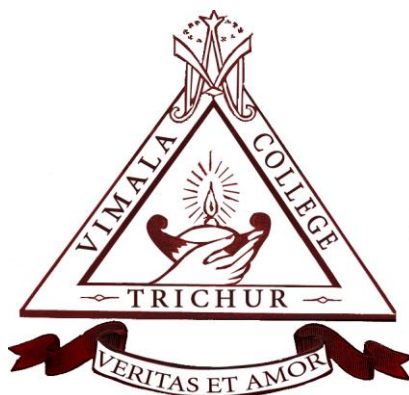


# **Vimala College (Autonomous)**

## **Thrissur**



### **Internal Quality Assurance Cell**

## **MEETING MINUTES**

**Internal Quality Assurance Cell (IQAC)**

## **Minutes of the IQAC Meeting held on 04 April 2019**

### **Agenda:**

1. Annual Review and Evaluation of IQAC 2018-19
2. AAA Feedback
3. AQAR
4. Future Action Plan

**Chair:** 1) Dr Sr Beena Jose, Principal Sd/-  
 2) Dr O J Joyce, Vice Principal Sd/-

### **Members Present:**

- |                                   |      |
|-----------------------------------|------|
| 1. Ms J Anuja                     | Sd/- |
| 2. Ms Maya Davi Chalisery         | Sd/- |
| 3. Dr Nimmy Kuriakose             | Sd/- |
| 4. Mr Lims Thomas                 | Sd/- |
| 5. Ms Laveena Varghese            | Sd/- |
| 6. Ms Akhitha V A                 | Sd/- |
| 7. Ms Lakshmi C M                 | Sd/- |
| 8. Dr Jancy K A                   | Sd/- |
| 9. Dr Preethi John                | Sd/- |
| 10. Sr Jisna Jose                 | Sd/- |
| 11. Dr Minimol K                  | Sd/- |
| 12. Dr Rose V J                   | Sd/- |
| 13. Ms Devayani Haridas Pisharody | Sd/- |
| 14. Dr V Shinju                   | Sd/- |
| 15. Ms Liji Maliakkal             | Sd/- |

The meeting began at 10.30 am in the IQAC room

- After a silent prayer, Dr Minimol K, IQAC Coordinator welcomed all the members to the meeting and presented the agenda.

- **Annual Report:** An annual report of the activities of IQAC for the year 2018-19 was presented by the joint coordinator Ms Maya Davi Chalissery

The Principal Dr Sr Beena Jose pointed out that our collaborations with reputed organisations through MoUs to be enhanced by various departments.

- The Cell members discussed the following:
  1. Notification regarding the reconstitution of the IQAC to be done
  2. Uploading of minutes and action taken report on the website
  3. Mentee colleges must be supported. The detailed guidelines for 'Paramarsh' might be late but initiatives in this direction must be taken up at the earliest. Mr Lims Thomas volunteered to take up the charge of 'Paramarsh'. Mentee Colleges (Don Bosco, Sahradaya etc) to be contacted.
  4. Elevate good practices into best practices. Evaluation of good/ best practices to be done at the department level. IQAC to monitor and ensure that redundant practices are concluded. Three categories – good, best and innovative practices – to be encouraged.
  5. Funding guidelines must be clearly defined. AQAR presentation to be ensured during council meeting. AQAR to be placed before the governing body.
  6. Redefine working committees. Job description to be clearly given. All committees to be evaluated by the IQAC.
  7. AAA must be all-inclusive. Administrative, exam and units' have not been done. External AAA to be conducted in 2020. ISO and DBT certificate to be done at the earliest.
  8. Information to be collected from IQAC coordinators who have moved for accreditation recently. At least 3 coordinators to be invited for seminars.
  9. MIS to be updated. This will ensure a pool that supplied all required documents at the time of need.

10. Evaluation meetings of departments to be conducted on time. Compiled data, analysis and action plan to be included and analysed.
  11. Clubs to be rejuvenated. The activities of all clubs must culminate in the youth festival. Students to be encouraged for national and international contests.
  12. Documentation committee will be in charge of updating and uploading all documents.
  13. Each criterion of the accreditation framework to be given to a committee. Implementation of Strategy 2021 to be done by the working committees under IQAC. Constitution of the Committees: those who were members of the Strategy Committee and one member of the IQAC.
- Future plans: Accreditation to be taken up
    1. Submission of DBT Proposal
    2. ISO Certification
    3. Participation in NIRF
    4. Academic and Administrative Auditing (Internal)
    5. Reconstitution of IQAC
    6. Talks specified by the revised AQAR/ NAAC guidelines to be organised – categorise and list good, best and innovative practices – AAA
    7. One visit per department must be ensured, to be conducted in November 2019
    8. External AAA to be conducted in February 2020 –21
    9. Feedback analysis to be strictly analysed.

