

Meeting of the permanent teaching staff held on.  
19.9.2019, Thursday at 3.45 pm  
Venue: 1<sup>st</sup> B. Sc. Hysa

### Agenda:

- (1) NAAC and other related topics
- (2) Intra Examinations
- (3) Release of newsletter 'Vaachulas'
- (4) Other Items

### Members Present -

- (1) Dr. Rajumon T. Manuvel
- (2) Dr. Haleendran C. P.
- (3) P. C. Ramisankar
- (4) Dr. Tommy Joseph (Phy)
- (5) A. K. J. Abraham
- (6) Dr. Gerson D. Parental
- (7) Dr. K. L. Bijnomon
- (8) Bestini C. Michael
- (9) Joseph Abey
- (10) Roy Mathew
- (11) Pappas Varghese
- (12) Amale Joseph
- (13) Parvathi Chendran
- (14) Blessy V. Rajan
- (15) Anse V. T.
- (16) Lilly Thomas
- (17) Anjan T. N
- (18) Melvine John
- (19) Relche A. G.
- (20) Subin Joseph
- (21) Dr. Sneha Remachendran
- (22) Shavika T.
- (23) Anay Dadas. V.

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## Minutes:

The meeting was presided by Dr. Rajendra P. Mammale, the Principal. Staff Secretary welcomed all the staff members. Twenty four members were present in the meeting. Following decisions were taken during the meeting.

- ① To keep separate registers recording all activities of the teaching community inter remedial classes, peer teaching, special classes etc.
- ② A digital Album to be maintained recording all activities.
- ③ To prepare a budget necessary NAAE activities for the coming year.
- ④ Conduct Inservice examination for 1<sup>st</sup> year students.
- ⑤ Release of the Newsletter 'Vaachana' to be executed by the Staff Union Inauguration ceremony.

The meeting concluded at 5.00 pm.



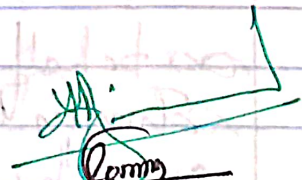







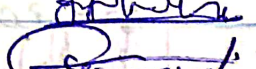

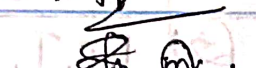
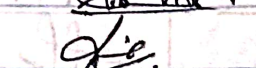
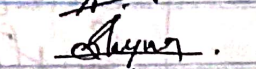


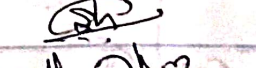

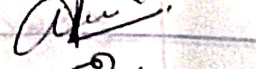
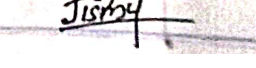

Meeting of the Teaching Staff held on 17/10/2019,  
 Thursday at 3.45 p.m.

Venue: 1<sup>st</sup> B.Sc Phy  
 Class Room

Agenda.

- ① IQAC Future Plans.
- ② Submission of AQAR (2018-19).
- ③ NIRF - Data Collection.
- ④ Other Items.

Members Present:

- |    |                                      |   |
|----|--------------------------------------|---|
| 1  | Principal, Dr. Raymond T. Munnickal. |    |
| 2  | Dr. Tommy Joseph                     |   |
| 3  | P. C. Ramisankar.                    |  |
| 4  | Dr. Hareendran. C.P                  |  |
| 5  | Dr. K.J. Abraham                     |  |
| 6  | Tommy Mathew                         |  |
| 7  | Dr. Tommy Joseph (Eo)                |  |
| 8  | Bestine C. Michael                   |  |
| 9  | Roy Mathew                           |  |
| 10 | JL <sup>o</sup> Jacob                |  |
| 11 | Dr. Emerson. D. Perarinty            |  |
| 12 | Pagan Varughese                      |  |
| 13 | Sheamol Chandran                     |  |
| 14 | Merine John                          |  |
| 15 | Shaima. K. Thampi                    |  |
| 16 | Priga. B. Nair                       |  |
| 17 | Sibina. K.K                          |  |
| 18 | Ashna Joseph                         |  |
| 19 | Blessy. V. Rajan                     |  |
| 20 | Anie. V.                             |  |
| 21 | Tommy George                         |  |



