faculty promotion  
 Programmes for advanced and slow  
 learners.

Dr Sr Magie Tox - MS  
 Dr Sr Meera K. Cheluvethal Meera

Dr Julie P. Lopez Julie

Dr Debie Dominei Debie

Dr Josephine Joseph Josephine

Dr Regi Raphael Regi

Dr Litty Mathew Litty Mathew

Ms Betty Cheeko. Betty

IQAC met on 28-7-17 and took  
 the following decisions.

- IQAC should look into faculty promotion. PBAS should be developed by IQAC.
- All the faculty doc for promotion are to give their names to IQAC for forwarding letter to University.
- Programmes for advanced and slow learners should be strengthened. All the departments should look into it.

Dr Julie P. Lopez Julie

## Agenda

- Research oriented activities by faculty
- Activities of department associations and clubs.
- Faculty to attend seminars and FDPs.
- Students should be encouraged to undertake field works, internships as participatory learning.
- Strengthening the mentoring system

Dr. Dr. Magie Jose ✓

Dr. Dr. Meera K. Cheruvethur Meera

Dr. Julie P. Lopez Julie

Dr. Dolie Dominic

Dr. Josephine Joseph Joe

Dr. Regi Raphael

Dr. Litty Mathew Litty Mathew

Dr. Aetha T Aetha

Dr. Dhanija K.C.

Dr. Anu D. Alleppatt Anu

Ms. Merri K.M.

Ms. Diana Mary Diana

Ms. Betsy Chacko Betsy

Ms. Somy A.M.

Ms. Anil Mary Kallath Anil

Ms Nithya

Ms Gini May

Ms Suna K

Dr Sajitha

Sr Jolly Vaighore V

Sr Preetha P.L

IQAE met on 30-8-17 and took the following decisions

- Faculty should apply for research projects from various funding agencies
- Activities based on core values to be undertaken by clubs, cells and Forums. Activities which enhance student participation should be increased.
- Faculty should attend seminars and FDPs and update themselves. Information technology should be used to its best. Paper presentation should be done by faculty.
- Departments should undertake fieldwork and motivate students to make the best of it. Surveys, discussions, preparation of case studies as dealt with to be encouraged.
- Mentoring should be effectively done by faculty - academic and personal. Faculty may report need external support or if medical guidance is needed.

Dr Julie P. Lopez



## Agenda

Introduction of new SSR format.  
 Evaluation of AQAR  
 College Website  
 University level Paper Presentation for faculty

Dr. Dr. Megie Jose ✓

Dr. Dr. Meera K. Cheruvathur ~~Meera~~

Dr. Josepheni Joseph ✓

Dr. Regi Raphael.

Dr. Julie P. Lopez ✓

Dr. Dolie Doinerie ✓

Dr. Lilly Mathew. Lilly Mathew

Ms. Betsy Checko

ISAC met on 22-9-17 and took the following decisions.

The new SSR format should be introduced to all faculty and departments should rearrange files according to new requisites.

Arleica in charge to prepare the details for powerpoint presentation and discussions.

AQAR has evaluated and suggestions made.

Note updation in College Website is to be looked into. Department- HODs and other coordinators should look into the website updation.

A paper presentation competition at University or National level should be arranged for the faculty. PG students may be provided with opportunity to attend the presentation so that they can be enriched.

Paper presentation competition for UG students on current social relevance is conducted. Ms. Mary Joyeswari is the coordinator of the programme.

Dr. Julie P. Lopez

Principal,  
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Conduct of Sr Dr Roni George Endowment  
Lecture and Paper Presentation Competition:

IGAE Student Interaction.

Orientation on Effective Usage of Library.

Discussion on Certificate Course.

Sr Dr Marie Jose ~~MS~~

Sr Dr Meera K. Chelavathur ~~MS~~

Dr. Julie P. Liza ~~MS~~

Dr Delie Domenech ~~MS~~

Dr Joseph Joseph

Dr Regi Raphael B.