The meeting concluded at 11.30 am

Place: Thrissur  
Date: 04 April 2019



Dr Minimol K  
IQAC Coordinator

## **Minutes of the IQAC Meeting held on 07 June 2019**

### **Agenda:**

1. Action Plan for 2019-20
2. AQAR Submission
3. Orientation Programme for the Freshers

**Chair:** Dr Minimol K, IQAC Coordinator      Sd/-

### **Members Present:**

- |                             |      |
|-----------------------------|------|
| 1. Ms Maya DaviChalissery   | Sd/- |
| 2. Dr Anjaly Kishore        | Sd/- |
| 3. Ms Nisha Leela Jose      | Sd/- |
| 4. Dr Jiji Abraham          | Sd/- |
| 5. Dr Veena Gopalan E       | Sd/- |
| 6. Dr Malini K A            | Sd/- |
| 7. Dr Manju Madhavan        | Sd/- |
| 8. Dr Hemamalini M          | Sd/- |
| 9. Mr Lims Thomas           | Sd/- |
| 10. Dr V Shinju             | Sd/- |
| 11. Ms Sareena Rose         | Sd/- |
| 12. Dr Thomas Ruby Mariamma | Sd/- |
| 13. Sr Jisna Jose           | Sd/- |
| 14. Ms Agibet Mathews       | Sd/- |
| 15. Dr Anamiya Baby         | Sd/- |
| 16. Ms Hemalatha V          | Sd/- |
| 17. Dr Sheeba P             | Sd/- |
| 18. Dr Binu Ann Kuriachan   | Sd/- |

The first meeting of the reconstituted IQAC was held on 07 June 2019 at 12.15 pm in the IQAC room.

The following decisions were made:

- **Action Plan 2019-20:** The action plan for 2019-20 of each department must be submitted to the IQAC by 15.06.2019.
- **Academic and Administrative Auditing (AAA):** It was decided to conduct AAA (Internal) in August/ September. A detailed document containing information regarding data required for various purposes has to be prepared and distributed at the earliest. All data mentioned in the said hand-out must be meticulously filed and maintained. The period of data collection will be from 2014 to the present day.
- **Scholarships by departments:** Departments can offer scholarships on the basis of academic performance of students.
- **AQAR Departmental data:** Departments that have not submitted the data pertaining to AQAR were requested to do so at the earliest.
- **Orientation to Fresher's:** Discussion regarding the orientation programme for fresher's on 11.06.2019: class representatives of Second Year batches are to assemble in the auditorium at 11 am. The orientation programme starts at 09.30 am but all arrangements to be made on 10.06.2019. First year tutors will have to be present in the auditorium; classes to be adjusted as required. Teachers-in-charge: grooming of students and anchoring: Ms Maya Davi Chalissery, Ms Divya C D. Seating arrangement: Dr Veena Gopalan and Dr Jiji Abraham. Tea & Biscuits (served by NCC): Dr Manju Madhavanand, Ms Sareena Rose. Stage: Dr Thomas Ruby Mariamma. It was also decided to arrange a campus tour for the fresher's with the help of the senior student volunteers. Departments will be informed of conducting proper induction to the students.

The meeting concluded at 1.15 pm

Place: Thrissur  
Date: 07 June 2019



Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 28 June 2019

A meeting of the IQAC members was held on 28 June 2019 at 11.45 am in the IQAC room.

**Agenda:** Work Distribution of College Committees 2019-20 and Monitoring by IQAC

**Chair:** 1) Dr O J Joycee, Vice Principal Sd/-  
2) Dr Minimol K, IQAC Coordinator Sd/-

**Members Present:**

1	Dr Jiji Abraham	Sd/-
2	Ms Maya Davi Chaliserry	Sd/-
3	Dr Malini K A	Sd/-
4	Ms Devayani Haridas Pisharody	Sd/-
5	Ms Jofia Francis P	Sd/-
6	Ms Fiji Francis	Sd/-
7	Sr Jisna Jose	Sd/-
8	Dr Manju Madhavan	Sd/-
9	Dr Veena Gopalan E	Sd/-
10	Ms Mariya Jeeja P V	Sd/-

**Implementation Strategy 2021:** The members discussed the strategies to implement the Strategic Plan 2021. Each activity to be monitored by the committees formed for the purpose. All the committees should work under the guidance of Vice Principals. IQAC will have more of monitoring.

**Organogram and work distribution:** Detailed explanation of the organogram and work distribution was made and discussed. Duties of the IQAC will include implementation of quality measures, removal of redundant ideas, ensuring action plan drafting and implementation by departments. Subcommittees to be made within IQAC. Mr Lims Thomas given charge of Paramarsh.

Any idea must go through detailed scrutiny as mentioned in the NAAC Manual (need, context, purpose etc). The proposal will then be placed before the College Council. The approved proposal will then be handed over to the respective committee. Much thrust must be given to Institutional distinctiveness. Collaborations with NAAC to be encouraged for seminars and conferences. FDP to be encouraged for professional development and strengthening of human resources

The meeting concluded at 12.30 pm.

Place: Thrissur

Date: 28 June 2019



Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 04 July 2019

### Agenda:

#### Implementation of Quality Initiatives

**Chair:** Dr Minimol K, IQAC Coordinator      Sd/-

#### Members Present:

- |                            |      |
|----------------------------|------|
| 1. Ms Maya Davi Chalissery | Sd/- |
| 2. Dr Binu Ann Kuriachan   | Sd/- |
| 3. Dr Dixy B A             | Sd/- |
| 4. Dr Manju Madhavan       | Sd/- |
| 5. Ms Jilu Varghese        | Sd/- |
| 6. Mr Lims Thomas          | Sd/- |
| 7. Ms Sareena Rose         | Sd/- |
| 8. Dr Jiji Abraham         | Sd/- |
| 9. Ms Shaly C M            | Sd/- |
| 10. Ms Agibet Mathews      | Sd/- |
| 11. Dr Hemamalini M        | Sd/- |
| 12. Ms Divya C D           | Sd/- |
| 13. Dr V Shinju            | Sd/- |
| 14. Dr Malini K A          | Sd/- |
| 15. Sr Jisna Jose          | Sd/- |

Meeting began at 10.40 am

The following decisions were taken after discussion

- **Entry level Assessment:** Tutors were directed to compile data on students on the basis of the Entry level Assessment conducted using the framework proposed by the IQAC.
- **Student Profile:** The profile format to document the details of the newly admitted students was modified by the IQAC. Entry level profile to be collected and maintained by the tutor.
- **Certificate of Internship:** Feedback form of the internship completed to be collected from students who undertook internships. Also, if no certificate has been issued by the organisation where the students worked as interns, then an attested time sheet verified by the Tutor and counter signed by the Organisation – if possible – is to be maintained.



