

Minutes of IQAC Meeting held on 6th June 2018.

A meeting of the IQAC Members was held on 6th June 2018 at the Conference Hall. The following were the decisions ~~at~~ ~~the~~ observations made at the meeting:

1. There was an elaborate discussion on the AAA ~~and~~ report and the following suggestions are made:
 - a. Every faculty is requested to adopt some innovative ~~the~~ teaching style of his choice. The teachers have the freedom of choosing their innovative practice.
 - b. As observed on the AAA, research is an area we need to concentrate. So we have initiated various strategies to improve the research output of the college. Research club, incentive for publications and participation in seminars etc. are some of the initiative. Still the research output ~~has~~ is not upto the mark. Research has to be motivated further.
 - c. To improve the research output it is important that every faculty should ~~prepare~~ participate and present papers on National / International Seminars. Incentives shall be increased based on the merit of the research paper.
 - d. It is also important that every department should organize a seminar

every year. ~~These~~ Faculty members are requested to ~~make~~^{be} ready ^{with} their research proposals ~~to~~ and shall be submitted to UGC as the window is open.

e. Every department should submit report of monthly activities ~~in~~ over email every month.

f. Based on the recommendation of the AAA, meeting decided to start a new course ~~Level~~-Zero Credit Course. The ~~new~~ course is aimed at restructuring along the tutorial hours into a structured manner. Courses on Soft skills, graduate attributes, personal hygiene etc shall be ~~the~~ started as part of it. Departments ~~and~~ faculty members shall initiate the curriculum development and course material preparation. This shall be vetted by College Council.

Once the curriculum is accepted students shall be given option to choose course of their interest ~~and~~ at class. The concerned teacher should share the contents ~~so~~ prepared for the course at the class during the hour. There shall be a test at the end of the year. ~~to~~ ~~the~~ Mrs Pragna Thomas will be the faculty coordinator of the course.

3. Though most of the departments practice Question bank culture, we would like to make it an institutional practice. Every department should prepare Question paper banks. Department may incorporate the inputs from students to prepare Question banks. This Question banks should be a public property. It should be made available ~~to~~ ~~the~~ to the students.

4. As a novel practice we propose some new practices in internal examinations. Most of the advanced learners feel that they don't have any challenges while facing university examinations. They feel that they can do well in examinations without ~~hard~~ hard work. So they ~~don't~~ are not employing anything from ~~with~~ intellectually. Hence we propose to introduce 20% tough / applied questions in internal examinations. The remaining 80% questions shall be from the question bank published by the concerned teacher. This will ~~practically~~ definitely accelerate the grades obtained by slow learners.

5. It is decided to revise the examination manual incorporating the question bank and special provisions for slow and advanced learners. Also it is decided to fix the number of days ~~of~~ for valuation of answer sheets.

6. Meeting decided to publish PO, PSO and ESO to ~~be~~ developed by the departments and initiate steps to convey the effective

communication of these outcomes to students

7. Meeting decided to continue with work diary and learning plans which were started by several departments last year. The work diary / log book will be ~~be~~ ~~an~~ a feature that the options will cover by the concerned teacher on class.
8. In the wake of AAA recommendations, it is decided to make it ~~man~~ have mandatory auditing of department and associated accounts. This will ensure transparency in the financial matters.
9. Meeting decided to strengthen the use of KMS- Moodle. All the teachers ~~initiate~~ use Moodle for teaching - learning and evaluation process.
10. Meeting decided to organize research methodology workshop to Science faculty members on the Scientific experimental research. Meeting entrusted Dr. Stephy Thomas to ~~the~~ proceed further on organizing workshop / Seminar on research aspect.
11. Meeting requested all departments Council to ~~the~~ make it mandatory to organize extension activities in association with NSS / NCC or ~~the~~ OJAS. As part of the ~~the~~ Revised NAAE accreditation necessitates

the extension activities to be organized in association with NPS / NSO - OAPS for the benefit of the college during NAAC accreditation process.

12. Meeting decided to request management, the possibility of extending the benefit of RSI & EPP to employees working in self financing sectors and those working on daily wages.

13. The meeting decided to move toward in implementing the mandatory certificate course for second and third ~~year~~ year degree students. As decided during planning meeting IQAE will also offer certificate course. Dr. Ipe Vaighese, Dr. Reesha PS and Dr. Stephy Thomas shall be the faculty for the certificate course [Employment Employability Augmentation Course].

