

Minutes of IQAC Meeting held on 01/06/17

Meeting of the Internal Quality Assurance cell held on 01/06/17, 2:30pm at the IQAC Room reached at the following ~~decisions~~ suggestions.

1. Implement the teacher evaluation of students semester wise using the webportal developed for the purpose.
2. The meeting resolved to implement automation on the examinations wing of the college.
3. Meeting discussed the report of the last academic audit and urged to implement the BoB Board of Studies at all department. Also decided to implement procedure that students get the completion of portions.
4. It is decided to implement ~~an~~ additional course for all the final year students this year.
5. The meeting entrusted the following members as criterion leads.
 1. Curricular Aspects - Mrs. Ponnuraj Malieckal.
 2. Teaching Learning & Evaluation - Dr. Annu Thomas.
 3. Research, Innovation & Extension -
Dr. Ipe Valghese.
 4. Infrastructure & Learning Resources - Mr. Jeyan V Jimmy.
 5. Student Support & Progression -
→ Mrs. Susy Philip N.
 6. Governance, Leadership & Management - Dr. Philomena

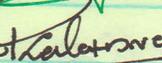
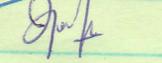
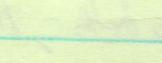
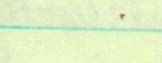
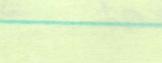
7. Institutional Values & Best practices - Dr. Rejja P.

6. Meeting ~~to~~ congratulated the newly elected principal Dr. Betsy and thanked the retired principal Mrs. Sheila Stephens for the support she extended for the smooth functioning of the cell.

7. Newly elected Principal Dr. Dr. Betsy urged IQAC to be dynamic and be updated on the proposed changes in the NAAC assessment process.

8. IQAC decided to initiate procedures for the implementation of ~~an~~ Moodle at the college. A training ~~was~~ proposed for moodle and entrusted Mr. Jeyan V Jimmy to organize the workshop.

~~The~~ The meeting came to an end concluded by 4:30pm. The following members were present.

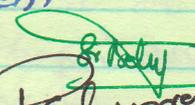
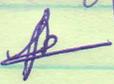
1. Dr. Dr. Betsy, Principal. 
2. Fr. Philmon Kalathia. 
3. Dr. Stephy Thomas. 
4. Dr. Ipe Valghese. 
5. Mr. Jeyan V Jimmy. 
6. Dr. Annu Thomas. 
7. Mr. Anil Steephen. 
8. Mrs Ponnur Hig. 
9. Dr. Rejja P.S. 
10. Priya Thomas. 
11. Dr. Elizabeth V. John. 
12. Dr. Aloena. 
13. Billu John.

Minutes of the IQAC meeting held on 5/07/18

The meeting of the Internal Quality Assurance cell held on 5th July 2018 at the Conference room had the following discussion.

1. ~~The~~ Mr. Jipin V Jimmy informed the meeting that the workshop on moodle will be held on 15th of July 2017 with Do. Ashkal Ali and Do. Ramesh A.R, the pioneers of Kerala moodle, initiated by Kerala State higher education department. Meeting urged all the faculty Members to take part in it. The web address for the moodle will be bcmcollege.info.
2. Meeting expressed ~~its~~ satisfaction over the implementation of automation of the examination wing and about the implementation of Board of Studies at the department level.
3. The ~~the~~ analysis report of the Student Satisfaction Survey was placed and Unanimously propose the suggested improvements in the report to the Management.

The following Members were present

1. Do. So. Betsy Principal. 
2. Do. Philomena Kalathra. 
3. Do. Stephy Thomas. 
4. Do. Anna Thomas. 
5. Do. Ipe Valbere. 
6. Do. Reeya P.S. 
7. Mr. Jipin V Jimmy. 
8. Mr. Aril Steephes. 
9. Do. Mrs. Porini Liz. 
10. Prinj. Thomas. 

Minutes of the IQAC meeting held on 18/08/18

A meeting of the IQAC held on 18th August 2018 at the Conference room had the following discussions and suggestions.

1. Members expressed satisfaction over the workshop on Moodle and the resource persons.
2. Meeting urged the NPS unit to initiate ~~optional~~ ~~training~~ during practice at on the last year and congratulated the initiation of NPS unit for the way it is implementing the organic farming and its awareness.
3. Meeting urged the criteria heads to update the documents at the of the programmes organised at the college.
4. The meeting suggested ~~on~~ installing ~~an~~ emergency a webportal ending with ac.10 for the college and entrusted Dr. Stephy Thomas to initiate discussions procedure for the same.
5. The meeting had elaborate discussion on the KVAAC assessment procedure and July 2017. Meeting requested every member to have further study on the procedure.
The meeting concluded by.