- **Grace Mark for Volunteering during Kerala Flood 2018:** There was a suggestion that the grace marks allowed to students who had offered volunteering services and engaged in relief work during the Kerala Floods were to be done and corrected in the mark lists at the earliest.
- **Strengthening Mentoring Programme:** Peer mentoring programme report, after the conduct of the entry level assessment test, to be submitted by July 15, 2019. A sound mentor-mentee system to be established and followed in the department.- An alumnae mentoring system to be considered wherein former students of the College can be invited for sessions/ interactive programmes. Such alumnae mentors' details to be maintained as record.
- **Career Guidance:** Department specific career guidance programmes to be organised by the departments.
- **NET Coaching:** NET Coaching to be expanded and strengthened. Assistant Professors on Contract can be given charge of NET coaching to be conducted by the departments.
- **PG Teaching Quality:** Quality of the PG teaching and learning experience to be enhanced. Student retention has been listed as a metric in the SAAC draft guidelines.
- **E-content workshop:** A workshop on e-content development will be conducted. An e-learning hub to be created. Ms Sareena suggested that an online content development initiative can be started at the College.
- **Faculty Enrichment Programmes:** It was decided to continue faculty enrichment programme on regular basis. In charge will be Ms Nisha Leela Jose and Dr Jiji Abraham.
- **Other quality Initiatives:** It was also decided to initiate journal clubs in all departments, and to organise workshops on OBE if required.



The meeting concluded at 11.40 pm.

Place: Thrissur  
Date: 04 July 2019

Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 09 July 2019

**Agenda: Progress of Entry level Assessment**

**A meeting of the IQAC Core committee was held on 09 July 2020 at 11.45 am.**

**Chair:** Dr Minimol K, IQAC Coordinator Sd/-

**Members Present:**

- |                            |      |
|----------------------------|------|
| 1. Dr Anjaly Kishore       | Sd/- |
| 2. Dr Binu Ann Kuriachan   | Sd/- |
| 3. Ms Maya Davi Chalissery | Sd/- |

The meeting was scheduled to evaluate the progress of the entry level assessment process in the college. It was decided to clarify the process and the action to be taken considering the specific needs of each department. It was also decided to inform the departments regarding the strategies to be considered in addressing the gaps, such as bridge courses, and other remedial activities. Documentation of the same to be done by the departments.

The meeting concluded at 12.20 pm



Place: Thrissur  
Date: 09 July 2019

Dr Minimol K  
IQAC Coordinator

## **Minutes of the IQAC Meeting held on 20 August 2019**

- Agenda:**
- 1) Criterion – wise data Compilation
  - 2) Centralised Internal Auditing
  - 3) Formulation of Policies
  - 4) NAAC Orientation for Non Teaching Staff

**Chair:** Dr Minimol K,  
Vice Principal & IQAC Coordinator      Sd/-

**Members Present:**

- |                             |      |
|-----------------------------|------|
| 1. Ms Maya Davi Chalissery  | Sd/- |
| 2. Dr Anjaly Kishore        | Sd/- |
| 3. Dr Binu Ann Kuriachan    | Sd/- |
| 4. Dr Hemamalini M          | Sd/- |
| 5. Ms Sreekala M            | Sd/- |
| 6. Ms Divya C D             | Sd/- |
| 7. Dr Jiji Abraham          | Sd/- |
| 8. Dr Jerin Paul            | Sd/- |
| 9. Dr Aneesh George         | Sd/- |
| 10. Ms Dhanya Johnson       | Sd/- |
| 11. Mr Lims Thomas          | Sd/- |
| 12. Dr Manju Madhavan       | Sd/- |
| 13. Ms Agibet Mathews       | Sd/- |
| 14. Ms Sareena Rose         | Sd/- |
| 15. Ms Nisha Leela Jose     | Sd/- |
| 16. Dr V Shinju             | Sd/- |
| 17. Dr Thomas Ruby Mariamma | Sd/- |
| 18. Ms Fiji Francis         | Sd/- |

Meeting started at 2.30 pm

1. **Criterion-wise data compilation:** The members evaluated the process of criterion wise data compilation. The Planning and Evaluation Committee coordinator Dr Hemamalini briefed the IQAC about the work being towards criterion data compilation. The following suggestions as are made.

- All data supplied must contain month and year
- All supporting documents to be submitted
- Care to be taken while naming files

The members reported that the process helps us to identify all gaps.

Academic and Administrative Auditing: It was decided to conduct the AAA- internal from 29/08/2019. Duty list and presentation schedule will be given. All the HoDs will do the presentation of the departmental data.

Policies: The members discussed about the policies to be drafted. Mentoring policy will be drafted under the leadership of Dr Shinju and IT Policy will be drafted under the leadership of Dr Binu Ann.

Feedback Committee: It was decided to constitute a committee exclusively for stakeholder feedback analysis.

