

**Internal Quality Assurance Cell (IQAC)**  
**NOTICE -01**

To,  
IQAC Members,

The First Meeting of the Internal Quality Assurance Cell (IQAC) 2022-2023 will be held on 2<sup>nd</sup> June 2022 to discuss action plan of the academic year 2021-22. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. Discussion and Implementation of Action Plan of 2022-23
3. Review of examinations held in the previous year
4. Organization of conferences, workshops and lectures of eminent personalities
5. Organization of various Co-curricular, Extension and Collaborative Activities
6. To organise FDP for Teachers
7. A seminar on IPR
8. To celebrate 75 th year of independence
9. Enhancing placement cell strategies for employment opportunities
10. To organise activities under Institution's Innovation Council (IIC)
11. To discuss AQAR criteria wise distribution and action plan
12. Any other topics with the permission of the chairperson

Date: 2nd June 2022

Time: 3.00 p.m

  
Coordinator  
IQAC






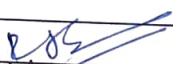







# St. Xavier's College Vaikom

## Participants of IQAC Meeting

Date: 2/06/2022

Time: 3.00 pm

Venue: Conference Hall

Sl.No	Participants	Signature
1	Dr. Gimson D Parambil (Principal)	
2	Rev. Fr Reju Kannambuzha (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Tomy Joseph (HOD Economics)	
5	Sri. P. C Ravishankar (Vice Principal )	
6	Dr. K.J Abraham (HOD Zoology)	
7	Dr. Subi Joseph (HOD Chemistry)	
8	Smt. T A Anju (HOD Commerce )	
9	Lt. Roy Mathew (HOD Political Science )	
10	Dr. Sarita Ramachandran (Assistant Professor Zoology)	
11	Sri V N Bibu (Assistant Professor Journalism)	
12	Sri. K. S Baby (Office Supdt )	





### Action Taken Report (ATR) of the first meeting held on 2nd June 2022

Agenda of the First Meeting	Action Taken
Confirmation of Minutes:	The minutes of the previous meeting were confirmed with minor amendments.
Discussion and Implementation of Action Plan of 2022-23	The Action Plan of 2022-23 was thoroughly discussed, and specific tasks were assigned to respective departments for implementation. Deadlines for various initiatives were established, and responsibilities were clearly defined.
Review of Examinations:	A comprehensive review of examinations conducted in the previous year was conducted. Feedback and suggestions from faculty members were noted to enhance the examination process further.
Organization of Conferences, Workshops, and Lectures:	The academic webinars, programs, and competitions, organized by clubs, cells, and departments, are in alignment with significant occasions, scholarly pursuits, and the curriculum.
Organization of Co-curricular, Extension, and Collaborative Activities:	Various co-curricular, extension, and collaborative activities were proposed and scheduled for the academic year. Emphasis was placed on activities that promote holistic development and community engagement.
Faculty Development Programs (FDP):	Plans were outlined to conduct Faculty Development Programs for both teaching staff Topics for FDP sessions were identified based on the needs assessment conducted among staff members.
A seminar on IPR	A session on "Decoding Intellectual Property Rights" by James V George was conducted by IQAC on 22-9-2022
To celebrate 75 th year of independence	Duties were assigned to NCC and NSS and plans were outlined
Enhancing placement cell strategies for employment opportunities	The responsibility of overseeing the Career and Placement Cell was entrusted to two



	faculty members. Subsequently, a decision was made to coordinate a 21st Century Employability Skill training program for final year and second year students, in collaboration with the Wadhvani Foundation, USA.
To organise activities under Institution's Innovation Council (IIC)	Activities within the IIC were planned and executed, with the appointment of two faculty members as coordinators to oversee responsibilities. The college received a 1-star rating in recognition of its exemplary activities throughout the 2022-23 academic year.
To discuss AQAR criteria wise distribution and action plan	Tentative date for data collection was finalised.
Any other topics with the permission of the chairperson	Additional topics were discussed with the permission of the chairperson.

