



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)

KOTTAYAM

(Accredited by NAAC with 'A' Grade)

Kottayam, Kerala
India - 686 001
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Minutes of the IQAC meeting held on 4th June 2020, 3.00 pm

A meeting of the members of the IQAC was held on 4th June 2020 through google meet with the following agenda

- Online classes in the new scenario
- NAAC accreditation
- Students Feed back on syllabus and institution

Meeting expressed happiness as we can start the online classes in full swing as the college was well equipped with internet connectivity in the classes. Meeting urged the teachers to make the online classes interactive. Meeting discussed the issue of the non-availability of electronic gadgets for many students. Meeting decided to seek the support of the retired teachers and other well-wishers for providing students with electronic devices. It is reported that many teachers are recharging the mobile connections of the students who are finding it difficult. Also, students from Lakshadweep find it challenging to attend online classes, and it is suggested to share the recordings of the online classes.

The meeting discussed the feedback of the students regarding the syllabus. One of the significant suggestions of the students was to use ICT more widely. As the college has completed connecting all the classes through a wired network, the meeting observed that we have a perfect platform for the implementation of more ICT tools. Meeting decided to seek the support of alumni and retired teachers for upgrading more classrooms into smart classrooms. Meeting also decided to seek the help of external agencies upgrading classes into IT-enabled places. Also, it is determined to seek the support of external agencies to purchase more computers. Meeting decided to forward the report on the syllabus to the University, as the college cannot do much with the syllabus. The meeting also discussed the student survey report and suggested improving the physical ambience at the college. The meeting indicated that it would be good if the Principal could interact with students directly.

As the operations at the college have not come into full swing, it was decided to wait for the condition to be normal before proceeding to the NAAC accreditation. Also, it is decided to concentrate more on teaching as the classes are online. The success of the college should be continued in delivering effective classes even during the COVID pandemic period. Urged all faculty members to make the classes more attractive as students have to adapt to the new situation.



Meeting opinioned that more webinars should be organized this covid time. IQAC requested all departments to take the initiatives to have more webinars this year. Meeting decided to organize at least one webinar once in two months.

During the pandemic period, we won't be able to have face to face extension activities. Hence it has been decided to continue the extension activities by creating more awareness videos and audio clips.

Meeting decided to organize the following programmes for the teaching and administrative staff of the college.

Proposed Date	Topic of Programme	Target Group	Cocordinator
2 nd Week of June	Session on income tax e filling	Teaching staff	Mrs. Jipin V Jimmy
4 th Week of June	Mentoring	Teaching staff	Dr. Reeja P S

The meeting came to a close by 4.45pm

Tena Ananth Thomas
Principal
Bishop Chulaparambil Memorial College
Kottayam



Stephy P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

1. Collected electronic gadgets from retired teachers and well wishers and were able to provide mobile phones to 13 students.
2. Proposal was submitted to Mr. Thomas Chazhikadan MP for support in upgrading more classrooms with interactive panels
3. Proposal was submitted to Mr. Thiruvanchoor Radhakrishnan MLA for financial support under MPLAD scheme for the purchase of desktops
4. International webinars were conducted and awareness programmes were organized
5. Report on syllabus was forwarded to University
6. Training session was held on 10th June 2020 on online filling of income tax and 1st July 2020 on mentoring



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MINUTES OF THE IQAC MEETING HELD ON 30.07.2020, 3.30 pm

Agenda

- 1 Awareness programme on National Education Policy 2020
- 2 Proposal to conduct A Talk With Experts as an IQAC initiative in the current academic year
- 3 Training programmes for teaching and administrative staff

