

Vimala College (Autonomous)

Thrissur



Internal Quality Assurance Cell

MEETING MINUTES

Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Monthly Meeting held on 18 June 2020 in Google Meet

Agenda: Action Plan for the year 2020-21

Chair: Dr Sr Beena Jose, Principal Sd/-

Dr Minimol K, IQAC Coordinator Sd/-

Members Present:

- | | |
|------------------------------|------|
| 1. Dr Sheeba P | Sd/- |
| 2. Dr Anjaly Kishore | Sd/- |
| 3. Ms Maya Davi Chalissery | Sd/- |
| 4. Ms Dolly Augustine | Sd/- |
| 5. Dr Sheeja T Tharakan | Sd/- |
| 6. Dr Hemamalini M | Sd/- |
| 7. Dr Shinju V | Sd/- |
| 8. Dr Sinto P Anto | Sd/- |
| 9. Ms Mony Geege | Sd/- |
| 10. Dr Veena Gopalan E | Sd/- |
| 11. Dr Manju Madhavan | Sd/- |
| 12. Dr Dhanya Johnson | Sd/- |
| 13. Ms Sareena Rose | Sd/- |
| 14. Ms Jilu Varghese | Sd/- |
| 15. Dr Nancy Mathew | Sd/- |
| 16. Ms Divya C D | Sd/- |
| 17. Dr Binu Ann Kuriachan | Sd/- |
| 18. Dr Jerin Paul | Sd/- |
| 19. Sr Freny Jacob | Sd/- |
| 20. Mr Lims Thomas | Sd/- |
| 21. Sr Jisna Jose, Librarian | Sd/- |

A meeting of all the members of IQAC was conducted online at 11.30 am. The agenda of the meeting was to plan the activities for the academic year. All members of the IQAC attended the meeting.

1. Evaluation of the activities undertaken during National Lockdown due to COVID 19:

The members evaluated the activities conducted during National Lockdown and expressed their satisfaction and appreciation. The V Podcast series, The reaching Out Mentoring Programme, the awareness materials prepared to protect against Corona Virus, Training on digital teaching platforms such as google meet, MOODLE and Linways etc. were conducted. The training on online mode of teaching equipped the teachers to initiate their online classes on 1 June itself with much ease. It was decided to provide certificates to the faculty who have served as resource persons for those sessions

2. AQAR 2018-19: The IQAC coordinator reported that the AQAR 2018-19 has been uploaded to the NAAC website in May 2020. And acknowledged the support of Dr Sheeba P and Dr Anjaly Kishore and Dr Maya Davi for the support.

3. Faculty Enrichment programme: It was decided to continue the ongoing faculty enrichment sessions to enhance the capability of teachers.

4. Webinars: The IQAC decided to utilise maximum the online learning opportunities and to organise webinars by each departments and also by IQAC.

5. Paramarsh: It was decided to strengthen the Paramarsh activities of the college with the help of external experts. Webinars will be organised for the mentee colleges.

6. Online Library services: It was decided to initiate online library services considering the pandemic.

7. SSR preparation: The data compilation will be continued. It was decided to organise separate meetings of SSR Committee -criterion wise to evaluate the progress.

8. **Lend a Hand:** It was decided to initiate a project 'Lend a hand ' to support students who are unable to purchase mobile phones for online learning.
9. **Online Teaching Evaluation:** It was decided to conduct an evaluation of online teaching after completing one month.
10. **Documentation of online classes:** The IQAC prepared a format to document the online classes taken by teachers as per the directions of the Director of Collegiate Education. Teachers will be requested to send the weekly format to the IQAC and IQAC will further consolidate the reports.
11. **Quality Initiatives- V Inspiration:** The IQAC decided to organise interactive sessions with students who pursue their education in premier institutions in India and abroad.
12. **AQAR 2019-20:** The AQAR 2019-20 to be prepared and uploaded on NAAC website. Strategies were formulated to collect the data.
13. **Coursera Platform for Campus:** It was decided to encourage students to join online courses from global universities through Coursera Platform.
14. **Research Webinar Series:** The IQAC decided to organise Research Webinar Series 'Explorigate' inviting resource persons from various domains to talk about research methodology, research prospects, academic publishing etc. The session will be during the first week of August 2020. The coordinating team of *explorigate* will be IQAC Coordinator - Dr Minimol K, Dr Maya Davi Chalissery, Dr Rose V J, Dr Nisha Francis Alappatt, Dr Vimala M, Dr Hemamalini M, Dr Shinju V, Dr Bijoy P Mathew, and Dr Thomas Ruby Mariamma.

15. Website: It was decided to do departmental website presentation with Principal and IQAC Coordinator to ensure departmental data on the website. The IQAC also decided to upgrade the institutional website with new upgraded layout and design.