Dr Letty Mathew ~~Letty Mathew~~

Dr Letha T ~~T Letha~~

Dr Dhanya K C

Lt Anu D Aleppett ~~MS~~

Ms Mem K M ~~MS~~

Ms Diane Mary

Ms Betsy Clecko

Ms Smruti A-M

Ms Nithya ~~MS~~

Ms Gini Mary ~~MS~~

Ms Suma K. ~~MS~~

Dr Seetha

Ms Anu Mary Kalleth ~~MS~~

Sr Jolly Parghes V ~~MS~~

Sr Letha ~~MS~~

IQAC meeting was held on 13-10-2017 and following decisions.

- Endowment Lecture (Dr Dr Rani George) to be held in December. Dr Meera C.R. is selected as coordinator of the Lecture. The topic for the year is Go Green Stay Healthy. Dr T.L. Jagadheesh Kumar (K.A.U) will be resource person. Paper presentation competition will be held for students.

An interaction of IQAC and student representatives will be held at a convenient date.

Orientation to be given to faculty by Librarian on utilising the library, e-content on D-space etc.

A meeting of IQAC, and Certificate course coordinators to be held to evaluate the conduct of certificate course. PA and III DC classes may also be given certificate programmes.

*file* Dr Julie P. Lopez

*Magnolia*  
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Agende

- Consolidation of AQAR 2016-17
- Submission of proposals for MOOC
- Submission of details of Certificate courses
- Faculty promotion
- Se Dr Ravi George Endowment Lecture -

Sri Dr. Magie Joo *Magie Joo*

Se Dr. Meera K. Cheruvathur *Meera*

Dr. Julie P. Lezar *Julie*

Dr. Delia Dornale *Delia*

Dr. Josephani Joseph *Josephani*

Dr. Regi Raphael

Dr. Litty Mathew *Litty Mathew*

Dr. Geethe T *T. Geethe*

Dr. Dhanya K.C.

Lt. Anu D. Alappatt *Anu*

Ms. Mani K.M. *Mani*

Ms. Diane Mary *Diane Mary*

Ms. Betsy Chacko *Betsy*

Ms. Simmy A.M.

Ms. Nithya

Ms. Anu Mary *Anu Mary*

Ms. Suma K. *Suma*

Dr. Sanyal

Ms. Anu Mary Kalleth *Anu Mary*

Se Jolly Varghese *Jolly*

Se Puelle P.C. *Puelle*

IGA meeting was held on 17 Nov 17 and discussed on the following.

Consolidation of criteria for AQAR submission. Collection of proofs by criteria in charges.

Submission of proposals for MOOC to University was evaluated. Proposals were submitted by 13 faculty.

- Dalia, Kitty, Josephine Joseph, Rakha, Budha, Meera, Anu, Betsy, Deepa Marudan, Mele, Binu and Geetika have submitted proposals.

Examined the details of faculty promotion from Asst Prof I to Asst Prof Stage II of 18 faculty - Ms Anisha Elizabeth, Dr Dalia, Dr Julie, Dr Binu, Dr Kitty Mathew, Dr Dhanya K C, Dr Mayflower, Ms Rejia, Ms Trissanore, Dr Meera, Dr Mebel, Dr Budu, Dr Geetika, Dr Manya, Dr Binny, Dr Deepa, Lt Anu

University level paper presentation for faculty will be held along with Dr Rani George Endowment Lecture on 5<sup>th</sup> Dec. No completion.

Details of Certificate Courses should be submitted to IQAC before 1-12-2017.

19<sup>th</sup> July  
Julie P. Logan

Maguiba  
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Melitta Award

Submission of AQAR 2016-17.

SSR Criteria discussion

Evaluation of Skill Enhancement Programmes.

Dr De Magie Jose *Magie Jose*

Dr De Meera K. Cheruvethil *Meera*

Dr Julie P. Lopez *Julie*

Dr Dolie Dominic *Dolie*

Dr Josephine Joseph *Josephine*

Dr Regi Raphael *Regi*

Dr Betty Mathew

Dr Geetha T. *Geetha*

Dr Dhanya K. C.