**Internal Quality Assurance Cell (IQAC)  
NOTICE -02**

To,  
IQAC Members,

The Second Meeting of the Internal Quality Assurance Cell (IQAC) 2022-23 will be held on 4th August 2022. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. Azadi ka Amruth Mahotsav- Celebration
3. To organise Induction Programme for first Year students
4. To organise environment awareness programs (best practices)
5. To Organize Entrepreneurship Development Cell activities

Date: 4th August 2022

Time: 2.00 p.m.

  
Coordinator  
IQAC







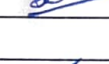



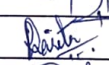




# St. Xavier's College Vaikom

## Participants of IQAC Meeting

Date: 4/08/2022

Time: 2.00 pm

Venue: Conference Hall

Sl.No	Participants	Signature
1	Dr. Gimson D Parambil (Principal)	
2	Rev. Fr Reju Kannambuzha (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Tomy Joseph (HOD Economics)	
5	Sri. P. C Ravishankar (Vice Principal)	
6	Dr. K.J Abraham (HOD Zoology)	
7	Dr. Subi Joseph (HOD Chemistry)	
8	Smt. T A Anju (HOD Commerce)	
9	Lt. Roy Mathew (HOD Political Science)	
10	Dr. Sarita Ramachandran (Assistant Professor Zoology)	
11	Sri V N Bibu (Assistant Professor Journalism)	
12	Sri. K. S Baby (Office Supdt)	





### Action Taken Report (ATR) of the Second meeting held on 4th August 2022

Agenda of the Second Meeting	Action Taken
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
Azadi ka Amruth Mahotsav- Celebration	<p>Planted 75 Mango (National Fruit) Saplings as part of Azadi Ka Amrith Mahotsav in the college premises on 13<sup>th</sup> August 2022.</p> <p>Swatch Bharat Abhiyan as part of Azadi Ka Amrith Mahotsav in the college premises on 13<sup>th</sup> August 2022.</p> <p>Independence Day Celebration-15 Aug 2022 A Freedom Wall was erected in the Campus depicting the messages on Freedom, Democracy and Equality on 15<sup>th</sup> August 2023</p> <p>This Blood donation camp was organised by NIFAA and Medical College Kottayam at St. Xavier's college Vaikom on 17/08/2022. Total 37 donors were found eligible for donating blood and 37 Units of Blood was collected.</p> <p>Department of Economics, St Xavier's College Vaikom organised a Seminar on 12/08/2022. Dr. Sebastian Joseph (General Secretary, Kerala History congress), was the resource person who spoke on the topic "Indian National Movement: Phases, People and Politics".</p>
To organise Induction Programme for first Year students	Induction programme Vidhyarambam was conducted to Impart the values of the College



<p>To organise environment awareness programs (best practices)</p>	<p>A primary discussion on the ways to protect Vembanad Lake, VembabadAthijeevan with President of Thalayazham and Vechoor Panchayat 13-10-2022 Swachh Bharat Mission "Plastic Free Campus" on 17-12-2022  Saying no to plastic is saying yes to a greener tomorrow campaign by Grama Panchayath was organised on 29-12-2022  Two Days Odonate Survey along Meenachil river was conducted by 10 Students and one faculty of department of Zoology on 10th and 11th December 2022</p>
<p>To Organize Entrepreneurship Development Cell activities</p>	<p>Entrepreneurship Development Club Inauguration by Sri Swaraj C.D. ( Subdistrict Industrial Officer, Vaikom) &amp; " Industrial Awareness Programme " A Class by Sri Sharath (Subdistrict Industrial Officer, Kottayam) on 20-10-2022. ED Club is registered with Department of Industries and Commerce, Govt of India on 10-10-2022 Organised an Industrial Visit to Malanadu Development Society</p>



**Internal Quality Assurance Cell (IQAC)  
NOTICE -03**

To,  
IQAC Members,

The Third Meeting of the Internal Quality Assurance Cell (IQAC)2022-23 will be held on 4th October 2022. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. To sign MoU with other institutions
3. To organise Say-No-to Drugs campaign
4. To conduct gender sensitisation programs under Women Cell
5. To organise activities under Career and Placement Cell
6. To discuss on completion and submission of AQAR 2020-21

Date: 4th October 2022

Time: 3.00 p.m.