14. Meeting requested faculty members to organize atleast one test in online platforms / open books.

15. Meeting decided to organize college club festival at the earliest.

Members	Parent
- Josephina	Simon <i>Josephine Simon</i>
Dr. Philmon	Kalathra <i>Dr. Philmon Kalathra</i>
Dr. Stephy	Thomas <i>Dr. Stephy Thomas</i>
Dr. Ipe Vaighese	
Reesha Thomas	
Panna WZ	

So. Alena

~~So Alena~~

Ans) Stephen

Dr. ANNU THORAS

Dr. Elizabeth V. John

Dr. Reya P's

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Actions Taken / Initiated

1. Faculty members were informed about
 - a. Innovative teaching styles.
 - b. ~~#~~ Mandatory publication and research papers and presentations on Seminars/Conferences.
2. Syllabus prep for zero credit course to be prepared by English, Sociology, Food Science and Quality Control [FSQC]
3. Question Bank introduced with the plan for ~~improvement~~ input from students.
4. Communicated faculty members about 2nd applied & level questions for internal examinations. HoD's are instructed to control this.
5. Examination manual revised.
6. PO, PSO, CO Communicated to students through moodle page.
7. Discussion started with Indian Statistical Institute for a workshop on Statistical design of experiments.
8. ~~ESI~~ Benefit of ESI/EOP extended to staff as self financing wing and their work as daily wages.

9. Curriculum Prepared for Certificate Course on Research Methodology and Data Analysis.

Minutes of the IQAC meeting held on July 15, 2020

A meeting of IQAC was held on 15/07/20 at 2:00 pm in the Conference Room. The following discussions were ~~discussed~~ decisions were taken.

1. Though we have introduced online examination registration for the students, it was not implemented completely as many students ~~were not~~ are not familiar with the procedure. We treat this as an opportunity to ~~use~~ use ICT based to communicate students about the online registration of examination. A video explaining and illustrating the procedure will be posted on the WhatsApp groups of students. Dr. Ipe Varghese ~~was entrusted~~ is entrusted with the responsibility of the same.

2. Meeting had discussion on teacher evaluation. One of the areas where many teachers need ~~to~~ to be employed is ~~to~~ convincing students about the impartiality of grading they are performing. Principal informed that ~~while~~ ~~discuss~~ during the one-to-one meeting

with faculty members ~~she~~ She talked ~~with~~ discussed the issue with concerned teachers. But they all feel that it is misunderstanding by the students.

IQAC decided to bring more transparency in grading. As part of it, all the faculty members are requested to publish detailed scheme of valuation with the course outcome. Students who still feel ~~the~~ impartiality can approach the grievance procedures prevailing in the college.

3. Another major comment ~~was~~ observed on the teacher evaluation survey is the non-availability of teachers outside the class. Principals had discussion with ~~concerned~~ few senior members and they all feel that the ~~issue~~ may be due to the over examination related work assigned by the University ~~to~~ on the faculty members. Faculty members are not able to deny the duties assigned. Meeting decided to deny ~~of~~ ~~enacts~~ 'on duty' leave assigned by university over what our faculty members are expected to do.

4. Meeting urged all the faculty co-operate whole heartedly to data collection ~~for~~ on monthly basis. Meeting expressed happy over the Day log book is implemented in college.

Prof. Josephina Simon

Josephina Simon

Fr. Philomen Kalatrasan

Fr. Philomen

Dr. Elizabeth V. John

EJ

Sr. Aileen

Sr. Aileen

Dr. Jpe Varghese

Prinj Thomas

Ponnu Uz Maliedal

Anil Stephen

Dr. ANNE THOMAS

Dr. Rejini P's

Jipin V Jimmy

DM

Action Taken

1. Video on online examination registration was developed and passed on to student whatsapp groups.
2. Faculty Members and Ho D's were informed about the decision to publish scheme and the on duty leaves.
3. ~~De~~

Minutes of IQAC meeting held on
September 20, 2018

A meeting of the IQAC members was held on September 20, 2018 at 3.30pm in the conference hall of the college. The following are the discussions of the meeting.

