

Minutes of the IQAC meeting held on 6th June 2019

A meeting of the members of the IQAC was held on 6th June 2019 with the following agenda

1. NAAC Reaccreditation
2. Staff Developmental programmes
3. OBE – Creating awareness and procedure for attainment
4. Result Analysis of various results published
5. Revision of policies as mentioned in NAAC manual

As the NAAC reaccreditation is due this year, meeting decided to start the data consolidation in the NAAC format. The meeting entrusted the following members to consolidate data relating to respective criterions

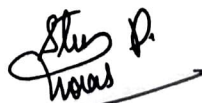
- Criterion I – Mrs. Ponnu Liz Malieckal
- Criterion II – Dr. Annu Thomas
- Criterion III – Dr. Ipe Varghese
- Criterion IV – Mr. Jipin V Mathew
- Criterion V- Dr. Elizabeth V John
- Criterion VI- Fr. Philmon Kalathra and Mrs. Anju Annette Cherian
- Criterion VII – Dr. Reeja P S

Meeting decided to have a session on managing the LMS for the new faculty members inducted. The training shall be done by Dr Reeja P S, the faculty co-ordinator of LMS of the college. Meeting decided to have training to non-teaching members on libre office tools. Also the annual training on the college ERP shall be organized once the first semester classes begins. Meeting decided to request the management for connecting the campus completely by LAN.

Meeting decided to develop an excel sheet with formula included in it to measure attainment of POs and PSOs. Meeting entrusted Dr. Stephy Thomas for the development of excel/librecalc sheet. It is important to spreadsheet developed by ourself to have clear idea about PO and PSO.

Meeting has discussions on the results of various degree and PG programs. It is decided to publish a result analysis as in the last year and these analysis should compare the results in the past few years. Meeting observed that the pass percentage of programmes like BA History, M A English (SF) needs immediate actions.

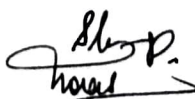
Meeting decided to revise various policies like tour policy, grievance redressal policy etc.



Dr. Stephy Thomas
IQAC Coordinator



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Principal
B.C.M. College
Kottayam

Minutes of the IQAC meeting held on 25th July 2019

A meeting of the members of the IQAC was held on 25th July 2019 with the following agenda

- Assess the progress of data consolidation for NAAC Reaccreditation
- Online provision for complaint lodging
- Finalization of AQAR for 2018-19
- Training programmes

The criterion heads expressed the opinion that though the departments have the data/documents, consolidation/ scanning of these documents is time consuming. There was criterion wise presentation about the status of data consolidation.

The meeting decided to provide the complaint/ grievance lodging facility with the website. Meeting observed that certain options like conduct certificate for students need to be included in the ERP. It is reported that the provision for online generation of ERP is already there in the ERP. The manual conduct certificate shall be issued in case institutions stick for handwritten conduct certificate.

Meeting decided to contact foreign universities to start dual programmes. The dual programme we mean the courses which are similar to the programmes over here. The students have to complete certain courses which is decided by the partnering university during their period of study here and students have the option to join the concerned programme there on completion of the programme here and they can finish the programme within 6 months or 1 year stay at the other country.

Meeting also proposed to get the certificate programmes here vetted by the faculty from there so that both institutions can issue separate certificates to students.

Meeting had elaborate discussion on AQAR for the year 2018-19 and accepted the AQAR for presenting at governing body.

As decided in the last IQAC meeting the following training programmes are scheduled

| | | |
|------------------------------------|----------|-----------------------------|
| LMS for beginners | 30/07/19 | Dr. Reeja PS |
| Computer Hardware Trouble Shooting | 02/08/19 | Computer Science Department |
| Training on ERP | 10/08/19 | Smt. Anju Annette Cherian |

Shirley P. Thomas

Dr. Stephy Thomas
IQAC Coordinator



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Shirley P. Thomas

Principal
B.C.M. College
Kottayam

Minutes of the IQAC meeting held on 27th August 2019

A meeting of the members of the IQAC was held on 27th August 2019 at the conference hall of the college with the following agenda

- Assess the progress of data consolidation for NAAC Reaccreditation
- OBE based activities
- Revision of Policy documents
- Training programmes

The meeting assessed the progress of data collection and consolidation for the upcoming NAAC accreditation process. The meeting observed that the delay in getting the documents is due to the delay in scanning

The members expressed the opinion that a workshop on outcome based education will give more clarity on the COs already prepared and it will give more insights to the OBE as teachers are involved in it. Meeting entrusted Dr. Annu Thomas the responsibility of organizing workshop on outcome based education.

Meeting decided to revise the green policy incorporating fine for carrying single use plastic carry bags. Meeting decided to give training to interested faculty members on the making cloth carry bags.

Meeting decided to organize the training programmes on the following dates

| | | |
|-------------------------------------|----------|--------------------------|
| Towards a sustainable world | 11/09/19 | Home Science Department |
| Curriculum Design Workshop | 20/09/19 | Dr. Annu Thomas |
| 'Practical Sessions in Office tools | 07/10/19 | Mrs Anju Annette Cherian |

Shy P. Thomas

Dr. Stephy Thomas
IQAC Coordinator

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Shy P. Thomas

Principal
B.C.M. College
Kottayam



Minutes of the IQAC meeting held on 4th November 2019

A meeting of the members of the IQAC was held on 4th November 2019 at the conference hall of the college with the following agenda

- Assess the progress of data consolidation for NAAC Reaccreditation
- IT infrastructure development
- Training programmes
- NIRF

A meeting of the members of the IQAC was held on at the conference hall of the college.