MINUTES

1. The meeting was held on the virtual platform presided by the Principal, IQAC Coordinator Dr. Stephy Thomas, Secretary to the Arch Diocese of Kottayam and the IQAC members.
2. The meeting commenced with a silent prayer.
3. The IQAC coordinator welcomed the gathering and called on the Principal to give the introductory remarks. The principal, in her introductory speech highlighted the importance and awareness how of the NEP would be implemented and the changes necessary to be incorporated to accommodate the same.
4. Meeting decided to organize a webinar on National Education Policy 2020.
5. The meeting entrusted the Principal, IQAC Coordinator and Secretary Corporate Educational Agency, Archdiocese of Kottayam, to identify an apt resource person for the Webinar. It was suggested that someone familiar with the Higher Education of the state would be a better choice as a resource person
6. It was decided that the webinar date would be fixed, taking into account the available date of the speaker and the Auxiliary Bishop, H.E. Mar Joseph Pandarrasseril.
7. The IQAC Coordinator stated that many students were unsure of the programmes and their scope. Therefore, as part of the IQAC initiative, some measures to clarify the same among the students were necessary. The IQAC members are to chalk out a strategy in this regard.
8. Discussions were held, and it was proposed to conduct a programme under the nomenclature "Chat With Experts."
9. The chat with experts by students was to be treated as a query platform to answer questions by experts on the programmes of study, job opportunities, specializations etc.
10. It was decided that each department would set up a series of questions from the angle of students to be asked and answered.



11. The session should have a provision where students could put in their queries through the chatbox.
12. The IQAC members suggested that parents also be involved in the proposed session.
13. A suggestion to provide a link for registration among the students and parents and only those who have registered would be admitted for the programme was also given.
14. It was decided in the meeting to hold this initiative for students and parents virtually on 18.8.2020 (Tuesday) at 2.00 pm.
15. Also, as part of NIRF, the institution's perception from the public will be collected, and such a programme will enhance the perception of the institution.
16. Also, it is proposed to organize training programmes for the teaching and the non-teaching staff. Meeting chalked out the following programmes.

Proposed Date	Topic of Programme	Target Group	Cocordinator
3 rd Week of August	Refresher programme on Online Teaching Tools	Teaching staff	Mrs. Ponnu Liz Malickal
2 nd Week of August	Google forms	Administrative Staff	Mr. Jipin V Jimmy
4 th Week of August	Google Sheets	Administrative Staff	Mr. Jipin V Jimmy

The meeting came to a close by 4.45pm

Tene Ananth Thomas
Principal
Bishop Chulaparambil Memorial College
Kottayam



Steph P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

1. A webinar on New Education Policy 2020 was held with the former ambassador and the former chairman of Kerala State Higher Education Commission, TP Sreenivasan as the resource person. The programme was attended by several faculty members from other institutions also.
2. Chat with experts was held on 18th August 2020 with HoDs of all the departments as experts. More than 128 students participated in the programme.
3. A training session was held on 12th August 2020 on Google forms, on 18th August 2020 on online teaching tools, and the other programme is scheduled for 30th August 2020 on Google forms.



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MINUTES OF THE IQAC MEETING HELD ON 22.08.2020, 10.30 am

Agenda

- 1 Application for New Courses
- 2 Training on ERP

MINUTES

1. The meeting was held on the virtual platform presided by the Principal, IQAC Coordinator Dr. Stephy Thomas, Secretary to the Arch Diocese of Kottayam and the IQAC members.
2. The meeting commenced with a silent prayer.
3. The IQAC coordinator welcomed the gathering and called on the Principal made the introductory remarks stating the importance of introducing new programmes this year to cope with the challenges of NEP 2020.
4. Fr. Philmon Kalathra pointed the standing order of the Mahatma Gandhi University, Kottayam, not permitting aided institutions to start self-financing programmes in the campus.
5. IQAC Co-ordinated presented the various courses proposed by various committees on Higher Education of the state.
6. Meeting had elaborate discussion on the subject to be introduced this year and decided to propose the following programmes
 1. M Sc Statistics (Aided)
 2. B Sc Psychology, Behavioral Science and Counselling(Three Main) (Aided)
 3. M.S. W (Self-Financing)
 4. B Sc Food Science and Quality Control Model III (Self-financing)
 5. B Sc Statistics, Mathematics, Computer Science (Three Main) (Self-financing)
 6. B Sc Statistics, Mathematics, Economics (Three Main) (Self-financing)
 7. M Sc Statistics (Self-financing)
 8. B Sc Psychology, Behavioral Science and Counselling(Three Main) (self-financing)
7. The meeting entrusted the Principal, IQAC Coordinator and Secretary Corporate Educational Agency, Archdiocese of Kottayam, to present the matter in the governing body.