The meeting concluded at 12.45 pm.



Minimol K
IQAC Coordinator

Minutes of the IQAC Meeting held on 01 September 2020 in Google Meet

Agenda: 1. Student Induction session

1. Parents Session
2. Entry level Assessment
3. Bridge Courses
4. V TRACK

Chair: Dr Sr Beena Jose, Principal

Sd/-

Dr Minimol K, IQAC Coordinator

Sd/-

Members Present:

- | | |
|------------------------------|------|
| 1. Dr Sheeba P | Sd/- |
| 2. Dr Anjaly Kishore | Sd/- |
| 3. Ms Maya Davi Chalissery | Sd/- |
| 4. Ms Dolly Augustine | Sd/- |
| 5. Dr Sheeja T Tharakan | Sd/- |
| 6. Dr Hemamalini M | Sd/- |
| 7. Dr Shinju V | Sd/- |
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| 10. Dr Veena Gopalan E | Sd/- |
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| 12. Dr Dhanya Johnson | Sd/- |
| 13. Ms Sareena Rose | Sd/- |
| 14. Ms Jilu Varghese | Sd/- |
| 15. Dr Nancy Mathew | Sd/- |
| 16. Ms Divya C D | Sd/- |
| 17. Dr Binu Ann Kuriachan | Sd/- |
| 18. Dr Jerin Paul | Sd/- |
| 19. Sr Freny Jacob | Sd/- |
| 20. Mr Lims Thomas | Sd/- |
| 21. Sr Jisna Jose, Librarian | Sd/- |

A meeting of all the members of IQAC was conducted online at 11.30 am. The agenda of the meeting was to plan the orientation session for the newly admitted students for the academic year 2020-21. All members of the IQAC attended the meeting.

Orientation session (Item 1, 2, 3, 4): It was decided to conduct online orientation to the students. The video will depict all the facilities of the campus narrated by students themselves. A committee was constituted for the same. The students will be supported by the team to prepare the scripts of their presentation.

Planned a one week long sessions for students that includes introduction about the college, Principal's message, Vice Chancellor's message, orientation on online teaching, learning strategies, entry level assessment, bridge courses, parents' talk etc. The welcome Week will be planned and implemented by the IQAC. The IQAC will send a framework for entry level assessment.

V TRACK: It was decided to formulate strategies to engage advanced learners in research activities. For that, the IQAC developed an initiative V TRACK- Tuning Research Aspirants for Creating Knowledge which is a Student as Researchers Initiative. For this, it was decided to focus on the advanced learners of second year UG students. The teams of students will select a topic with the help of mentors selected by them. A meeting of all the selected students will be conducted by the IQAC to give a general orientation. Teachers will be selected as coordinators of each discipline.

Dr Prathibha P will be the general coordinator of V TRACK and she will also coordinate the researchers from English department. Dr Veena Gopalan, Dr Sheeba P, Dr Shinju V, Dr Preethi John, Dr Hemamalini will be the discipline-wise coordinators. The students will select faculty mentors.

The following activities will be conducted under the auspices of V TRACK

1. General orientation to students
2. Sessions on Research methodology by the discipline-wise faculty coordinators
3. Webinars on Research Article Writing and Publication by eminent external resourcepersons
4. Research methodology presentation by students
5. Final presentation
6. Dissemination of research findings through publication
7. Evaluation

Certificates will be given to the students and faculty who are involved in the V TRACK Programme.

The meeting concluded at 12.30 pm



Dr Minimol K
IQAC Coordinator

Minutes of the IQAC Meeting held on 12 November 2020

Agenda:

1. SSR documentation
2. AQAR
3. Academic and Administrative Auditing
4. Orientation to Non-teaching staff and students on NAAC Accreditation
5. V TRACK Progress Evaluation
6. Website

Chair: Dr Sr Beena Jose, Principal Sd/-

Members Present:

1. Dr Sheeba P Sd/-
2. Dr Anjaly Kishore Sd/-
3. Ms Maya Davi Chalissery Sd/-
4. Ms Dolly Augustine Sd/-
5. Dr Sheeja T Tharakan Sd/-
6. Dr Hemamalini M Sd/-
7. Dr Shinju V Sd/-
8. Dr Sinto P Anto Sd/-
9. Ms Mony Geege Sd/-
10. Dr Veena Gopalan E Sd/-
11. Dr Manju Madhavan Sd/-
12. Dr Dhanya Johnson Sd/-
13. Ms Sareena Rose Sd/-
14. Ms Jilu Varghese Sd/-
15. Dr Nancy Mathew Sd/-
16. Ms Divya C D Sd/-
17. Dr Binu Ann Kuriachan Sd/-
18. Dr Jerin Paul Sd/-
19. Sr Freny Jacob Sd/-
20. Mr Lims Thomas Sd/-
21. Sr Jisna Jose, Librarian Sd/-