Lt Anil D. Alappatt

Ms Meri K.M. *Meri*

Ms Diana Mary *Diana*

Ms Betsy Chacko

Ms Smruti A.M.

Ms Nikhita

Ms Anu Mary *Anu*

Ms Suma K. *Suma*

Dr Jayitha

Ms Anu Mary Kollith *Anu*

IQAC met on 15-12-2017 and took the following decisions.

The Second Mahila Award recipient - is selected. Dr P Bhanumathi, Founder, Association of Mentally Handicapped Adults (AMHA) will be the recipient. The function will be held in the last week of February.

Reviewed AQAR 2016-17. Final uploading on 15<sup>th</sup> Dec 2017 after necessary changes.

An orientation on SSR criteria will be given to the faculty in January.

Evaluated Sr Dr Rani George Endowment Lecture, Paper presentation competition for students and St. Mary's University paper presentations for faculty.

Evaluated the skill enhancement programmes and highlighted the need to revise the syllabus or introduce innovative programmes.

Evaluated the feedbacks of students, parents and faculty and provided measures to be taken.

Dr Julie P. Lazar

Principal  
ST. MARY'S COLLEGE,  
TRISSUR-20.



## Agenda

Workshop on Academic Quality Initiatives  
by Prof Dr Henry Cleetus

Sr Dr Magie Jose. MS

Sr Dr Meena K. Cheruvathal Athena

Dr Julie P. Lezal. Julie

Dr Josepheni Joseph Josepheni

Dr Dolie Donauce Dolie

Dr Regi Raphael. Regi

Ms Betsy Cheeko Betsy

Dr Lily Mathew Lily Mathew

ICQAE met on 8-1-18 after the workshop  
of Academic Quality Initiatives and by  
Prof Dr Henry Cleetus.

Discussed on the preparation of 10 cycle  
and external academic audit to  
be held in March 18.

Julie  
Dr Julie P. Lezal

Magie Jose  
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29-1-18

- Faculty to pursue PhD
- Result analysis - P.C.
- Faculty and student publications
- Parent-teacher-alumnae interactions
- Conduct of General Body meeting of IBAE.
- Evaluation of perspective plans.
- Parents feedback on institution.
- Performance appraisal of staff.

Sr Dr Magne P

Dr Dr Meera K. Cheruvethu

Dr Julie P. Lopez

Dr Dolie Dominic

Dr Josepheni Joseph

Dr Regi Raphael

Dr Lily Mathew

Dr Uthra T

Dr Dhanya K.C

Lt Anu D Alappatt

Ms Meera K.M

Ms Deena Mary

Ms Betsy Chacko

Ms Ruby A.M.

Ms Nithya

Ms Isma May

Ms Deepa K.C.

Dr Saptha

Ms Anu Mary Kallath

Sr Jolly Vargha

Sr Preeti P.C.

*[Handwritten signature]*

Alanna

*[Handwritten signature]*

*[Handwritten signature]*

T. Uthra

*[Handwritten signature]*

Bincy

*[Handwritten signature]*

*[Handwritten signature]*

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IQAC met on 29-1-18 and took the following decisions

- Encourage faculty to pursue research for PhD or post doctoral research.
- Evaluated the results of PG programmes and
- advised depts to arrange programmes for student progression to PhD or MPhil programmes
- Projects of value or good academic standard may be published jointly.
- Interactions between parents, alumni and teachers to be done for quality enhancement, identifying the needs of the students and requirements of industry
- General Body meeting of IQAC will be held in March.
- Perspective plan evaluated and guided the committee members to convey the need for undertaking activities based on the plan.
- Parent feedback on institution to be evaluated and forwarded PTA Executive members (staff)
- Performance appraisal should be submitted before 5<sup>th</sup> April

*Julie*

Dr Julie P. Lopez

*Magi Ben*  
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Discussion on Academic Audit- Before

Committee for Academic Audit

Faculty meetings

Interaction with student representatives.

