

## Agenda

Extension for submission of UOA due to prevailing Pandemic.

Online classes-

Conduct of Skill Enhancement + Certificate Programmes

Plan of Action for 20-21

Sr Dr Magie Jose - Magie

Sr Dr Meena K. Cheruvethur Meenas

Dr Julie P. Lopez - Julia

Dr Delie Domene

Dr Lily Mathew Lilly Mathew

Dr Regi Raphael R

Dr T. Geetha T. Geetha

Smt Betsy Checka B

Smt Jeady James J

Dr Dhenya K.C. D

Sr Priette P.L. Priette

Sr Jolly Vaaghare V Jolly

IOAC meeting was held on 8-6-20 at 2.30 pm

Submission of IOA was extended due to the pandemic situation & lockdown. Letter has been forwarded to NAAC regarding the details.

Online classes will be through Google Classroom and Meet. Mentoring sessions can be held through phone or WhatsApp chats. Recorded classes of live sessions should be posted for students who cannot attend live sessions.

Certificati and Skill Enhancement classes may be conducted only after considering off line class schedules.

Take student feedbacks on online classes and necessary measures should be taken. HODs should take charge of this.

Platform Jubilee Vision activities to be conducted as decided earlier through Google Meet Platform and as other activities. Vision 2021 comprises of:

(A) Merit Infrastructure Development Initiative

- Skywalk connecting Campus & Hostel.
- Cost percent ICT enabled classrooms

- (B) Marian Academic Initiative  
 - Meet the Eminent - interaction with 75 personalities  
 - Setting up Marian E Learning Centre.  
 - One Faculty one Research.
- (C) Marian Students Support Scheme.  
 Shoppers Stop  
 Marian Technology Business Incubation Centre  
 Platinum Jubilee Scholarship
- (D) Marian Environment Conservation Programme.  
 Prakruthiperavaram - Organic & Vegetable garden  
 Initiative  
 Urban Forestry Program - Planting & Nurturing Tree  
 in Thiruvananthapuram District
- (E) Marian Rural Development Scheme.  
 • Spanghom - Moulding 75 high school & higher level  
 students - academics, psychological & financial  
 • Valselyam - Freshing School Programme for  
 75 female college students  
 • Sakthidham - Skill training under MCEEP  
 • Sreebhaskar - Health Schemes for 75 women above  
 60.

*[Signature]*  
 LOAC Coordinator

## Agenda

Extension of academic year 2019-20 to December 2020, Data Inclusion.

Dr Sr Maggie Jose *Maggie*

Dr Sr Mene. k. Cheruvathal *Cheruvathal*

Dr Dche Dominic *Dche*

Dr Julie P. Leza *Julie*

Dr Regi Raphael *Regi*

Dr Litty Mathew *Litty Mathew*

Dr T. Geetha *T. Geetha*

Smt Betsy Clecko *Betsy*

Smt Jenly James *Jenly*

Dr Dhanya k.c. *Dhanya*

Sr Preethe P.L. *Preethe*

Sr Jolly Vaighan *Jolly*

IOAC Meeting was held on 13-7-20

As academic year 2019-20 is extended to Dec 2020 from May 2020, date for the period should be collected and included and works to be included in the SSR.

Extension requests to collect data from department before 15<sup>th</sup> Aug 2020

*Julie*

IOAC Coordinator

IQAE Department Level Presentations  
Submission of AQAR  
Meheta Award.

Financial Support - Faculty for FDP Participants  
Advance salary - Govt. host faculty.

Support for differently abled.

Awareness on NEP.

- Sr Dr Magie Jose *Magie*
- Sr Dr Meha K Cheruvathu *Mehera*
- Dr Julie P. Lopez *Julie*
- Dr Delie Domenee *Delie*
- Dr Lilly Mathew *Lilly Mathew*
- Dr T. Cheek *T. Cheek*
- Smt Betsy Cheeko
- Smt Jerry Jones *Jerry*
- Dr Dwayne K.C. *Dwayne*
- Dr Regi Raphael *Regi*
- Sr Peathe P.L. *Peathe*
- Sr Jolly Vaighere *Jolly*

IQAE meeting was held on 12-8-20  
and discussed on

Department level presentations will be held in first week of September. HODs should present the report.

Mohitha Award 2019-20 will be given to Dr. M. Leelavathi, writer of Educationalist. Mohitha Award 2020-21 will be awarded to Smt. Shalajak's 'Minister for Health & Family Welfare Gov. The Ceremony will be organised jointly considering Covid-19 Protocol.

Believe in charges to consolidate for AQAR 18-19, submission a few days.

Financial support will be given to faculty. They may put request. For attending FDP, Assistant Professors on Contract will be reimbursed 50% of the fee of FDP, subject to maximum amount of Rs 500. Reimbursement as normally for 1 FDP. A prior request has to be forwarded to IQAC. Advance salary will be given to Govt. guest faculty by Management on account of delay in receipt of salary from Govt.

Assistance for Differently abled Cell (ADA) should interact with parents of differently abled and enquire any

issues with respect to online classes and also collect feedback on the same.