Meeting started at 02:00 pm

- **Self-Study Report:** Dr Minimol congratulated the work done towards the compilation and preparation of SSR. We need to refine our QLMs and work on the SWOC Analysis. Dr Malini, spoke about the work completed so far. Focus to be given to collecting the supporting documents, proof and templates. All criteria committee members told to submit all data. All criteria heads asked to submit the Pen drives with all the data collected so far. Last date: 13.11.2020 (information had already been passed.). QLMs completed - Criteria 1, 2, 3 and 5. 4 and 6 have to be done. Dr Veena raised a concern of the non-availability of Participants' List. Dr Malini opined that we have a video recording of many of the programmes. A video recording is proof enough. Dr Veena asked all such videos to be collected and stored in an organised manner. Mr Anson will help in this activity. Mr Jineesh will help with photos of the earlier years.
- **SSR Presentation:** A draft SSR presentation sessions were scheduled with Dr M P Rajana as resource person
- **AQAR:** Discussed about the AQAR compilation. AQAR: Dr Sheeba and Dr Anjaly are working on the AQAR. The Governing Council will approve the same before it is uploaded. Dr Minimol said that organised and regular upload of AQAR every year is an achievement.
- **Teaching Plan:** All teaching plans need to be brought and compiled in one system.
- **Departmental Evaluation:** All departments have to hand over the Evaluation. Template for the same has been prepared which will be shared with all the Departments. The format prepared is similar to the AAA documentation done
- **SWOC analysis:** Dr Minimol suggested a Sub Committee for SWOC Analysis. Dr Malini suggested that the teachers themselves can supply us the information for the same. For this purpose, an orientation about what SWOC analysis is - we can have an in-house Resource Person to clarify the purpose and design of the SWOC. A very brief meeting to Summarise the purpose. This can be clubbed with eliciting ideas of Institutional Distinctiveness. Teachers with exposure at other Institutions can help us identify the shortcomings as well as strengths.

- **Academic and Administrative Auditing (AAA) External:** It was decided to conduct AAA this year with external peer team. Templates for the same are being prepared by the IQAC. The time for the same was discussed. It was agreed that the Departmental Evaluation work can be completed by the third week of December Highlights of the Department- not all the data already compiled is required.
- **V TRACK:** The progress of V TRACK was discussed, and members expressed satisfaction on the progress.
- **V-inspiration** to be continued with. All Departments requested to continue with the Programme.
- **IQAC Newsletter:** The period is April to October. A few Departments have to submit along with a few units. Dr Minimol said she will ensure that those are collected at the earliest.
- **The need for a Research Centre Room/ Space highlighted.** Either a room attached to the Research Departments or a common space for all researchers must mandatorily be made available. It was decided that each Department can have an attached Research Room. The Research Hub may be utilised as a general reading space.
- **Code of Conduct:** The Code of Conduct of the College was revised and made available in the College handbook. Professional Ethics is a component to be fulfilled. Dr Minimol said that an external Resource Person can be arranged for a session on the same. It was decided to conduct a session on 12 January 2021 with Dr A.P Jayaraman Senior Nuclear Scientist and Former Head of Media Relations, BARC, Mumbai as resource person.
- **NAAC Orientation for the non-teaching staff:** Session will be arranged by the IQAC.
- **FEP:** Divya and Jilu to continue with the Faculty Enrichment Programmes. Regular programmes for all faculty to be organized.
- All dates and deadlines will be prepared anticipating the Election Duty that may be allotted to faculty during December.
- **NAAC Orientation for Students:** Dr Lata of St. Teresa's can be approached for leading the Orientation. Target group will be first year UG and second year UG and first year PG. The areas/ topics covered may be the benefits of accreditation, why we need NAAC assessment, highlights of the last five years.
- **Website:** Website updation to be ensured by the Department.

- **Common Faculty Web page:** Dr Jerin enquired about a common faculty page. Dr Dhanya informed that this has been included in the revamping plan for the website. A common page is being considered. Will be designed soon.
- **ISO Certification:** Decided to do ISO Certification in 2020-21.
- **NIRF and India Today Ranking:** Decided to start documentation for NIRF and India Today Ranking

The meeting concluded at 02:54 pm.