22. Saju Daniel  
 23. Rajalakshmi T  
 24. Lily Thomas  
 25. Chintha P.S  
 26. Amaya Perushothaman  
 27. ANCY. DAVIS V  
 28. SHARIKA T.  
 29. Dr. Sarita Ramchandran

Saju  
 Lily  
 Chintha P.S  
 Amaya  
 Anny  
 Sharika  
 Sarita

### Minutes of the Meeting:

A meeting was convened on 7/10/2021 on behalf of IQAC to discuss future plans and elect a chairman. Dr. Rajamoni T. Manohar presided over the meeting. Secretary to the Staff welcomed the faculty. IQAC Coordinator Dr. Lomy Joseph elaborated the guidelines and proposed activities. Following decisions were taken at the meeting.

- (1) Minor and Major projects should be undertaken. Utmost care should be taken while choosing the projects. One has to identify projects which are helpful to Common Public.
- (2) ICT enabled teaching to be promoted for effective teaching with Learning Management Systems. Massive Open Online Course (MOOC) have to be introduced. Assignments/submissions to be made online.
- (3) To initiate teachers and students to undergo courses coming under 'SWAYAM'



- (4) Fully Computerized & automated Office to be mechanized.
- (5) Alumni Association of the Institution should be registered immediately.
- (6) Creating a new e-mail ID and documentation for proper documentation and internet connection to be implemented without delay.
- (7) Arrang extra hours to students to use library facilities.
- (8) Preparation of Lesson Plans / Teaching Plans and implementation of 4 way evaluation process.
- (9) Best practices and condnare to our Geographical milieu to be initiated at the earliest. Fresh start or Annual Fest Fairing are held at.
- (10) Professional Training should be given to the teachers on new initiatives.
- (11) Recommended Academic Audit
- (12) To prepare annual Budget is consultation with the Manager.
- (13) Reconstitution of the external members of the IQAC to be completed immediately.
- (14) Preparation of Programme Outcome to be started without any delay.
- (15) Prepare Academic Plan, Master Plan and Budget Allocations.



- (16) Community Extension Programmes to be initiated departmentwise -
- (17) Promote Community Learning Centres give training to public as well as students. Income generating jobs like 'Stitching', 'bee keeping', 'Chai serving' etc -
- (18) Ms. Chintu elaborated on the initiatives of LSDP for SC/ST students. 'Business without Special provision for expert trainers provided by local self Government'.
- 19 Ms. Anay elaborated on the various schemes and parameters of NIRF.

Staff Secretary proposed and the vote of thanks and the meeting concluded at 5.00 p.m.

### Action Taken Report

- 1) Action plan was formulated to assure the comprehensive progress of institutional quality development initiatives. As part of this, IQAC team visited each departments and took inputs.
- 2) AQAR - 2018-19 : for the preparation of AQAR, IQAC assured receipt of inputs from various departments and started compiling the reports from different criteria leaders.
- 3) NIRF - Data collection is in progress.



14/11/19

NOTICE

The IRAC meeting for the academic year 2019-20 will be held on 14/11/2019, Thursday at 10 am in IRAC seminar hall. All the members are cordially invited

Agenda:

- Review of the II<sup>nd</sup> cycle Accreditation
- Preparation of A&AR for 2018-19
- Planning of IRAC activities for 2019-20
- Any other relevant matters.

Chairman : Dr. Rajmoo T. Yavunkal (Principal)

Manages : Bw. So. Geshy Vezhappambal (Manages)

Co-ordinator : Dr. Tomy Joseph (Physics)

Members

- Dr. C. P. Marceendran (Vice Principal)
- Dr. Tomy Joseph (H.O.D Economics)
- Soi. Payas Vonghese (H.O.D Chemistry)
- Ssi. P.C. Ravisankar (Staff Secretary)
- Dr. Gimson D. Penambal (H.O.D Commerce)
- Dr. K. J. Abraham (H.O.D Zoology)
- Soi. Roy Yashu (H.O.D Politics)
- Dr. Jijimon K. Thomas (H.O.D Ply; Ym Ivanico College)
- Dr. Padmakumar K. G.
- Soi. Sybil C. Kunnumpnam (Superintendent)
- Smt. Thankamma Joseph (Accountant)
- Dr. Sarita Ramachandran
- Soi. V. N. Bibu