Orientation to Non Teaching staff on NAAC Revised Accreditation Framework: It was decided to conduct the session on 22/08/2019. Dr Minimol and Dr Sheeba P will be in charge of it.

Visit to St Theresa's College: It was decided to make a visit to St Theresa's College, Ernakulam which is recently accredited with A++. The IQAC Coordinator will arrange the visit.

The meeting concluded at 03.30 pm.



Place: Thrissur  
Date: 20 August 2019

Dr Minimol K  
IQAC Coordinator

## **Minutes of the IQAC Meeting held on 05 September 2019**

- Agenda:**
- 1) Evaluation of Auditing
  - 2) Future Plan for Auditing
  - 3) Work Distribution of IQAC
  - 4) IQAC documents for Auditing
  - 5) Dr Sr Lissy John Endowment Programme
  - 6) KSHEC SAAC Orientation Programme

**Chair:** Dr Minimol K,  
Vice Principal & IQAC Coordinator      Sd/-

**Members Present:**

- |                             |      |
|-----------------------------|------|
| 1. Dr Veena Gopalan E       | Sd/- |
| 2. Dr Anjaly Kishore        | Sd/- |
| 3. Dr Binu Ann Kuriachan    | Sd/- |
| 4. Ms Maya Davi Chalissery  | Sd/- |
| 5. Dr Manju Madhavan        | Sd/- |
| 6. Mr Lims Thomas           | Sd/- |
| 7. Ms Shebin C K            | Sd/- |
| 8. Ms Divya C D             | Sd/- |
| 9. Ms Nisha Leela Jose      | Sd/- |
| 10. Ms Sareena Rose         | Sd/- |
| 11. Dr Jerin Paul           | Sd/- |
| 12. Dr V Shinju             | Sd/- |
| 13. Dr Thomas Ruby Mariamma | Sd/- |
| 14. Dr Sheeba P             | Sd/- |
| 15. Sr Jisna Jose           | Sd/- |

The meeting began at 10.30 am in the IQAC room.

- **Evaluation of Internal Academic Auditing:**

General review of the Internal Audit Exercise. The Planning and Evaluation Committee congratulated on a good job. Final report to be prepared by Dr Anjaly Kishore. The Best Practice of IQAC will be what has been done every term. This will be done every 3 months. Auditing of departments completed. Auditing of Office, Clubs and Forums and IQAC remains.

- **Work Distribution of IQAC members:**

Work distribution among members of the IQAC was shared by Dr Minimol K all duties read out and discussed. Nature of work expected from the member placed in charge of the duties also detailed. Responsibilities divided among members. Following members will be in charge of the said activities: AAA: Dr Anjaly Kishore, Action Plan: Ms Maya Davi Chalissery, IT Policy: Dr Binu Ann Kuriachan

- **IT Policy:**

Students have to be sensitised on how to use phones and internet well. They must be made aware of matters and issues like privacy, data sharing etc.

- **Continuous Auditing:**

To be done by Dr Veena Gopalan in collaboration with the Planning and Evaluation Committee

- **External AAA:**

It was decided to conduct AAA with external peer team

- **Discussion regarding the upcoming One Day SAAC Orientation Programme for Principals and IQAC Coordinators of Institutions in Thrissur organised by the KSHEC at our College:**

Venue: SJ Seminar Hall, Duties charted out for the day:

- Overall in charge: Ms Maya Davi Chalissery
- Reception/ Parking: Dr Sareena & Dr Jerin Paul
- Venue/ Stage: Dr Anjaly Kishore & Dr Binu Ann Kuriachan
- Registration: Dr V Shinju & Ms Nisha Leela Jose
- Food/ Refreshments/ Flowers: Dr Thomas Ruby Mariamma & Dr Manju Madhavan
- Reporting/ Documentation: Dr Veena Gopalan & Dr Hemamalini

- **Feedback from Parents:**

The PTA General Body Meeting will be held on 27 Septmeber 2019. The Feedback Committee headed by Dr Theresa C J to draft and finalise the feedback format and mechanism, in consultation with the IQAC, before the programme

- **Dr Sr Lissy John Endowment Lecture:**

It was decided to conduct the Dr Sr Lissy John Endowment lecture for parents on 03 October 2019.

- **Whatsapp Group for IQAC:**

It was suggested that a new WhatsApp group be created for IQAC to facilitate communication

- **The Faculty Enrichment Programmes** for the year to be inaugurated with the first one being handled by the Principal, Dr Sr Beena Jose.

The meeting concluded at 11.40 am.



Place: Thrissur  
Date: 05 September 2019

Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 04 October 2019

- Agenda:**
- 1) AQAR Follow-up
  - 2) IQAC Full Quorum Meeting
  - 3) Dr Sr Lissy John Irimpan Endowment Lecture
  - 4) Administrative Auditing
  - 5) National Level Seminar

**Chair:** Dr Minimol K,  
Vice Principal & IQAC Coordinator      Sd/-

**Members Present:**

- |                            |      |
|----------------------------|------|
| 1. Dr Anjaly Kishore       | Sd/- |
| 2. Ms Maya Davi Chalisery  | Sd/- |
| 3. Dr Binu Ann Kuriachan   | Sd/- |
| 4. Dr Sheeba P             | Sd/- |
| 5. Dr Thomas Ruby Mariamma | Sd/- |
| 6. Dr Jerin Paul           | Sd/- |
| 7. Ms Nisha Leela Jose     | Sd/- |
| 8. Mr Lims Thomas          | Sd/- |
| 9. Ms Sareena Rose         | Sd/- |
| 10. Dr V Shinju            | Sd/- |

The meeting began at 10.30 am in the IQAC room.