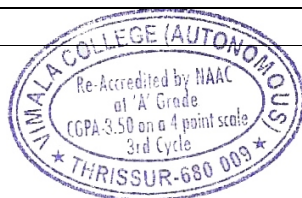


Dr Minimol K
IQAC
Coordinator

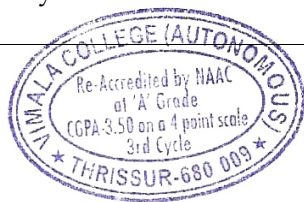


VIMALA COLLEGE (AUTONOMOUS), THRISSUR
MINUTES OF MEETING

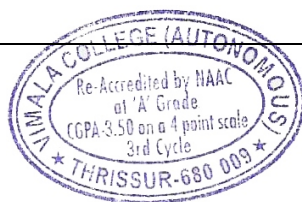
Name of the Meeting : IQAC meeting		Review Period	
Venue : Online https://meet.google.com/pzj-pfxz-kmz		Date	11/02/2021
Chairman/ Chairperson of the meeting (Name and designation): Dr Sr Beena Jose, Principal			
Members Present:			
Name	Signature	Name	Signature
Dr Minimol K	Sd/-	Dr Malini K A	Sd/-
Dr Sheeba P	Sd/-	Dr Anjaly Kishore	Sd/-
Ms Maya Davi Chalissery	Sd/-	Dr Binu Ann Kuriachan	Sd/-
Dr Dhanya Johnson	Sd/-	Ms Divya C D	Sd/-
Ms Dolly Augustine	Sd/-	Dr Jerin Paul	Sd/-
Sr Beena T L (Sr Namitha)	Sd/-	Sr Freny Jacob	Sd/-
Ms Hemalatha V	Sd/-	Mr Lims Thomas	Sd/-
Ms Mony Geege	Sd/-	Dr Nancy Mathew	Sd/-
Ms Sareena Rose	Sd/-	Dr Sinto P Anto	Sd/-
Ms Smitha P S	Sd/-	Dr Shinju V	Sd/-
Dr Veena Gopalan E	Sd/-	Dr Prathibha P	Sd/-
Members Absent :			



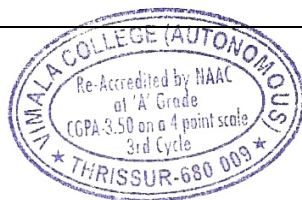
Sl.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Status of AQAR	Complete AQAR Preparation	18/02/2021	AQAR Team	
2	Status of SSR	Discussion on SSR	22/02/2021	SSR Team	
3	Academic and Administrative Auditing	Conduct external AAA Audit	25,26/02/2021	AAA Sub committee	
4	Strategic Plan	5 year strategic Plan to be prepared based on AAA department evaluation, the departments' specific objectives and gaps identified, with reference to NEP	30/06/2021	Departments, IQAC	
5	SWOC analysis	Prepare a tool and conduct SWOC analysis	05/03/2021	SWOC Sub committee	
6	CO-PSO-PO mapping and Outcomes assessment	Prepare a tool and do CO-PSO-PO mapping and Outcomes assessment	20/3/2021	Sub committee	
7	Parents Talk- Dr Sr Lissy john Endowment Talk	Organise Endowment Talk on the topic Mental Health of Young Adults- Role of Parents	20/02/2021	PTA, IQAC	
8	Student Satisfaction survey	Conduct SSS for the academic year 2020-21	31/03/2021	IQAC	
9	Staff and Student orientation on NAAC Accreditation	Give orientation to students and teachers, non-teaching staff on NAAC accreditation, ISO, NIRF, India Today	31/07/2021	IQAC	



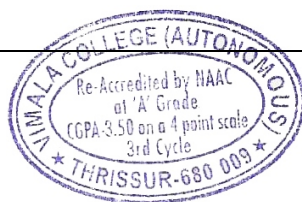
10	Approval of International Journals of the College by UGC	Proposal for the Vimala International Research Journal (Science) has been submitted to the UGC through the University of Calicut for approval. Journal VIRJ Humanities can also apply for UGC CARE list approval	31/3/2022	VIRJ in charge	
11	Online Internship	Inform all the departments to promote Online internships during vacation	15/02/2021	IQAC, Internship cell	
12	Enhance the online teaching infrastructure	Fully equipped digital studio to record the classes, Procurement of necessary softwares, systems and server space, Training and Faculty utilization of Lecture capturing system and creation of econtent.	31/03/2022	Superintendent, Head Accountant, IQAC	
13	Mentoring	List of mentor-mentee to be documented	28/02/2021	Departments	
14	Documentation of Best practice, institutional distinctiveness	Prepare document	30/06/2021	IQAC	



15	DQAC, student IQAC	The activities of Departmental Quality Assurance Cell to be strengthened. Student members of the IQAC to be orientated on the upcoming NAAC Accreditation. It was decided to prepare a ppt for NAAC student awareness – 45 minutes – highlight – NAAC accreditation history of college, why this is important etc..- present and validate in IQAC. It was also decided to make students aware of NAAC process and equip for exhibition	30/06/2021	IQAC, DQAC	
16	V-Track final presentations	External evaluation of student presentation, Publication of papers / books with ISBN under Vimala publications. SPSS software to be made available to students for data analysis	31/03/2021	V-Track committee	