Organise awareness sessions to students on NEP, Conduct Essay Writing Competition. Orientation to faculty on NEP.

Results analysis VC was done and necessary suggestions were given. Guided the departments to enhance and improve activities under BWS + SAP.

*Sube*  
WAE Coordinator

*Maya*  
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## Agenda

IOAE - Student interaction.  
 Uploading AQAR 2018-19 & 2019-20  
 Continuous Evaluation students  
 Faculty promotion  
 Induction Programme - VC.

Sr Dr Marie Jau Marie

Sr Dr Meera K Charamathur Meera

Dr Julie P. Lezal - Julie

Dr Dolie Domenee - Dolie

Dr Litty Mathew - Litty Mathew

Dr T. Chette - T. Chette

Smt Betsy Chetto

Smt Jincy James - J

Dr Dhanja K C - Dhanja

Dr Regi Raphael - R

Sr Prietha P. L. - P

Sr Jolly Vaighane V - Jolly

IOAE meeting was held on 28-9-2020  
 and following decisions were taken

- Arrange interaction with students in online mode, Principal, IOAE Coordinator, student advisers and HODs to be present in the meeting on 6-10-2020.
- Retention charges to collect data



for uploading data for AQAR 2019-20  
 AQAR to be uploaded in December  
 All required proofs to be consolidated  
 and scanned.

Continuous evaluation of students  
 performance with respect to online  
 classes and evaluation. Regular interaction  
 and Mentoring of students. Motivate  
 students to participate in various  
 academic and co-curricular programmes  
 and activities within and outside  
 the College.

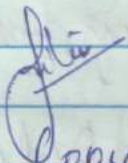
Faculty to submit necessary documents  
 for promotion as part of PBAS.  
 UIC Regulation. Verified the PBAS  
 score of Hiji Maheshkel, Asst Prof Econ  
 currently of Vande College for promotion  
 from Stage 10 to 11.

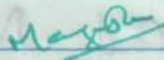
Induction Programme for IUC students  
 to be conducted in 2<sup>nd</sup> week of November  
 through Google Meet Platform and YouTube  
 the final decision will be based  
 on admission completion by University.

Departments to conduct Entry level  
 test and graduate aptitude test

on commencement of UG + PG classes.

list of programmes conducted under  
Meet the Eminent of Platinum Jubilee Naon  
is to be submitted to ICAAC on or before,  
15-10-20

  
ICAAC Coordinator

  
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## Agenda

- A&AR Data 2019-20
- Forwarding of letters to University - Faculty promotion
- Conduct of Sr Rini Greg Endowment Seminar
- Mentoring
- Career Guidance & Placement activities
- Feedback on Curriculum, - Students, Parents and Alumni.
- Faculty feedback on Online teaching learning.
- Outlook of student interaction and Co-curricular Addressed.

Sr Dr Magic Jose *Magie*

Sr Dr Meera K. Chennurathu *Meera*

Dr Julie P. Lopez *Julie*

Dr Dolie Dominic

Dr Litty Mathew

Dr Regi Raphael K *Regi*

Dr Geetha T *Geetha*

Dr Dhanya K.C *Dhanya*

Smt Betsy Cheeko *Betsy*

Smt Jeny James

Sr Preetha P.L *Preetha*

Sr Tolly Naighere V *Tolly*

ISAE met on 20-11-2020 and took the following decisions.

- Final draft of AQAR 2019-20. Suggestion for review incorporated.

- Evaluated & forwarded promotion Screening Committee ~~Expert~~ Request for Subject Expert to University for faculty.

- The theme for this year's Dr Roni George Endowment Seminar is 'Role of Women in Pandemic Scenario'. Dr Budhu Anu Philip, Dept of English will be the Coordinator. Sub Committees to be formed. The Webinar will be conducted in online mode. Date will be decided considering the exam.

Career Guidance activities should be conducted in online mode. Activities for enhancing placement should be given importance.

Feedback on curriculum should be taken from students, and parents by December.

Mentoring should be monitored by HoDs. ~~to~~ Mentor - Mentee relationship is important especially during this period.

IQAC to collect feedback on online facilities and classes and ensure remedial measures.

The suggestions of students during interviews and their concerns are forwarded to respective sections and corrective measures and improvements taken.

*[Signature]*  
IQAC Coordinator

*[Signature]*  
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## Agenda

- Sr Dr Rani George Endowment Lecture.
- Paper Presentation Competition for UG & PG students
- Topper's Day
- Prize winners of NEP Essay Competition conducted by IQAC
- Meeting of various Committees of the College
- Evaluation of students ~~show~~ (Internal Assessment)

Sr Dr Megie Jau Megie

Sr Dr Meera K. Channathar Meera

Dr Julie P. Lopez Julie

Dr Dalie Dominic Dalie

Dr Kitty Mathew Kitty Mathew

Dr Geetha T Geetha

Dr Regi Raphael K. Regi

Smt Betsy Cherko Betsy

Smt Jenny James Jenny

Dr Dhenya K. C. Dhenya

Sr Jolly Vaighere V Jolly

Sr Preethi K. Preethi

IQAC meeting was held on 15-12-20 and following were decided.