- **AQAR Preparation:** The members evaluated the progress of AQAR preparation. The follow-up being done by Dr Anjaly Kishore
- **AQAR and SSR:** The difference in the AQAR and SSR formats were discussed extensively. The variations were discussed and doubts clarified. The committee in charge of the compilation requested for more time as the 10<sup>th</sup> October 2019 deadline was difficult to be honoured owing to the difference in formats. 11 October 2019 is the renewed date for submission. Compilation extended to 20 October 2019.
- **Feedback Mechanism:** Tutors are to be instructed of the feedback mechanism in Linways.



- **IQAC meeting:** A Full Quorum meeting of the IQAC needs to be arranged for; tentatively decided to be held on 14<sup>th</sup> November 2019
- **Parents' Talk:** Tentative date for the Dr. Sr. Lissy John Irimpan Endowment Lecture fixed as 15<sup>th</sup> November 2019. It was suggested that Grandparents' Day could be celebrated in the evening that day. The decision will be taken by the PTA. The conduct of the programme does not fall within the purview of the IQAC.
- **Administrative auditing:** Auditing of all the administrative units to be conducted. The audit of IQAC will be done along with the same. The IQAC members will be contacted for assistance regarding the same.
- **Mentoring:** The present mentoring system needs to be revamped. Personal contact and follow up is not possible in the present system.
- **Orientation about NAAC:** A group with all permanent staff members to be created for dissemination of all communication from bodies like the UGC, NAAC etc.
- **National Workshop by NAAC:** A National Level Seminar organised under the auspices of IQAC to be conducted during Dec-Jan. A theme of contemporary relevance to be selected. Topics like Start-Up, Incubation, Employability, Entrepreneurship etc preferred. Over-all Charge given to Ms Nisha Leela Jose and Dr Shinju V.

The meeting concluded at 11.40 am.



Place: Thrissur  
Date: 04 October 2019

Dr Minimol K  
IQAC Coordinator

**Minutes of the IQAC Meeting along with the Planning & Evaluation  
Committee held on 30 October 2019**

**Agenda:** Discussion on AQAR / SSR Documentation

**Chair:** Dr Sr Beena Jose, Principal Sd/-

**Members Present:**

- |                               |      |
|-------------------------------|------|
| 1. Dr Hemamalini M            | Sd/- |
| 2. Dr Minimol K               | Sd/- |
| 3. Ms Nisha Leela Jose        | Sd/- |
| 4. Dr Binu Ann Kuriachan      | Sd/- |
| 5. Dr Sr Silvy Mathew         | Sd/- |
| 6. Ms Sareena Rose            | Sd/- |
| 7. Mr Harish Jose             | Sd/- |
| 8. Mr Sreekumar V             | Sd/- |
| 9. Dr Bijoy P Mathew          | Sd/- |
| 10. Dr Preema Rose Nicklavose | Sd/- |
| 11. Sr Freny Jacob            | Sd/- |
| 12. Dr Jerin Paul             | Sd/- |
| 13. Dr Aneesh George          | Sd/- |
| 14. Dr Jiji Abraham           | Sd/- |
| 15. Dr Veena Gopalan E        | Sd/- |
| 16. Dr Thomas Ruby Mariamma   | Sd/- |
| 17. Ms Dhanya Johnson         | Sd/- |
| 18. Ms Divya C D              | Sd/- |
| 19. Dr Malini K A             | Sd/- |
| 20. Dr Nancy Mathew           | Sd/- |
| 21. Ms Sreekala M             | Sd/- |
| 22. Dr Reenu George           | Sd/- |
| 23. Ms Hemalatha V            | Sd/- |
| 24. Sr Divya C V (Sr Santhy)  | Sd/- |

- |                       |      |
|-----------------------|------|
| 25. Sr Jisna Jose     | Sd/- |
| 26. Dr Sheeba P       | Sd/- |
| 27. Dr Anjaly Kishore | Sd/- |
| 28. Dr V Shinju       | Sd/- |

The meeting began at 01.30pm in the Conference Hall.

The revised guidelines and data templates for consolidation of data for each criterion were discussed. Dr Sheeba P & Dr Anjaly Kishore presented the sample templates based on the data uploaded by accredited institutions and the templates given by NAAC were also discussed.

Meeting concluded at 03.30 pm

Place: Thrissur  
Date: 30 October 2019



Dr Minimol K  
**IQAC Coordinator**

**Minutes of the IQAC Meeting along with the Planning & Evaluation Committee  
held on 01 November 2019**

**Agenda:** Documentation for AQAR / SSR Documentation

**Chair:** D Minimol K,  
Vice Principal & IQAC Coordinator      Sd/-

**Members Present:**

- |                              |      |
|------------------------------|------|
| 1. Dr Anjaly Kishore         | Sd/- |
| 2. Dr Sheeba P               | Sd/- |
| 3. Ms Maya Davi Chalisery    | Sd/- |
| 4. Dr Hemamalini M           | Sd/- |
| 5. Dr Binu Ann Kuriachan     | Sd/- |
| 6. Dr Preema Rose Nicklavose | Sd/- |

The meeting began at 10.00 am in the IQAC room.

**AQAR and SSR:** Discussions regarding the data collection in the required format for AQAR / SSR Documentations were made. Planning and Evaluation Committee decided that the templates will be created by the faculty in charges of each criterion and send to the different departments.