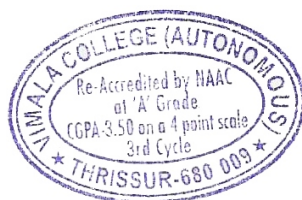
17	Curriculum Enrichment- Design curriculum for interdisciplinary academic programmes, Interdisciplinary Add on and Value added Courses with career prospects as envisaged in the National Education Policy 2020 to provide quality- centric futuristic education	Curriculum development/ Revision by various Boards of Studies . Approval by the Academic Council and Governing Body. Approval by the Parent University and Government.	June 2022	BoS, Academic Council, IQAC	
18	Establish a Vimala College-Teaching Learning Centre that actively engaged in faculty orientation, Induction, and ongoing faculty enrichment course/sessions not only for the College but also for the faculty of other colleges.	Conduct orientation and induction for new faculty and administrative staff on Institution's vision, mission, code of ethics, Policies and Procedures. Ongoing sessions for upskilling faculty. Extend training to faculty from other colleges. Enhance digital teaching- learning competencies.	March 2022	IQAC	



19	Performance Appraisal and Performance Enhancement of Faculty and Administrative Staff which in-turn enhance educational outcomes of students – strategies to enhance Teaching competence, promote Quality publication and Research Guideship and projects, Extension and ensure Customer Satisfaction and Efficient Service Delivery	Develop a Performance Assessment Framework with specific indicators such as : Stakeholder feedback (faculty evaluations, Student Satisfaction Survey, Exit Survey), Self-Appraisal and Performance Appraisal of faulty and Administrative Staff. Research outputs, Engagement in Extension activities. Participation in Professional Development Programmes. Collegiality.	March 2022	IQAC, Principal, Educational Counsellor	
20	Develop sustainable and upgraded Infrastructure Facilities that support effective learning environment for Researchers	Develop centralized Research facilities for researchers of all research centres. Researchers' Hub in the Library.	March 2022	Principal, Office Superintendent, Head accountant and Librarian	
Copy to : Principal			Prepared by	Dr Minimol K	
			Approved by	Principal	
			Date	13/02/2021	
			Page No.	6 of 6	



Dr Minimol K
IQAC Coordinator



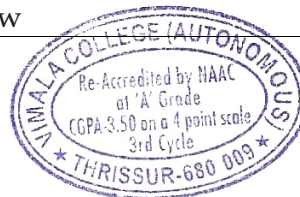

Dr Sr Beena Jose
PRINCIPAL IN-CHARGE
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009



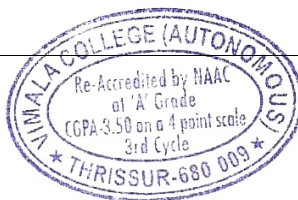
VIMALA COLLEGE (AUTONOMOUS), THRISSUR

MINUTES OF MEETING

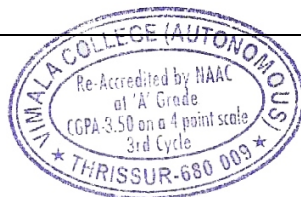
Name of the Meeting : IQAC meeting		Review Period	
Venue : Online https://meet.google.com/jdw-puby-xde		Date	30/06/2021, 2:00 - 3:30pm
Chairman/ Chairperson of the meeting (Name and designation): Dr Sr Beena Jose, Principal			
Members Present: M/s.			
Name	Signature	Name	Signature
Dr Sr Beena T L	Sd/-	Dr Malini K A	Sd/-
Dr Sheeba P	Sd/-	Dr Dhanya Johnson	Sd/-
Dr Anjaly Kishore	Sd/-	Ms Maya Davi Chalissery	Sd/-
Dr Prathibha P	Sd/-	Ms Dolly Augustine	Sd/-
Dr Hemamalini M	Sd/-	Dr Shinju V	Sd/-
Dr Sinto P Anto	Sd/-	Ms Mony Geege	Sd/-
Dr Veena Gopalan E	Sd/-	Dr Binu Ann Kuriachan	Sd/-
Dr Sheeja T Tharakan	Sd/-	Sr Freny Jacob	Sd/-
Ms Divya C D	Sd/-	Sr Jisna Jose	Sd/-
Dr Jerin Paul	Sd/-		
Mr Lims Thomas	Sd/-		
Members Absent :	Ms Sareena Rose		
	Dr Nancy Mathew		