Smt. T. A. Anju

Soi. Jesy Mathu (Alumini)

Soi. Arand Pelei (Alumini)

Soi. K.T. Anilkumar (Alumini)

Soi. Xavier James (Alumini & Industrialist)

## Minutes of the meeting (14/11/2019)

The meeting began at 10.00 A.M and the staff secretary welcomed the members to the meeting. Dr. Rajumon T. Manunkal, Principal of the college delivered the Presidential address. Dr. Tomy Joseph (NAAC coordinator), presented a review of the second cycle of NAAC. Dr. Tiji Mon K. Thomas (H.O.D of Physics, Marj Francis College), in his address to the gathering, hinted at improving the quality measures of all the activities of the institution. He emphasized on the fact that quality is a journey not a destination.

Following decisions were taken in the meeting :-

1. Measures to be taken to enhance the employability skills of students.
2. ICT enabled teaching-learning process to be implemented
3. Faculty should be encouraged for pursuing Ph.D programme.
4. Constitution of registered alumni and alumni executive committee should be carried out
5. IQAC was entrusted to conduct MOOC online courses training programme for the



entire teaching faculty.

6. Green Protocol of Kerala Government to be implemented in the campus.
7. Students, teachers and alumni should involve actively in Clean Vembanad Drive.
8. Measures to be taken to enhance the oratory skills of teachers and students.
9. Community learning centre (for computer literacy) to be established in the campus.
10. Initiatives to be taken for providing special care for students without parents.
11. IQAC has to form a team for analysing the strengths and weakness, to find out the limitations of the institution which has to be communicated to the Principal and Manager.
12. Yearly feedback from stakeholders - Students, Parents, Teachers and Alumni should be made mandatory. Analysis of feedback should be handed over to Principal by the IQAC co-ordinator.
13. Criteria wise activities should be documented.
14. Internship to be arranged for students atleast for two weeks to enhance the employability skills of students.
15. Constitution of research promotion committee. Students should be encouraged to publish their research projects in journals.
16. Adoption of nearby village for implementation of extension activities.
17. Generation and supply of vermicompost to the nearby community.
18. ~~Rigorous~~ rigorous training to be imparted to students who have been admitted through sports quota.



19. Cultural committee should take the initiatives to train the students after identifying their talents.
20. College Librarian should take the initiative to include more number of standard and specific books in the college library. College library should also take the initiative to increase the collection of research Journals and scientific magazines for the benefit of students.
21. Teachers should be allowed to attend seminars and workshops.
22. Fire and safety training should be imparted to non-teaching staff.
23. Training should be provided to the non-teaching staff for improving their communication skills.
24. Smart class rooms should be set up in the college. Use of interactive boards to be encouraged.
25. The relationship between alumni and the institution to be strengthened by the launch of "Back to the campus programme". Alumni should provide financial / non-financial support in the development of the college.
26. Class teachers should maintain a record of the placement and progression of students.
27. Meritorious students should be provided with institutional scholarship and proficiency prizes.
28. Coaching for various entrance exams like CWJET, JAM, GRE, TOEFL etc. can be provided to the best performers.



29. Department of Zoology to take initiatives for mangrove restoration, documentation of fishes from Vemband lake, setting up of aquaponics and butterfly garden. The department also agreed to conduct an inter-collegiate Zoo-fest.
30. Department of Chemistry agreed to take initiatives for the conduct of National Science Day Programme, to establish a soil testing lab and to take students for industrial visits.
31. Department of Economics to take initiatives on budget analysis, for arranging Noble Prize Talk by students of various departments and the department also agreed to implement the school adoption programme - "Mikauli".
32. Department of Political Science to take initiatives on the conduct of Model Parliament, Gender sensitization programmes, Human rights campaign, Photography exhibition and Legal Awareness programme. The department also proposed to conduct a national level media management conference and an awareness programme on cyber-ethics.
33. Department of Physics to take initiatives on the conduct of green-audit, faculty-exchange programme and student exchange programmes.
34. Department of Commerce <sup>agreed</sup> to ~~arrange for~~ implement internship for postgraduate students, industrial visit, paper presentation for



postgraduate students. The department has also agreed to conduct SPSS class for post-graduate students.