A date was fixed for each criterion and the data to be consolidated by the planning and Evaluation Committee.

Meeting concluded at 11.30 am



Place: Thrissur  
Date: 01 November 2019

Dr Minimol K  
IQAC Coordinator

## **Minutes of the IQAC Meeting held on 05 December 2019**

### **Agenda:**

1. Progress of AQAR uploading
2. Criteria wise data submission
3. IQAC webpage updation
4. International Educational Orientation Programme
5. Discussion regarding a counselling wing
6. Meeting of the differently abled students

**Chair:** Dr Minimol K, Vice Principal and IQAC Coordinator                      Sd/-

### **Members Present:**

- |                             |      |
|-----------------------------|------|
| 1. Dr Anjaly Kishore        | Sd/- |
| 2. Ms Maya Davi Chalissery  | Sd/- |
| 3. Dr Binu Ann Kuriachan    | Sd/- |
| 4. Dr Sheeba P              | Sd/- |
| 5. Dr Jerin Paul            | Sd/- |
| 6. Dr Hemamalini M          | Sd/- |
| 7. Dr Manju Madhavan        | Sd/- |
| 8. Ms Salini Sudesh         | Sd/- |
| 9. Mr Lims Thomas           | Sd/- |
| 10. Dr Thomas Ruby Mariamma | Sd/- |
| 11. Sr Jisna Jose           | Sd/- |
| 12. Ms Nisha Leela Jose     | Sd/- |
| 13. Dr Malini K A           | Sd/- |
| 14. Dr Veena Gopalan E      | Sd/  |
| 15. Dr V Shinju             | Sd/- |
| 16. Ms Agibet Mathew        | Sd/- |

The meeting began at 10.30 am in the IQAC room.

- **Progress of AQAR:** Dr Anjaly briefed about the progress of the AQAR uploading
- **Compilation of Criterion-wise data compilation:** Only the last criterion remains to be completed. Also some data have been found to be missing. Measures to collect these will be taken. Dr Anjaly opined that all teams must gather together and work on the compilation. There are some events and activities that have not been included in the various criteria. Such unrecorded data have to be examined and included in criterion 6 if possible. There was general agreement that the conclaves conducted as part of the Golden Jubilee Celebrations can be recorded as IQAC activities. Any event attended by IQAC members for any IQAC initiative or quality control related events are to be informed to Dr Anjaly and Ms Maya for recording. Criterion 7 will be submitted only after the work of India Today Ranking.
- **IQAC Web page:** Work towards updation of the IQAC website is under ways. The components and contents of the web page were discussed.
- **Orientation for students on International Education:** The International Educational Orientation Programme for final year students will be held according to the following schedule:  
Date: 10.12.2019  
Time: 09.30 am to 10.30 am  
Individual session for students from 10.30 am to 01.30 pm. Interested students are to register their names with their tutors on or before 06 December 2019, which shall be forwarded to the IQAC. Interested Students of other semesters can also attend.
- **Mentoring:** Discussion regarding a counselling wing. Dr Anjaly discussed the possibility of a mentoring portal that could offer need based mentoring / counselling.
- **Parents' Talk:** Sr Lissy John Irimpan Endowment Lecture tentatively decided to be held on 23 or 24 January 2020.
- **New courses:** Possibility for courses in Fine Arts or Performing Arts discussed. Workshops may be organized for the same.

- **Commerce Lab:** The Department of Commerce requested for a room to set up a lab. Ms Nisha Leela said that they had a lot of documents that needed proper filing and recording.
- **Connectivity issues:** For any issues regarding internet and connectivity, Mr Vishnu may be approached. Also Ms Shalini of the Department of Computer Science is in charge of such technical issues.
- **Facilities for the differently abled:** A meeting with differently abled students community was convened on 04.12.2019 and their feedback on infrastructural facilities sought. Dr Minimol & Dr Dhanya visited various parts of the campus to assess the amenities. Tutors need to be sensitized about the needs of the specially abled students.
- **Water facilities:** Dr Shinju brought into notice that the well in front of the Euphrasia block has been in poor condition for many days now. The water from the same is being used in College and therefore quality and hygiene is to be maintained.
- **Gate Security:** An entry and exit register to be maintained at the gate.
- **Waste management:** Segregated dustbins to be arranged for.
- **Library resources:** Faculty and students should be encouraged to use the NLIST Inflibnet facility. Assignments and project work must be done utilising these resources.
- **Policies:** The various policies of our College will be put up on the College Website. Departments are to keep themselves updated and take up the policies as required.
- **Feedback:** Feedback on canteen collected. Inspection conducted.

Meeting concluded at 11.45 am

The Meeting concluded by 11.30 am

Place: Thrissur  
Date: 05 December 2019



Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 06 January 2020

### Agenda:

- Review of the revised NAAC Accreditation format
- Strategies to improve Library usage
- Review of the progress of AQAR preparation
- Formulation of policies

**Chair:** Dr Minimol K, Vice Principal cum IQAC Coordinator      Sd/-

### Members Present:

- |                          |      |
|--------------------------|------|
| 1. Dr Anjaly Kishore     | Sd/- |
| 2. Dr Binu Ann Kuriachan | Sd/- |
| 3. MsDhanya Johnson      | Sd/- |
| 4. Dr Veena Gopalan E    | Sd/  |
| 5. Dr Aneesh George      | Sd/- |
| 6. Dr Malini K A         | Sd/- |
| 7. Dr Sheeba P           | Sd/- |

The meeting began at 01.00 pm in the IQAC room.