The meeting congratulated DrAnnu Thomas for organizing workshop on OBE with Dr. Vibin Ipe as resource person. The workshop was held on 20th September 2019. Everyone felt that the workshop was very useful especially the presentation of outcome developed by the faculty members was really informative.

Regarding the preparation for NAAC accreditation criterion heads is of the opinion that experience sharing session by some faculty member who was involved in NAAC accreditation in the revised framework will provide us with more insight to the faculty members. It is decided to organize a experience sharing session with some IQAC co-ordinator who recently gone through the NAAC assesment process. Meeting entrusted Principal Dr. Teena Annah Thomas to enquire with Dr. Rekha Mathews of Bishop Kurialacherry College, Amalagiri, Kottayam

Meeting decided to request management to replace the existing analogue surveillance system to the digital system. Also meeting shared the opinion that providng LAN facility at every classrooms is helpful as it will ensure the sharing of documents in a easy manner

Meeting decided to participate in NIRF and entrusted Mr. Jipin V Jimmy with the responsibility of completing the procedures for NIRF.



Dr. Stephy Thomas
IQAC Coordinator

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Principal
B.C.M. College
Kottayam

Minutes of the IQAC meeting held on 13th January 2020

A meeting of the members of the IQAC was held on 13th January 2020 at the conference hall of the college with the following agenda

- Assess the progress of data consolidation for NAAC Reaccreditation
- IIQA
- OBE Based Programmes
- Training Programmes
- NAAC Criterionwise presentations

Meeting congratulated Dr. Elizabeth V John who served as the co-ordinator of the interactive session with Dr. Rekha Mathews, Associate Professor and IQAC Coordinator, Bishop Kurialacherry College, Amalagiri on 28th November 2019. The session was useful as she was successful in clarifying the doubts of faculty members. The session was very much inspiring as it came from a person who passed through similar phase.

The meeting decided to organize a session on Outcome Based Education with Dr. Amiya Baumik, President Lincoln University College Malaysia as the resource person for the faculty members and the PG students of the college. Meeting decided to submit IIQA of the college before the expiry of the current reaccreditation validity. Co-ordinator Dr. Stephy Thomas presented the Meeting entrusted Principal Dr. Teena Annah Thomas and the IQAC Co-ordinator Dr Stephy Thomas to submit the IIQA. Meeting Decided to organize a training session to NTS on prepare official letters.

Meeting decided to have a meeting with expert some institution which had undergone accreditation prior to submitting SSR. Principal and the co-ordinator is entrusted with the responsibility of finding such a person and fix date accordingly.

Meeting decided to start criterion wise presentation so that every faculty will get involved in the process.

Stephy P. Thomas

Dr. Stephy Thomas
IQAC Coordinator

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Teena Annah Thomas

Principal
B.C.M. College
Kottayam

Minutes of the IQAC meeting held on 23rd March 2020

A meeting of the members of the IQAC was held on 23rd March 2020 through the google meet with the following agenda

- IIQA Submission
- Further NAAC actions
- NAAC Criterionwise presentations

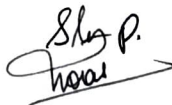
Dr. Teena Annah Thomas informed the meeting that we submitted the IIQA before the expiry of the NAAC accreditation period. She explained the procedure of verification in detail and we were asked to submit the list of programmes offered at the college from the University.

The main agenda of the meeting is to explore the possibility of continuing academic activities of the college, during the pandemic period. The meeting decided to introduce departments to come up with competitions and the awareness videos that will engage students and keep them mentally fresh amidst of covid pandemic lockdown. Principal Dr. Teena Annah Thomas pointed the possibility of creating awareness about the CoVID through small small videos and presentations and thereby engaging them and keeping students and faculty stress free.

Meeting decided to conduct NAAC office to know the further steps to be done for the NAAC assesment. Dr Stephy Thomas informed the meeting about NAAC decision to extend the validity of accreditation.

During NAAC preparation it has been observed that the college needs immediate steps to strengthen the research outputs of the college. The presentations in the resrach club is not turning out to be as publications. Hence it is proposed to organize some webinars that will motivate faculty memebrs to publish research articles.


Also it is decided to organize webinar on Outcome Based Education in association with TLC of some national institutes. Principal Dr. Teena Annah Thomas voluntarily took the initiative of inviting resource person for the same



Dr. Stephy Thomas
IQAC Coordinator

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Principal
B.C.M. College
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Minutes of the IQAC meeting held on 3rd May 2020

A meeting of the members of the IQAC was held on 23rd March 2020 through google meet with the following agenda

- Annual Academic Audit
- Vichara
- NAAC SSR data presentation with experts


A meeting of the members of the IQAC was held on through the google meet.

Meeting decided to organize AAA for the academic year 2019-20 and the academic planning for the year 2020-21 through online platform on any day after may 20, according to the convenience of the experts.

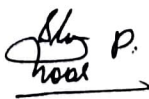
Meeting decided to equip faculty members with ICT tools which helps to resume the academic activities in a distant mode. It is proposed to organize training sessions on Screen recording softwares, multimedia files compressing softwares, YouTube uploading, interactive classroom tools like quizzes.com, socrative etc. The programme shall be organized as a week long programme with the expertise of out faculty members with name 'ONLINE TEACHING COLLABORATE'. Meeting suggested Mr. Jipin V Jimmy as the co-ordinator of the programme.

Meeting urged to check the net connectivity at all classrooms before first June 2020, so that the classes can be triggered in the online mode from June first itself.

Meeting urged all faculty members to record their classes, ption available with institutional mail ID, so that students who could not attend the classes can attend the recorded version of the classes.


Dr. Stephy Thomas
IQAC Coordinator

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Principal
B.C.M. College
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