Sl. No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	SSR updates Vice Principal & NAAC Coordinator, Dr Malini K A, gave orientation on IIQA submission, time frame for SSR uploading, modalities of DVV and Student Satisfaction Survey.	SSR consolidation to be completed before IIQA submission.	31/08/2021	IQAC/NAAC Planning and Evaluation	
2	NAAC Orientation NAAC orientation for faculty and students to be planned.	Tutors to orient students. Plan orientation for faculty.	31/8/2021	IQAC/Departments/Class tutors	
3	Domain id Students to be encouraged to use their GSuite Domain id for academic purpose.	Students to be informed the same.	5/07/2021	Departments/class tutors	
4	AQAR Review report from NAAC IQAC Coordinator Dr Dhanya Johnson presented the AQAR 2019-20 review report given by NAAC. Vice Principal & NAAC Coordinator, Dr Malini K A discussed the review suggestions. Principal Dr Sr Beena Jose suggested to identify gaps based on the AQAR review report and include them in the action plan for the current year.	Devise improvement strategies.	31/03/2022	IQAC/Departments	



5	Action Plan and strategic plan Action plan for the current year and the strategic plan to be chalked out based on the following – AQAR review report from NAAC, AAA external audit recommendations, SWOC analysis, Governing council and Academic Council recommendations, NEP 2020, Performance in Institutional Rankings, ISO Department objectives, Stakeholder feedback reports and the CO-PO-PSO mapping and attainment document.	Departments to frame the action plan and revise strategic plan.	15/07/2021	Departments	
6	CO-PO-PSO mapping and attainment document	Corrective measures to be taken by Departments based on the CO-PO-PSO mapping and attainment measurement document.	31/7/2021	Departments	
7	Updation of Centralized Documentation Facility	All faculty to update advance staff profile in Linways and all events to be documented properly and registered in Event registration portal.	5/07/2021	IQAC/Departments/Clubs and Forums	



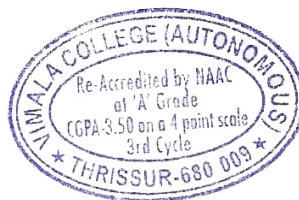
8	Staff Enrichment	Enrichment programmes for teaching and non-teaching staff for the year to be organized. Programmes to be organized after need analysis.	31/03/2022	IQAC/FEP committee	
9	Feedback reports	Feedback tools to be reviewed. Action taken report communicated to stakeholders through college website.	31/03/2022	IQAC/Feedback Committee	
10	DQAC	Departments to organize DQAC meetings. DQAC to spearhead quality assurance initiatives in Department.	31/07/2021	Departments	
11	Reaching out	Tutors to conduct Reaching Out activity and enquire the status of their wards.	31/07/2021	Departments	



12	Counselling	Organising mental wellness/ counselling sessions for students. Students to be communicated on the counselling facilities in college.	31/08/2021	IQAC/ Department of Psychology	
Copy to : Principal			Prepared by	Dr Dhanya Johnson	
			Approved by	Principal	
			Date	01/07/2021	
			Page No.	5 of 5	

Dhanya

Dr Dhanya Johnson
IQAC Coordinator



Dr Sr Beena Jose

Dr Sr Beena Jose
PRINCIPAL IN-CHARGE
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009



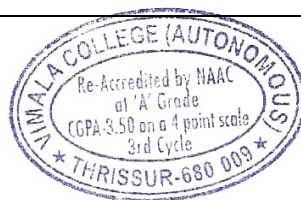
VIMALA COLLEGE (AUTONOMOUS), THRISSUR

MINUTES OF MEETING

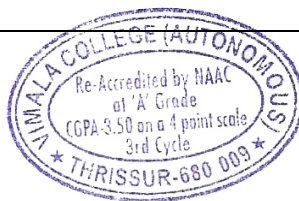
Name of the Meeting : IQAC meeting		Review Period	
Venue : Online https://meet.google.com/ynb-pzte-kjx		Date	28/07/2021 , 2:00 - 3:30pm
Chairman/ Chairperson of the meeting (Name and designation): Dr Sr Beena Jose, Principal			
Members Present: M/s.			
Name	Signature	Name	Signature
Dr Sr Beena T L	Sd/-	Dr Malini K A	Sd/-
Dr Dhanya Johnson	Sd/-	Dr Sheeba P	Sd/-
Dr Anjaly Kishore	Sd/-	Ms Maya Davi Chalissery	Sd/-
Dr Prathibha P	Sd/-	Ms Dolly Augustine	Sd/-
Dr Hemamalini M	Sd/-	Dr Shinju V	Sd/-
Dr Sinto P Anto	Sd/-	Ms Mony Geege	Sd/-
Dr Veena Gopalan E	Sd/-	Dr Binu Ann Kuriachan	Sd/-
Dr Sheeja T Tharakan	Sd/-	Sr Freny Jacob	Sd/-
Ms Divya C D	Sd/-	Sr Jisna Jose	Sd/-
Dr Jerin Paul	Sd/-	Ms Sareena Rose	Sd/-
Mr Lims Thomas	Sd/-	Dr Nancy Mathew	Sd/-
Members Absent :			