- **NAAC RAF Changes:** The members reviewed the revised NAAC accreditation format as on December 2019. Changes were noted in Criterion 2, 3 & 7.
- **Usage of Library Resources:** The members discussed about the strategies to improve the usage of library among students and staff. Use of N-List journals reference resources etc to be enhanced.
- **AQAR:** Also reviewed the progress of AQAR preparation
- **Policy on Infrastructure maintenance:** It was decided to formulate policies with regard to the registration of complaints for the maintenance of facilities and equipments and also regarding the internal assessment of sports students.

The Meeting concluded by 2.00 pm

Place: Thrissur

Date: 06 January 2020



Dr Minimol K  
IQAC Coordinator



## Minutes of the IQAC Meeting held on 31 January 2020

### Agenda:

- Discussion on the ongoing compilation of data under various criteria
- Presentation of all the data
- Orientation programme on Internships
- Feedback mechanism on Linways

**Chair:** Dr Minimol K, Vice Principal cum IQAC Coordinator      Sd/-

### Members Present:

- |                            |      |
|----------------------------|------|
| 1. Dr Malini K A           | Sd/- |
| 2. Ms Maya Davi Chaliserry | Sd/- |
| 3. Dr Binu Ann Kuriachan   | Sd/- |
| 4. Dr Veena Gopalan E      | Sd/  |

The meeting began at 10.45 am in the IQAC room.

1. **Data Compilation:** Extensive discussion on the ongoing compilation of various criteria. Various concerns voiced: lack of clarity in data, incomplete data, absence of supporting documents/ proof etc. A presentation of all the criteria to be arranged for highlighting the missing data
2. **Orientation:** The staff need to be sensitised to the work (volume and nature) being done in preparation for the upcoming NAAC visit.
3. **Orientation on Internship:** An orientation programme on internships to be conducted to give directions and guidelines to students who wish to take up the same during the summer holidays.
4. **Feedback:** The feedback mechanism on Linways strengthened by making it mandatory for students to enter their feedback to receive hall tickets the exam.

The Meeting concluded by 11.30 am

Place: Thrissur  
Date: 31 January 2020



Dr Minimol K  
IQAC Coordinator

## Minutes of the IQAC Meeting held on 17 February 2020

### Agenda:

- IQAC an Overview
- Future Directions for Quality Enhancement - Discussion

**Chair:** 1. Dr Sr Beena Jose, Principal Sd/-  
 2. Dr Minimol K, Vice Principal cum IQAC Coordinator Sd/-

### Members Present:

1. Dr Sr Ritty J Nedumpara, Education Councillor Sd/-
2. Dr Jose Kallarackal, Senior Scientist (Retd) Sd/-
3. Mr Thomas Mathew, Administrator, Jyothy Engineering College Sd/-
4. Ms Najeema U, Rtd.HSA, Physical Sciences,  
Kerala Agricultural University High School, Vellanikkara Sd/-
5. Dr V Shinju Sd/-
6. Ms Nisha Leela Jose Sd/-
7. Dr Binu Ann Kuriachan Sd/-
8. Dr Jerin Paul Sd/-
9. Ms Divya C D Sd/-
10. Dr Manju Madhavan Sd/-
11. Dr Sr Silvy Mathew Sd/-
12. Dr Jiji Abraham Sd/-
13. Ms Salini Sudesh Sd/-
14. Ms Alina Ann Vijay, Vice Chairperson (College Union) Sd/-
15. Dr Thomas Ruby Mariamma Sd/-
16. Dr Anjaly Kishore Sd/-
17. Dr Veena Gopalan E Sd/-
18. Dr Sheeba P Sd/-
19. Dr Hemamalini M Sd/-
20. Sr Jisna Jose Sd/-
21. Dr Malini K A Sd/-
22. Ms Maya Davi Chalisery Sd/-

23. Dr Asha P Rao

Sd/

The welcome address was delivered by the Principal, Dr Sr Beena Jose. The IQAC Coordinator, Dr Minimol K presented a brief report of the IQAC for the academic year 2019-2020.

Following were the points discussed at the meeting:

#### I. RESEARCH

1. Research: While the teaching learning front is being carried out well in the College, several gaps persist in the area of research. Dr Sr Ritty pointed out that the shortcomings in research and consultancy have remained the same over the past few years. Vimala only has one Major Project to her credit. Although the College has around 54 PhD holders, Vimala lacks in collaborations. It was suggested that teaching and research could be combined. What are the areas that may be of interest to the staff and students in College and how the immediate community can benefit from such research? Studies need to be carried out in this direction.
2. Following suggestions were well received by the members:
  - a. Support offered by the Ministry of Environment to be explored
  - b. CSR funds of industries to be utilized
  - c. Identify Institutions of high repute in India and encourage collaborations
  - d. Conduct surveys to assess the needs of the campus, community and other stake holders
  - e. Importance of publications need to be highlighted and good publications encouraged
  - f. Originality and novelty of ideas is highly respected on the international front
  - g. The strategy to adopt while applying for publications in globally reputed journals – approach the best in the field for better reach, visibility and credibility
  - h. Collaborations to be deliberated upon. XIME was suggested as a potential institute to engage in linkages and collaborations with