The following members were present

1. Dr. Sr. Betsy
2. Dr. Philomena Kalathara
3. Dr. Stephy Thomas


Dr. Sr. Betsy

Dr. Philomena Kalathara

Dr. Stephy Thomas

4. Mr. Jeyan V Jimmy
5. Dr. Ipe Varghese
6. Dr. Annu Thomas
7. Mrs. Ponnusamy
8. Dr. Reeraj P.S.
9. Priya Thomas
10. Anil Steh
11. Dr. Elizabeth V. John
12. Sr. Alena

Minutes of the IQAC meeting held on 3/10/18

A meeting of the IQAC was held on 3/10/18 at the IQAC room and has the following discussions and suggestions:

1. IQAC proposes to organize a orientation program to all the staff members on the new accreditation guidelines and the procedures
2. A training will be organized to the assistant professors on the procedures for promotion introduced by Mahatma Gandhi University.
3. IQAC decided to conduct a Seminar on ~~Workshop~~ Method Research Methodology. Dr. Stephy Thomas was entrusted with the responsibility of the organization of seminar.
4. Meeting urged to make research club activities more active
5. The meeting discussed the result analysis of the last pass out batch and ~~directed to~~ suggested to English department to organize special training

for ~~Challenging~~ Students who ~~have~~ are troubling on English.

6. Meeting discussed the report of the response collected from last year students about the impact of the zero hour.
7. Meeting also discussed the report of the survey on the curriculum collected from the students.
8. ~~The~~ A counter to sell the products made by alumnae and one parent students ~~was~~ there on the alumnae day.

The Following members were present

- | | |
|---------------------------|------------------------------|
| 1. Sr. Do. Betsey | <u>Do. Betsey</u> |
| 2. Sr. Philmon | <u>Sr. Philmon</u> |
| 3. Do. Stephy Thomas | <u>Do. Stephy Thomas</u> |
| 4. Do. Ipe Elizabeth | <u>Do. Ipe Elizabeth</u> |
| 5. Kings Thomas | <u>Kings Thomas</u> |
| 6. Ponnusuzha | <u>Ponnusuzha</u> |
| 7. Ann. Stephen | <u>Ann. Stephen</u> |
| 8. Dr. Reiji P. | <u>Dr. Reiji P.</u> |
| 9. Dr. ANNIE TITOLEDO | <u>Dr. ANNIE TITOLEDO</u> |
| 10. Dr. Edizabeth V. John | <u>Dr. Edizabeth V. John</u> |
| 11. Jipin V. Jimmy | <u>Jipin V. Jimmy</u> |
| 12. Sr. Aleena | <u>Sr. Aleena</u> |
| 13. Billu John | <u>Billu John</u> |

Minutes of the IQAC Meeting held on 9th/Nov 2017

The following are the discussions at the meeting of Internal Quality Assurance cell held on 9th November 2017 at IQAC Room

1. A workshop on research methodology was organized to the faculty Members on 26/10/2017. Dr. Angel Mathew, Assistant Professor, Mahalaja's college, Ernakulam served as resource person.
2. Meeting decided to organize an orientation program to all faculty Members on the recent change on the NAAE assessment procedure and decided that the Members decided to lead the program itself.
3. Meeting decided to develop a procedure for having some ~~to~~ cloud space or common space so that departments can upload details of the activities and the programmes organized by departments.
4. The meeting urged faculty member to involve in more research activities and produce more research paper.
5. The meeting decided to ~~put~~ revise, if needed, the research policy and entrusted Dr. Ipe Valghese with it.
6. Meeting decided to take criticalities for the ~~input~~ from developing code of conduct for the stakeholders in consultation with all parties involved.
7. Meeting resolved to organize workshop on ~~to~~ OBE

The following members were present.

1. Do. So. Betsy
 2. Fr. Philmon Kalathra.
 3. Do. Stephy Thomas
 4. Do. Anna Thomas
 5. Mr. Jipin V Jimmy
 6. Do. Reeya P.S
 7. Do. Ipe Varghese
 8. Priya Thomas
 9. Ponnuluz Malieckal
 10. Anil Stephen
 11. Dr. Elizabeth V. John
 12. So Aleena
 13. Billu John
- ~~early~~
Fr. Theodoros
~~Ships~~
~~was~~

om
Jo
J
S
CB
A
St. Alena
Billu

Minutes of the IQAC meeting held on 5 Jan

The following are the discussions/decisions of the Internal Quality Assurance Cell meeting held on IQAC room on 5th Jan 2018.

1. The orientation programme on the leased accreditation procedure was held on 22nd December 2017. Coordinator thanked all the fellow members who had put a lot of effort in conducting the programme.
2. The Coordinators of the research club presented review of their activities.
3. Meeting decided to implement institutional

e-mail ID to all the faculty members starting from the next academic year.