Motivation for career guidance

Dr Sr Marie Jose ~~MS~~

Dr Sr Meera K. Chavvethal ~~Meera~~

Dr Julie P. Lezge ~~Julie~~

Dr Dolie Domene ~~Dolie~~

Dr Josephine Joseph ~~Josephine~~

Dr Regi Raphael ~~Regi~~

Dr Lilly Mathew ~~Lilly Mathew~~

Ms Betsy Chacko.

IQAE met on 26 Feb 2018 and discussed on the following:

Academic audit- programme was finalized

Dr Josephine Joseph, Dr Meera K. Chavvethal and Dr Lilly Mathew will assist and Dr Dolie Domene will assist

Dr Henry Cleeth is Academic Audit.  
All departments are requested to submit  
the report on or before. 20-3-18

Incentives and awards to be given to  
faculty and students on their achievements.

- IQAC - student interactions will be  
arranged so that students can bring out  
their suggestions and reviews
- Discussion Forums should be arranged  
for students to enlighten them on  
current developments in core discipline,  
general awareness.
- Evaluate the career guidance programmes  
conducted. Conduct programmes suitable  
to the students. NET Coaching may  
be conducted by science departments.

*Julie*  
Dr Julie P Lopez

*Magidha*  
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Verification of promotion documents of  
 Dr Geetha T, Dr Mary Sebastian + Dr Bincy  
 (all dept of chemistry) for promotion from  
 Assistant Professor Stage I to Assistant Prof  
 Stage II.

Sr Dr Magee Jose. <sup>MS</sup>

Br Dr Meera K. Cheruvathur <sup>Meera</sup>

Dr Julie P. Lezar - <sup>Julie</sup>

Dr Debie Dominic <sup>Debie</sup>

Dr Josephine Joseph

Dr Lilly Mathew <sup>Lilly Mathew</sup>

Dr Regi Raphael.

Ms Betsy Chacko -

Dr Geetha T

Dr Mary Sebastian <sup>Mary</sup>

Dr Bincy <sup>Bincy</sup>

### Minutes

Meeting held on 26-3-18 and  
 verified and approved the promotion  
 documents and scores awarded by the  
 faculty. ~~and~~ Interviews will be decided  
 according to convenience of external  
 experts.

Julie P Lezar

Mary  
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- Evaluation of activities of IGAC during academic year.

- Faculty creation - 18-19.

- External Academic Audit - Review.

- Website updation.

- Accomplish depts College + IGAC

Se Dr Lissy John Vairavan.

Se Dr Megie Jose. MS

Se Dr Meera K. Cheruvethu Meera

Dr Julie P. Lopez Julie

Dr Dolie Dominic Dolie

Dr Josephine Joseph

Dr Regi Raphael R

Dr Lilly Mathew

Dr Geetha T

Dr Dhanya K.C

Lt Ana D. Aleppatt

Ms Henri K.M H

Ms Betsy Chako

Ms Diane Mary Diane

Ms Sonny ASM

Ms Nithya.

Ms Celia Mary Celia

Ms ~~Diana~~ Deepa K. Deepa

Dr Senthil

Ms Anu Mary Kalleth Anu

Se Jolly Varghese U Jolly

Se ~~Lissy~~ Pritha P.L. Pritha

Sei R.W Ramakrishnan

Prof John Cyreac

Ms Priya Chacko Priya

Lilly Mathew  
T. Cynthia

J

A

H

Diane

Celia

Deepa

Anu

Jolly

Pritha

Priya

Priya

Ms Indira Copinath

Ms Aparna ~~Legi~~ Sojan

IQAC met on 26-3-18 and discussed on the following.

- Evaluated the activities for the year and reviewed the performance of IQAC and college.
- Conduct orientation programme for faculty on Reg. Psychology, counselling, effective teaching, quality assurance programmes should be conducted.
- Reviewed the external academic audit.
- Website should be ~~app~~ updated and revised.
- Action plans should be prepared and submitted to IQAC in the first week of June.

*file*  
Dr Julie P. Lopez

*Legi*  
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