- i. Staff and students to be encouraged to participate in academic endeavours in different parts of India. The College should financially support a few of the faculty and students in such efforts
  - j. Women students and differently abled students are given preference by International Universities
3. Student Academic Enrichment: Students need to be encouraged to think beyond the classroom and explore the many possibilities in the world. Ms. Najeema U listed out the following arenas:
- a. INSPIRE
  - b. Women Scientists' Programme
  - c. STEM
  - d. DST: February – March is the period when proposals are invited. Students may take up research in three areas (PAMC, Science Superstitions and Science Drama).
  - e. Awards for Science popularisation given by various institutions must be applied for
- Grooming students for enhanced presentation skills and mentoring them to help draft worthy project proposals is of great significance. Ms. Najeema offered that advanced versions of her projects may be taken up by interested students of the College. A team of environmentalists must be available for guidance. Industrial visits should be ensured.
4. Other areas: The following were suggested as fields that can be developed in the College:
- a. Water quality testing: Laboratories of other Colleges may be utilised for the same. Pollution Control Board's approval may be received.
  - b. The latrine system and its development may be studied

As part of the discussion, the UBA project, YIP programme and activities engaged in under the aegis of both the programmes were deliberated upon. It was decided that separate consultation meeting will be held with Ms. Najeema and the Institutions that Vimala can collaborate with can be identified, and a teacher shall take up the charge of the project.

## II. STUDENT DIVERSITY

It was generally agreed upon that the student diversity of the College needs to be enhanced. The following suggestions were voiced:

1. Publicity to be given for the various programmes
2. Student exchange to be encouraged and executed
3. A part of the Project work to be completed as part of the PG Programme to be done at premier institutions within the country
4. An updated College website always adds to the popularity and visibility of the Institution
5. Courses like TFT and other unconventional courses that are profession and career-oriented to be highlighted and given publicity to

## III. EXAM REFORMS

Online exams may be conducted. Students need to be trained for the same.

## IV. CAREER PLACEMENT

Resourceful people who have expertise in such fields must be sought out for advice.

## V. PATENT

Dr. Binu was asked to brief the gathering about the venture towards getting a patent. The health concerns, environmental and infrastructural implications and the benefit/ outcome of the venture was enquired about. Suggestions were given to seek DST funding, assistance and support for the same.

## VI. FACULTY ENRICHMENT

Areas of faculty improvement to be identified and measures initiated to provide timely and adequate support for enrichment in directions identified. Specific interests may be identified, and teachers must be encouraged to participate in training to enhance their skills in these areas of interest. Teachers may be allowed to go to other Institutes as part of such initiatives.

Maya DaviChalissery summarised the points taken up for discussion, suggestions received and decisions taken in the meeting. Dr. Malini K. proposed a vote of thanks. The meeting concluded at 12:50 pm



Place: Thrissur  
Date: 17 February 2020

Dr Minimol K  
IQAC Coordinator

**Minutes of the IQAC Meeting along with the Planning & Evaluation Committee  
held on 03 March 2020, 02pm at Conference Hall**

**Agenda: SSR documentation.**

- Chair:** 1. Dr Sr Beena Jose, Principal Sd/-  
2. Dr Minimol K, Vice Principal cum IQAC Coordinator Sd/-

**Members Present:**

1. Dr Bijoy P Mathew Sd/-
2. Dr Nancy Mathew Sd/-
3. Dr Jiji Abraham Sd/-
4. Ms Divya C D Sd/-
5. Dr Hemamalini M Sd/-
6. Ms Dhanya Johnson Sd/-
7. Dr Manju Madhavan Sd/-
8. Ms Silpa G Nair Sd/-
9. Ms Sreekala M Sd/-
10. Mr Lims Thomas Sd/-
11. Dr Jerin Paul Sd/-
12. Dr Aneesh George Sd/-
13. Dr Veena Gopalan E Sd/-
14. Dr Sr Silvy Mathew Sd/-
15. Sr Freny Jacob Sd/-
16. Sr Divya C V Sd/-
17. Dr Reenu George Sd/-
18. Ms Hemalatha V Sd/-
19. Dr Preema Rose Nicklavose Sd/-
20. Ms NishaLeela Jose Sd/-
21. Sr Jisna Jose Sd/-
22. Dr Binu Ann Kuriachan Sd/-

23. Ms MonyGeege	Sd/-
24. Dr Malini K A	Sd/-
25. Dr Anjaly Kishore	Sd/-
26. Dr Sheeba P	Sd/-

The meeting comprised of The Principal, IQAC Coordinator, IQAC and Planning and Evaluation committee members.

- New SOP is in effect from February 25, 2020 onwards. Some key indicators are combined and revised in the same.
- The filled in data with the respective supporting documents for all criterion from the departments for the given years of SSR preparation should not be mailed hereafter. The same shall be submitted to IQAC directly in a pen drive.
- The data submitted should be similar to as that in the AQARs already given.
- In criterion I, the changes made in the university syllabus can also be adopted in as our syllabus revision. Year-wise syllabus revision should be given as separate document. In criterion II, extended will be mailed to the departments.
- Document for the remedial teaching should contain student's signatures.
- Internship format will be mailed to Planning and Evaluation.
- The reports of all events conducted should be given to IQAC with photographs, participants list with signatures and the feedback from the participants.
- Feedback for all programmes must be filled on time.
- Criteria-wise list of all faculties shall be formed along with their phone numbers.
- Deadline for submission of data and documents for Criterion I-VII is 20<sup>th</sup> March 2020.

The meeting concluded at 03.00 pm.

Place: Thrissur  
Date: 03 March 2020



Dr Minimol K  
IQAC Coordinator