1. Meeting ~~expressed~~ appreciated the efforts of all faculty members made to help the affected people during the flood that hit Kerala during second half of August.
 2. Do. Ipe Varghese ~~is~~ ~~has~~ ~~is~~ informed the instances where B.C.M. College made appropriate interventions to coordinate the relief operations. He informed the meeting service offered by the students in the control room. More than 200 food packets were distributed every day through QARS and NRS.
 3. Meeting urged all ~~the~~ members of the B.C.M. family to extend ~~financial~~ support to the relief operations. Meeting requested faculty members who can afford a month's salary to donate to CMDRP.
- * From the unofficial sources it is come to know that
- A. ~~Adm~~ Principal informed the meeting that during the admission process she observed a lack of accommodation

facility at the college hostel. The college being catering ~~to~~ majority of its hostel infrastructure to students who are coming from high ranges. The accommodation facility at the college hostel is getting exhausted ~~to~~ ~~the~~ with the first two allotments.

Students belonging to SC/ST/OEC. Can submit their bills only if they are staying in ~~to~~ hostel approved by SC/ST Welfare department. When we are not able to provide accommodation at college hostel they are forced to go to hostel at far places. ~~that~~

Keeping all these in mind meeting urged Management to consider the proposed extension work on the college hostel as an urgent matter.

5. Meeting also proposed to have some more additional class room spaces.

6. Asbestos is used for roofing work at many buildings at college Asbestos used on Auditorium and the academic building ~~over~~ over History, Economics departments need immediate attention. Management shall initiate steps to replace the asbestos sheet with metal sheets.

7. Though one third students of the college use facilities at college ~~at~~ hostel for primary needs it is important to renovate

the wash room facility at \approx near home science department. Steps shall be initiated to add more ~~toilet~~ wash rooms. It is observed the utilization of ~~has~~ ~~not~~ ~~to~~ ~~be~~ ~~from~~ the dept is very low and it is used 3 hours during a week. Hence it is proposed to convert half of the space into washrooms with modern look.

8. Dr. Ipe Vaighere expressed his hardship ~~with~~ during 'Saphalam Sahyaranam' (N. C. W. I. A. N. O) program ~~with~~ due to the shortage of toilet facility near auditorium.
9. Meeting urged the importance of ~~to~~ to solar powered campus. The ~~to~~ existing transformer can host more than 21 kW solar power generation on the campus. Taking into consideration the weightage is accorded NAAC with for exploiting ~~to~~ alternate energy source meeting decided ~~to~~ requested to install 20 kW solar plant on the campus. It can be installed on the roof top of the Auditorium when its roofing is renovated.
10. Meeting observed that the ~~steel~~ ~~chair~~ bench made of Bars 600 is in bad condition (in front of auditorium). It is better to replace it with steel benches.
11. Meeting thanked management for response to the grievance of a batch of parents.

by filling steel pipes above the safety walls on the verandha. Parents were concerned about the short walls on the verandha on various floors.

Prof. Josephina Simon	<u>Josephina Simon</u>
Fr. Philomen Kalattara	fr. <u>Philomen</u>
Dr. Elizabeth V. John	<u>Dr. Elizabeth V. John</u>
Dr. ANNU THOMAS	<u>Dr. ANNU THOMAS</u>
Dr. Joe Vanighem	<u>Dr. Joe Vanighem</u>
Priscilla Thomas	<u>Priscilla Thomas</u>
Renuka	<u>Renuka</u>
Anil Joseph	<u>Anil Joseph</u>
Jipin & Jimmy	<u>Jipin & Jimmy</u>
Dr. Deepi P.	<u>Dr. Deepi P.</u>
So. Alena	<u>So. Alena</u>
Billy John	<u>Billy John</u>

Action Taken

1. Many faculty members responded positively by contributing to CMORF.
2. Regarding the infrastructural suggestions, Balsa had discussions with Manager and member of the governing body. As it will affect the working of the college, meeting it is proposed to take up the work during the vacation. Also the lack of funds is a problem for the execution of the project for the time being.

3. Steel benches were collected in front of auditorium.

Minutes of IQAE Meeting held on December 3, 2018.

The following were the discussions and decisions of the IQAE meeting held on 3rd December 2018 at the Conference hall of the college.

1. Meeting ~~expressed~~ ~~that~~ evaluated the preparations for the ~~next~~ national level workshop on Statistical Data Analysis by IQAE in association with Indian Statistical Institute, Chennai Centre. Dr. Stephy Thomas informed the meeting that two faculty members from ISI will lead two day and the first day which will be an introduction to the software 'R' will be handled by Rasou R.S., Faculty Assistant Professor in Statistics at St. Thomas College, Tiruissuru. Meeting decided to have a very small inauguration session for the program and shall be inaugurated by Mr. Rasou R.S.