The concluding remarks of the meeting was delivered by Dr. Tomy Joseph (IQAC Co-ordinator and H.O.D of Physics) wherein he assured that "quality" would be the watchword in all our activities. Vote of thanks was delivered by Dr. Sarita Ramachandran, Faculty, Department of Zoology.

### Action Taken Report

1. AQAR 2018-19 : Criteria-wise reports and various departmental reports have received. Compilation and consolidation of data and reports are in progress.
2. Review of Peer team recommendations : Among the various recommendations made by the NAAC Peer Team visit, decision made to approach transport authorities to re-install public transport facilities to the college locality - Regarding the commencement of new <sup>PG</sup> courses, it was decided to apply for new regular PG courses.
3. Teachers were advised to incorporate ICT enabled teaching methods
4. Green Protocol of govt. of Kerala was implemented in the college campus.
5. Feedback was collected from Students, Parents and Alumni on various aspects of the institution.



Notice

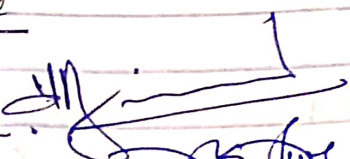
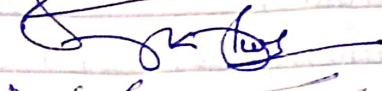
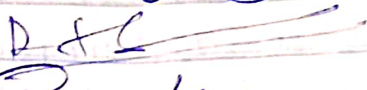
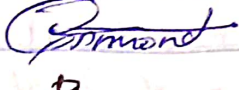



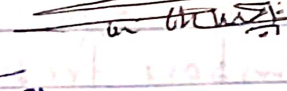
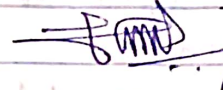


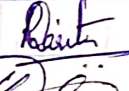

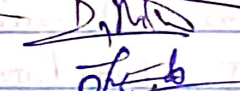
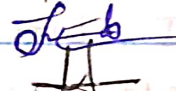
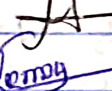
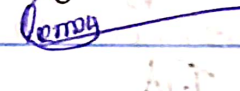
An IQAC meeting to discuss the AQAR preparation for the year 2019-20 will be held at 2 PM in IQAC Seminar hall.

All members are requested to present.

AGENDA : Preparation of AQAR for 2019-2020

Name

Signature

1. Dr. Rajumon T. Manunkal PRINCIPAL 
2. Dr. Rajemon K. Thomas 
3. P. C. Ravisankar 
4. Dr. Ramson D. Parambil 
5. P. Jayasankar 
6. Sybil E. Srinivasan 
7. Josy Mathew 
8. K.T. Anilkumar 
9. Haveendran C.P. 
10. Litty Thomas 
11. Bibu V.N. 
12. Dr. Saita Ramachandran 
13. Thankamma Joseph 
14. Roy Mathew (Dept of Politics) 
15. Dr. Tomy Joseph (Eo) 
16. Dr. K.J. Abraham (200) 
17. Dr. Tomy Joseph (Ply) 

Minutes of the meeting

The meeting was convened at 2 PM.

Dr. Rajumon T. Manunkal, Principal presided over the meeting. Dr. Tomy Joseph, IQAC coordinator presented the agenda regarding the preparation of AQAR for the academic year 2019-20. He also briefed about the proposal for academic & non-academic activities for the upcoming academic year.

- Decisions taken:
- 1) Criteria-level meetings to be convened
  - 2) Reconstitution of IQAC for 2020-21 to be done
  - 3) Detailed review of activities to be done soon.

- Action Taken Report:
1. Started collecting and compiling data from different criteria teams.
  2. IQAC was reconstituted