Sr Dr Armani George Endow ment Lecture will be held on 12-2-2021 from 9am through Google Meet and YouTube Ms Anyana Bankar, Asst Editor of Khetraj Times and Dr M. Nagalekshmi Associate Prof, VISTAS, Chennai - resource persons. National Level Paper presentation competitions will be held.

Spectrum Poster Presentation Competition for VA students will be held on 5-2-2021, through Google Meet. Vaidhe C. Mohannan (Biotechnology) will be the faculty coordinator. Sub Committee to be formed under the aegis of coordinator.

Ignite Paper Presentation Competition for PG students will be held on 1-2-21 and 2-2-21 respectively for Arts & Science. Savi T.C (Economics) as the faculty coordinator for Arts and Commerce and Raveena T.M (Microbio) as the coordinator for Science.

Popper's Day will be held online on 19-1-2020. Dr C. L. Joshi, Rajalaxmi University of Calicut will be the guest of the programme.

Various Committees of the College to conduct regular meeting and devise measures

Prize winners of Essay Competition on New Education Policy

- I Anagha Suresh - V sem Microbiology BSc
- II Anitha Varghese - III sem MSc Psychology
- Byman Jaleel - III sem BSc Maths
- III Aditi Arithkumar - V sem BA English

*[Signature]*  
IOAE Coordinator

*[Signature]*  
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Agenda

Final Evaluation of AQAR 2019-20

115A submission

Sr Dr Marie Jole *Marie*Sr Dr Meena K. Chavathas *Meena*Dr Julie P. Loza *Julie*Dr Dalie Dominic *Dalie*Dr Lilly Mathew *Lilly Mathew*Dr Geetha T *T. Geetha*Dr Dhanya K.C *Dhanya*

Smt Betsy Chacko

Smt Jerry James *Jerry*Sr Preethe P.L *Preethe*Sr Jolly Vaughan *Jolly*

115A met on 13-1-21 and took the following decisions.

- Final Review of AQAR 2019-20.
- Final consolidation of data for period May 2020 to Dec 2020 for SSR Uploading.
- Final Review for 115A data done *Marie*

## Agenda

Uploading of IQA  
General Body Meeting

Sr Dr Marie Jose ~~Marie Jose~~  
 Sr Dr Meera K. Chacko ~~Meera~~  
 Dr Julie P. Lopez ~~Julie~~  
 Dr Dalie Domene ~~Dalie~~  
 Dr Lolly Mathew ~~Lolly Mathew~~  
 Dr Aetha T ~~Aetha~~  
 Dr Dhanya K.C ~~Dhanya~~  
 Smt Bobby Chacko  
 Smt Jany James ~~Jany~~  
 Sr Leela P. C. ~~Leela~~  
 Sr Jolly Vargha ~~Jolly~~

IQAC met on 15-2-2021 and  
discussed on

Submission of IQA for IV<sup>th</sup> cycle of reaccreditation

Convene a general body meeting of IQAC  
on

Evaluated the date for SSR

~~Julie~~ Julie P. Lopez

## Agenda

- Uploading of SSR
- Evaluation of activities of IOAC Assessment Period.
- Filing of data.

Sr Dr Pilly J Nedumpare

Sr Dr Maggie Jose

Sr Dr Magesh K. Chelurethar

Dr Julie P-Lazer

Dr Delie Domineci

Dr Litty Mathew Mambor

Dr T. Teetha

Dr Dhenya K. C

Smt Betty Cheeko

Smt Jerry Jones

Ms Rebecca George Thomas

Rev Fr Sunil Kumar C.A.

Dr Josephine Joseph

Prof John Cynice

Ms Rajasree Rajasree

Magesh

Chelurethar

Julie

T. Teetha

Dhenya

Betty

Jerry

Rebecca

Josephine

Litty Mathew

IQAE met on 10-3-2021 and discussed on the following

- SSR Uploading in progress. All the defects are uploaded according to SOP.
- Role of IQAE during assessment period.
  - Evaluation of outcomes/results.
  - Student support programmes.
  - Certificate and Skill Enhancement programmes
  - Induction of Mahila Board
  - Conduct of Ignite & Spectrum
  - Strategic plan - Activities -
  - Faculty promotion
  - Monsoon Fest
  - Dr Dr Ravi George Endowment Lecture
  - Entry level & Graduate Aptitude Test
  - Scholar Assistance Programmes & Be With Scholar for ~~Advance~~ <sup>slow</sup> ~~slow~~ Advance courses
  - Merit Student Corps.
  - Uploading of AQAR, data for NIRF,
  - Evaluation of Project Proposals to Govt/Non Govt agencies
  - Celebrating student and Faculty achievements
  - Evaluation of feedback
  - Orientation to faculty & students.
  - Review of all Committees
  - Follow Strategic plan and activities according to vision 2021

Data filing in accordance with  
criteria. Sub Committees for filing  
common colour code.

Dr Julie P. Lezer

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