4. Meeting decided to request the management for procuring solar plant for the generation of electricity ~~on~~ ~~to~~ in a phased manner.
5. Meeting decided to place request for upgrading ~~Smart~~ class rooms ~~for~~ to Smart class rooms.
6. IQAE will initiate steps to verification of IT ~~to~~ files returned by the faculty and decided to develop an excel template for calculation of Income tax.
7. The meeting urged departments ~~to~~ ~~or~~ those who hadn't organized tests to organize tests so that students will get opportunity to ~~to~~ experience the pain and the joy of organizing events.

The following members were present.

1. Do. So Betsy
2. Fr. Philomen
3. Do. Stephy Thomas
4. Mr. Gips V Jimmy
5. Do. Annu Thomas
6. Do. Ipe Valghele
7. Pnys Thomas
8. Annu kg Maliekal
9. Anil Joseph
- 10) Dr. Preji P 3
- 11) Dr. Elizabeth V. John
- 12) So. Alena

~~So. Alena~~
Fr. Philomen
Do. Stephy Thomas
Mr. Gips V Jimmy

Do. Annu Thomas
Do. Ipe Valghele

Pnys Thomas

Annu kg Maliekal

Anil Joseph

Dr. Preji P 3

Dr. Elizabeth V. John

So. Alena

13) Billu John

Billu

Minutes of the IQAC meeting held on 21/2/18

The meeting of the IQAC held on February 2018 had the following decisions:

1. The meeting decided to conduct the AAA for the academic year 2017-18 in March itself as the faculty members will be busy with practical examinations and paper evaluation duties in April & May 2018.
2. Meeting decided to invite Dr. Jose James to lead the AAA team. Also -
3. Meeting decided to distribute the prizes for Best Student associations this year also.
4. ~~The~~ Meeting decided to institute the prize for Best departments as per the recorded NAAC guidelines on consultation with Manager and other officials.
5. Meeting decided to invite proposals from departments for the purchase of items on various heads for the academic year.
6. Fr. Philmon Kalathra informed the meeting about the upgradation of class rooms in phased manner and the possibility of internet computer at every class room will also be investigated. A new solar power plant will be installed with

financial aid of ANERT.

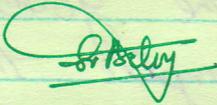
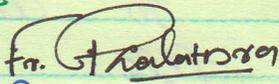
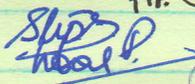
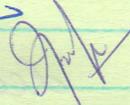
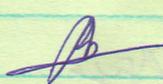
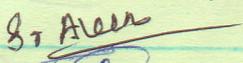
8.

7. On the basis of the results in the previous Semester meeting decided to have one faculty as responsible for each paper even if more than one faculty is handling each paper.

8. Meeting expressed sincere gratitude to all the visiting faculty members and they were invited as Special guests for the meeting. They offered their expertise on future programmes to ensure the quality of the college.

9. Meeting entrusted Ms. Jyoti V Jimmy and Dr. Stephy Thomas to conduct Teacher evaluations.

The following members were present.

1. Dr. So. Betsy. 
2. Pr. Philomen. 
3. Dr. Stephy Thomas. 
4. Dr. Ipe Varghese 
5. Ms. Jyoti V Jimmy 
6. Pr. Thomas 
7. Pannu Liz Malackal 
8. Mrs. Stephen 
9. Dr. ANNE THOMAS 
10. Dr. Elizabeth V. John 
11. Dr. Rejini M 
12. Sr. Alene 
13. Billie John 

Minutes of the IQAC meeting held on 3rd April 2018

A meeting of the IQAC ~~the~~ members was held at the IQAC room on 3rd April 2018, 10.00 am. The following discussions were held on the meeting:

1. The meeting discussed the report of the AAA held on 8th & 9th of March 2018. Meeting thanked the services of Do. Jose James for the conduct of the same.
2. As per the ^{Verbal} suggestion of the AAA meeting to mobilize funds from the alumni members in addition to the services extended by alumni on funds. Further discussions AAA as we receive report.
3. Also the meeting ~~formulated~~ finalized academic plan for the academic year 2018-19 to be submitted to the governing body. The meeting decided to complete the planning document as separate file.
4. The meeting decided to have the academic planning meeting ^{with} incorporating every faculty member on 16th of May 2018 at Chaitanya Pastoral Centre.

The following members were present on the meeting

1. Do. So. Betsy
 2. Do. Philomen
 3. Do. Stephy Thomas
 4. Do. Annu Thomas
 5. Do. Ipe Varghese
- Handwritten notes:*
- A green scribble above item 1.
- "For. A. K." written above item 3.
- "Sh." written below item 3.
- A signature below item 5.

6. Mr. Jopen V Jimmy ~~John~~
7. Patsy Thomas ~~J.~~
8. Pannu Liz. ~~J.~~
9. Anis) Suptun ~~OK~~
10. Dr. Elizabeth V. John. ~~sl~~
11. So. Aleena ~~Sr. Aleena~~
12. Da Reiji Per ~~J.~~
13. Billy John ~~Billy~~