Dr. Sampagi, Director Indian Statistical Institute Chennai Centre and Dr. Sudheesh Kumar Pattamannal will be invited down. Meeting entered

Do. Stephy Thomas to take appropriate decisions as needed.

2. Meeting decided to participate in NIRF 2019. Elected Mr. Jagan V Jimmy as the nodal officer for NIRF 2019.
3. Meeting decided to revise the HR policy incorporating the necessary changes. ~~Dr.~~ Dr. Reeya P S and Mrs. Parva Thomas is entrusted with the responsibility of revising HR policy before the next academic year.
4. Meeting decided to initiate discussions with colleges having plagiarism checking software to ~~or~~ have an MOC. As it need, college do not have a plagiarism checking software, faculty members used to get it down through the institutes where they are doing the projects research & other libraries for the same. Do. Ipe Vaibhava informed that it will be good to include mandatory plagiarism checking for projects of the PG students from 2019-20 batch onwards. ~~Meeting~~ Meeting decided to implement mandatory plagiarism checking if we can provide such a facility. Do. Ipe Vaibhava and Do. Stephy Thomas, were entrusted with the responsibility.
5. Meeting discussed ~~with~~ recently published results and suggested improvements.

Prof. Josephina Simon

Josephina Simon

Fr. Prithoon Kalathara

Fr. Prithoon Kalathara

So. Aleena

So. Aleena

Dr. ANNU THOMAS

Dr. ANNU THOMAS

Dr. Jee Varghese

Dr. Jee Varghese

Princy Thomas

Princy Thomas

Donna Liz

Donna Liz

Anil Sreedhar

Anil Sreedhar

Dr. Elizabeth V. John

Dr. Elizabeth V. John

Dr. Reji P.

Dr. Reji P.

Jipin V Jimmy

Jipin V Jimmy

Actors Pakers

1. Research Methodology workshops were organized on Dec. 7 and 8.
2. Institutions participated to NIRF
3. ~~#~~ We had discussions with St. Thomas College Thiruvananthapuram on plagiarism checking software and they are willing to extend plagiarism checking facility to us at a nominal fee.
4. Departments were intimated about plagiarism checking facility.

Minutes of the IQAC meeting held on
5th February 2019.

A meeting of the IQAC members were held in the conference hall on ~~and~~ ^{had} the following discussions ~~were~~

1. ~~Meeting~~ They ~~were~~ ^{are} complaints from the Students about the portion covered by the faculty members of the College. Though the portions were covered on time, a major chunk of the portion is completed in short duration. This is being observed with guest faculty members, ~~to~~ ^{probably} due to the lack of experience of these faculty members. Hence it is decided to implement one teacher responsible policy. One teacher should be entrusted with the responsibility of tracking the progress of the curriculum by the Ho D. He/She is responsible for the timely submission of collected answer sheets, continuous evaluation in transparent manner etc. ~~It~~ It is decided to circulate a form for it in the coming academic year onwards.
2. To improve the library usage and equipping students with soft skills, it is decided to explore the possibility of remote access to library.
3. It is decided to review research policy incorporating the ~~relevant~~ ^{relevant} ~~aspects~~ ^{aspects}

mandatory and fixing the levels of places
This revised policy will be effective
from 2019-20 admissions onwards.

4. Fr. Philmon informed the meeting that
suggested infrastructural additions ~~were~~
proposed ~~for~~ the under the RUSA scheme
The ^{proposal} ~~process~~ has to go through the procedure
of RUSA funding. As the RUSA 2 has to
be completed before March 2020, ~~it is~~
he expressed the hope that the project
shall be finished before March 2020.

5. Meeting decided to conduct AAA by the
end of March and decided to invite
Dr. Jose James as the external expert for
the same. Co-ordinator and the Principal
shall discuss about the date of AAA
according to the convenience of Dr. Jose
James.

6. Meeting decided to continue to on best
association award, best outgoing student
award etc.

Prof. Josephina Simon. ^{Josephina Simon}
Fr. Philmon Kalattara
Dr. Elizabeth V. John
Dr. Anne Thomas
Dr. Jee Varghese
Princy Thomas
Yannu Liz
Amil Stephen
Dr. Reeni M

Fr. Theodoros
et
Prof

Jipin V. Jimmy
So. Aleera
Billu John

Dimi
So. Aleera
Billu John