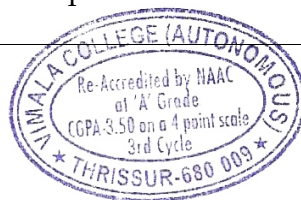
Sl.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	SSR Updates Vice Principal and NAAC Co-ordinator Dr Malini K A updated on the status of SSR consolidation. She appreciated the concerted efforts of all faculty for their active participation in SSR data consolidation. NAAC orientation to faculty to be planned.	SSR draft presentation by criteria heads and SSR core committee scheduled – Department heads and criteria in charges from each department should be present.	02/08/2021	IQAC/Criteria Heads	
2	Action Plan and DQAC Action plan, strategic plan and DQAC to be formulated	The details to be emailed to IQAC	02/08/2021	Departments	
3	Student Mentoring Student mentoring sessions to be carried out in adherence to the mentoring policy of the college and it should be properly documented.	Mentors to conduct mentoring sessions. A training session on student mentoring will be arranged. Mentors to support their mentees in all their academic, career and personal needs.	16/08/2021	IQAC/Mentors	



4	Consultancy Activities in Department Departmental consultancy to be promoted, in adherence to the consultancy policy of the college and properly documented. The details of consultancy to be updated in the college website. Scope for offering corporate training to be reviewed.	Departments to update consultancy details in website and faculty to actively engage in consultancy in areas of expertise.	30/08/2021	Departments	
5	Azadi Ka Amrit Mahotsav Departments and clubs and forum to plan flagship programmes in connection with Azadi Ka Amrit Mahotsav.	Activities to be planned and implemented. The details to be emailed to IQAC	31/03/2022	Departments/Clubs and Forums	
6	V-Inspiration - Alumnae Lectures Departments to organize Alumnae Lecture series as in previous years.	Lectures by illustrious alumnae to be planned.	31/03/2022	IQAC/Departments	




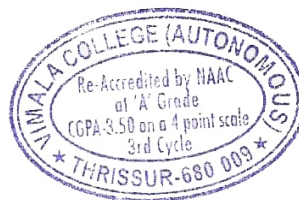
7	<p>Reaching out - Phase II - Special focus to Lakshadweep students, Divyanggan students, students from remote areas with connectivity issues and implement inclusive practices.</p>	<p>Tutors to do reaching out activity and identify the problems of Lakshadweep students, Divyanggan students, students from remote areas with connectivity issues. Tutors to do need analysis and ensure that the these students have access to books and other study aids. Study tools for Divyanggan students to be designed.</p> <p>Implement inclusive practices -</p> <ul style="list-style-type: none"> • Provide hostel facility to students from remote areas • Appoint peer teachers to help the students with accessibility issues • Recorded content can be made available to students in pen drives or other medium • Alumnae in the remote areas can be mobilized to help students 	10/08/2021	Tutors/Departments	
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8	Internship Directory Directory with contact details of institutions for field work, internships and student projects to be prepared and make available to students to promote 100% internships	Departments to prepare an internship directory and encourage all students to do internships.	30/08/2021	Tutors/Departments	
9	Student progression to foreign institutes The student progression to foreign universities is showing an increasing trend and this is to be documented.	Prepare an updated list of students getting enrolled in foreign universities.	16/08/2021	Departments	
Copy to : Principal			Prepared by	Dr Dhanya Johnson	
			Approved by	Principal	
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IQAC Coordinator


Dr Sr Beena Jose
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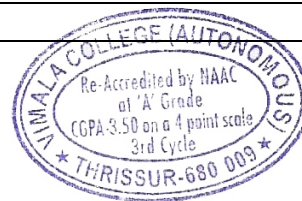