8. Meeting decided to request Meshilogic, ERP developer, to provide annual training to staff members- teaching and administrative staff and decided Dr. Annu Thomas as the coordinator of the programme

Meeting came to a close by 11.45 am

Teena Annu Thomas
Principal
Bishop Chulaparambil Memorial College
Kottayam



Step P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

1. Application has been submitted to the University after getting necessary concurrence from Governing Body
2. Training session on TCS for administrative staff is scheduled on 10th of October 2020.

Teena Annu Thomas
Principal
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MINUTES OF THE VIRTUAL IQAC MEETING HELD ON 30th September 2020

Time : 2.30pm

Agenda

- 1 New Students Virtual Orientation as a part of the IQAC initiative
- 2 Date to conduct the Virtual Orientation
- 3 Schedule of the Programme

MINUTES

- 1 The IQAC meeting presided by the Principal, IQAC Co-ordinator and IQAC members was held virtually on 30th September 2020 from 2.30 pm.
- 2 The meeting commenced with a silent prayer.
- 3 The Principal informed that new admission classes would probably commence for first year students from October 22nd 2020 and that an initiative to introduce the campus, facilities and undergraduate courses was required.
- 4 The IQAC Co ordinator Dr. Stephy Thomas and IQAC members after intense discussions proposed a five day virtual orientation for the students .
- 5 It was also decided that the faculty of the college would hold the proposed sessions in their areas of expertise
- 6 The dates for the virtual orientation was finalized to be held from 22.10.2020 to 30.10.2020
- 7 The time schedule for the same would be first session from 9.30am to 10.30 am and the second session from 11.30am to 1.00 pm
- 8 It was decided that a schedule with time frame for each day covering every aspect of the institution , its activities and academics would be prepared and distributed among the staff .
- 9 It was also decided that on the 2nd of November 2020 that the departments as a continuation would introduce the departments , the courses, syllabus and meet the alumnae on line
- 10 It was also suggested by the IQAC members to conduct a streaming test in the afternoon for the newcomers after completion of the virtual orientation.
- 11 The schedule for the same would be submitted on 3.11.2020 for preparation by faculty.
- 12 Rehearsal sessions for faculty would be informed at an earlier date and that live streaming would be held from the campus.

The meeting came to a close by 4.30pm

Tenashunah Thomas
Principal
Bishop Chulaparambil Memorial College
Kottayam



Steph P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

- The first ever virtual induction was held from 22nd October to 30th October.
- All the first year students participated in the programme.
- Streaming tests were conducted for all the students, and it was shared final compilation with qualification marks and teacher's input



Tenashunah Thomas
Principal
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MINUTES OF THE IQAC MEETING HELD ON 4th November 2020

Agenda

- 1 Professional Development Programme
- 2 Result Analysis
- 3 Measurement of CO-PO

MINUTES

- 1 The IQAC meeting presided by the Principal, IQAC Co-ordinator and IQAC members was held virtually on 4th November 2020 from 1.30 pm.
- 2 The meeting commenced with a silent prayer.
- 3 Principal congratulated all the staff members for their effort in having classes as regular even virtually.
- 4 Dr. Annu Thomas pointed out the existing spreadsheet based procedure for assessing the CO-PO takes too much time to execute and in many situations it is not providing results.
- 5 Meeting had discussion on the issue and decided to develop our own software, may be a programme by our own faculty members to measure the attainment of CO -PO of 2020 passout batch. As there is still discussions happening on measuring the attainment, meeting pointed out that it will be good if we can have our own programme for the same.
- 6 Meeting entrusted Statistics department of the college with do the needful in developing a strategy and computer programme for measuring the CO- PO attainment
- 7 Meeting requested all the members to have discussion on the topic and come up with their own views on CO-PO attainment.
- 8 Meeting had discussion on the various results published during the last academic year.
- 9 Meeting decided to organize the following programmes for the teaching and administrative staff.