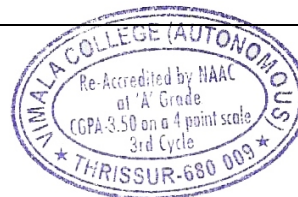
VIMALA COLLEGE (AUTONOMOUS), THRISSUR

MINUTES OF MEETING

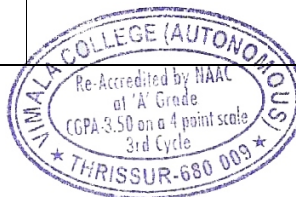
Name of the Meeting : IQAC meeting		Review Period	
Venue : Online https://meet.google.com/grn-nwgh-jfj		Date	13/09/2021, 2:00 - 3:00pm
Chairman/ Chairperson of the meeting (Name and designation): Dr Sr Beena Jose, Principal			
Members Present:			
Name	Signature	Name	Signature
Dr Malini K A	Sd/-	Dr Dhanya Johnson	Sd/-
Dr Sr Beena T L	Sd/-	Dr Anjaly Kishore	Sd/-
Ms Maya Davi Chalissery	Sd/-	Dr Prathibha P	Sd/-
Ms Dolly Augustine	Sd/-	Dr Sheeba P	Sd/-
Dr Hemamalini M	Sd/-	Dr Shinju V	Sd/-
Dr Sinto P Anto	Sd/-	Ms Mony Geege	Sd/-
Dr Veena Gopalan E	Sd/-	Dr Binu Ann Kuriachan	Sd/-
Dr Sheeja T Tharakan	Sd/-	Sr Freny Jacob	Sd/-
Ms Divya C D	Sd/-	Sr Jisna Jose	Sd/-
Dr Jerin Paul	Sd/-	Ms Sareena Rose	Sd/-
Mr Lims Thomas	Sd/-	Dr Nancy Mathew	Sd/-
Members Absent :			



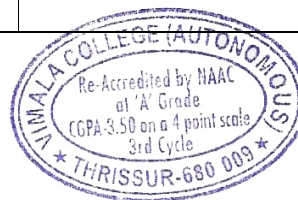
Sl.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	<p>Student Induction Programme UG and PG</p> <p>Student induction programmes for UG and PG to be organized online/offline</p>	<ul style="list-style-type: none"> • Committee to be constituted with IQAC members and tutors of first year UG and PG batches • Tutors to be oriented on induction programme • Co-ordinators of clubs and forums to be oriented on induction programme • A campus tour video to be prepared • The induction programme should contain address by Principal, Vice-Principals, Controller of Examinations, Career Guidance, Placement and Training Cell Coordinator, Curriculum Enrichment Committee and Scholarship in charge. Students to be oriented on code of conduct, statutory cells for student safety and security, clubs and forums in the college, examination procedures, Academic Management system Linways. 	30/11/2021	IQAC/Subcommittee – class tutors/Coordinators of clubs and forums	



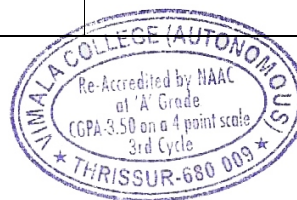
		<ul style="list-style-type: none"> Departments can conduct Entry level assessment, Bridge course with structured syllabus to analyse the learner levels. Department can customize strategies for the same based on the requirements of their discipline. Sessions on tools for online learning platforms can be provided on need basis by tutors 			
2	Result Analysis Framework Result of end semester marks of current batch students to be done and consolidated report presented in upcoming Board of Studies	Departments to analyze the results and take corrective actions	30/11/2021	Departments	
3	Consultancy Promote consultancy. Brochure of consultancy to be prepared and update consultancy details in website.	Departments to furnish consultancy details to IQAC.	30/09/2021	Departments/IQAC	



4	Student Initiated Activities Student IQAC activities to be planned and implemented. V-Lead Leadership training sessions to be planned.	<ul style="list-style-type: none"> • Green army for campus waste management with student participation. • Campus Radio • V-Podcast 	31/3/2022	IQAC	
5	Strengthening activities of clubs and forums Clubs and forums to organize more capacity building and skill enhancement programmes	Plan more student initiated activities. Give orientation to student coordinators of clubs and forums.	31/3/2022	IQAC/Clubs and forums	
6	SSS Student Satisfaction Survey	Updated email id list of students to be collected.	30/10/2021	Departments	



7	Webinars under Paramarsh scheme	<p>The following programmes planned under UGC Paramarsh Scheme</p> <ul style="list-style-type: none"> • One Week Faculty Development Program on Outcome-Based Education in collaboration with IPSR solutions Ltd. • Webinar on 'Best Practices' • Online FDP On 'Maximizing Potential - A Workshop On Student Mentoring' in collaboration with Chetana College of Media and Performing Arts, Chiyaram. • Webinar on Professional Ethics and Code of Conduct 	17-23,27,28,29/09/2021	IQAC/Paramarsh Committee	
8	E-Content - digital repository in Library	E-content (audio/video/ document) developed by faculty to be handed over to Library for the digital repository of study materials	30/10/2021	IQAC/Librarian/Faculty members	



9	E- Content creation - Lecture Capture Facility	Faculty members appreciated for the active use of lecture capture facility - BenQ interactive flat panel, recording and video editing facility. Invited all faculty members to create more high quality E-content using this facility.	31/03/2022	IQAC/Faculty members	
10	SPARK PG Paper Presentation Competition	Spark 2021 to be organized in association with Research and Consultancy Cell	20/12/2021	IQAC/Research and Consultancy Cell/Research Scholars	
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			Date	14/09/2021	
			Page No.	6 of 6	

Dhanya

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