Proposed Date	Topic of Programme	Target Group	Cocordinator
2 nd Week of November	Session on managing stress due to online activities	Teaching staff	Mr. Anil Steephen
2 nd Week of December	E-banking	Administrative Staff	Mr. Jipin V Jimmy

The meeting came to a close by 2.45pm

Renajitha
Principal
Bishop Chulaparambil Memorial College
Kottayam



Steph P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

- Review meeting on CO-PO attainment measurement will be held
- Training sessions on Digital well being was held on 15th November and a session on e banking was held on 17th of October 2020



Renajitha
Principal
Bishop Chulaparambil Memorial College
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MINUTES OF THE VIRTUAL IQAC MEETING HELD ON 4th January 2021

Agenda

- 1 Measurement of CO-PO
- 2 Scholarship Cell
- 3 A survey on the effectiveness of Online Classes

MINUTES

- 1 The IQAC meeting presided by the Principal, IQAC Co-ordinator and IQAC members was held on 4th January 2020 from 1.30 pm.
2. The meeting commenced with a silent prayer.
3. Dr Stephy Thomas presented R based programme on measuring the CO-PO attainment and presented the attainment of 2020 pass out students. The program was developed by the students of the M Sc Statistics with Data Science programme.
4. Meeting decided to drop the measurement of attainment through the indirect method as the placement during the pandemic is low.
5. Dr Stephy Thomas also introduced another program developed by students of M Sc Statistics with Data Science programme for the result analysis.
6. Meeting congratulated the students for coming up with such brilliant ideas.
7. Meeting decided to resume the NAAC accreditation work in full swing. Meeting agreed to have criterion wise meetings each week.
8. The meeting discussed the findings of the online survey held. A brutal majority of students said in the survey that the online classes were held in the best possible way at our college when most of the nearby colleges took a long time to adapt to the situation.
9. But many students could not attend the classes as the parents asked them to do other duties when they sit at home.

The meeting came to a close by 2.30pm

Teena Anand Thomas
Principal
Bishop Chulaparambil Memorial College
Kottayam



Steph P. Thomas
Dr. Stephy Thomas
IQAC Coordinator

Action Taken:

- CO-PO attainment measurement was done
- NAAC assesment procedure started and criterion wise evaluations were held.



Teena Anand Thomas
Principal
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MINUTES OF THE VIRTUAL IQAC MEETING HELD ON 20.04.2021

Agenda

- 1 Fareweel to the retiring Principal Dr Teena Annah Thomas
- 2 Planning for the academic year 2021-22

MINUTES

- 1 The IQAC meeting presided by the Principal, IQAC Co-ordinator and IQAC members was held virtually on 20th April 2021, from 2.30 pm.
2. The meeting commenced with a silent prayer.
3. The principal informed the meeting that though the situation after the covid is not normal we have to plan for the new academic year 2021-22.
4. The meeting decided to schedule Vichara for the last week of May virtually.
5. Meeting also decided to collect the feedback on the syllabus and the student satisfaction survey by the end of May, as the syllabus is yet to be completed.
- 6 New Principal-in-charge thanked the retiring Principal Dr Teena Annah Thomas for the support she has given to IQAC and steering the IQAC during pandemic. Also thanked Dr Teena for completing the introductory part of SSR in a beautiful manner
- 7 Meeting decided to have the expert consultation as SSR is almost ready to be submitted.

The meeting came to a close by 4.00pm


Principal
Bishop Chulaparambil Memorial College
Kottayam




Mrs. Priya Thomas
IQAC Coordinator

Action Taken:

- Vichara was held from 23rd May 2021 virtually.




Principal
Bishop Chulaparambil Memorial College
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