  
Coordinator  
IQAC





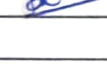



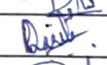




# St. Xavier's College Vaikom

## Participants of IQAC Meeting

Date: 4/10/2022

Time: 3.00 PM

Venue: Conference Hall

Sl.No	Participants	Signature
1	Dr. Gimson D Parambil (Principal)	
2	Rev. Fr Reju Kannambuzha (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Tomy Joseph (HOD Economics)	
5	Sri. P. C Ravishankar (Vice Principal )	
6	Dr. K.J Abraham (HOD Zoology)	
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10	Dr. Sarita Ramachandran (Assistant Professor Zoology)	
11	Sri V N Bibu (Assistant Professor Journalism)	
12	Sri. K. S Baby (Office Supdt )	





**Action Taken Report (ATR) of the Third meeting held on 4th October 2022**

<b>Agenda of the Third Meeting</b>	<b>Action Taken</b>
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
To sign MoU with other institutions	An MoU is signed with CIPET- Kochi on 20-01-2023
To organise Say-No-to Drugs campaign	<p>The following activities were organized by NCC, NSS and Vimukti Club in connection with Say No to Drugs Campaign-2022 in association with Vimukti (Excise), Bodhapoornima (State Govt and Higher Education) and Yodhav (Police Dept).</p> <p>Group Discussion and Video Shooting against Drug Abuse- Date of Upload 5-11-2022</p> <p>A mass run was organized by NCC on 29<sup>th</sup> October 2022. Conducted awareness Speeches, Pledge and Human Chain-on 01-11-2022</p> <p>An interview with Sri. Asok Kumar T A (Joint Excise Commissioner, Excise Crime Branch was taken on 3<sup>rd</sup> Nov 2022 in the college studio.</p> <p>A Seminar on "Drug Abuse: A Menace to the Humanity" was organized on 3<sup>rd</sup> Nov 2022 in which Sri. Asok Kumar T A, Joint Excise Commissioner, Excise Crime Branch was the resource person.</p> <p>One Million Goal- Against drug abuse was conducted on 25-11-2022</p>
To conduct gender sensitisation programs under Women Cell	<p>A seminar on Protection of Women in Family, society, and Workplace; Legal Framework on 11<sup>th</sup> November 2022 by Dr. Jasmine Alex</p> <p>A self defence program was conducted on 23-02-2023</p> <p>A Seminar on "Gender equality and sustainable development" by Adv.Reshmi Nandan was organized on March 11-03-2023.</p>



	<p>A seminar on Gender equality and women's empowerment by Gita Bakshi was conducted on 15th March, 2023 .</p> <p>A seminar on Gender Sensitisation Through Identifying Your Body by FathimathulBisriya V was conducted on 13-02-2023</p>
To organise activities under Career and Placement Cell	<p>Chartered Accountancy Career Counselling Programme was conducted by CA Ciby K.C., FCA on 09-12-2022</p> <p>176 students successfully completed Employability Skill Training Programme conducted in collaboration with Wadhvani Foundation USA.</p> <p>The Postgraduate Department of Commerce organised a Personality Development Programme on 20 December 2022 by Dr. Tomy Joseph (HOD, Economics)</p> <p>Regular job alerts are communicated to the students by the Career and Placement Cell. Job openings are initially posted in the Official whatsapp group of the College</p> <p>ZeroPi Tech Solutions , an Engineering, Scientific and Technological services company based in Bangalore offered a career orientation programme on 21<sup>st</sup> December 2022</p> <p>A virtual placement drive was conducted in the College on 23.12.2022 in association with Zero Pi Tech Solutions Pvt Ltd.</p> <p>ICICI Prudential, a major player in the insurance sector, conducted a placement drive on 24.01.2023.</p> <p>Employability Skill Training Workshop was conducted in association with Vaikom Management Association on 29<sup>th</sup> May 2023.</p>
To discuss on completion and submission of AQAR 2021-22	Decided to complete the AQAR by 2 <sup>nd</sup> December 2022

**Internal Quality Assurance Cell (IQAC)**  
**NOTICE -04**

To,  
IQAC Members,

The Third Meeting of the Internal Quality Assurance Cell (IQAC)2022-23 will be held on 5th January 2023. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. To organise Intercollegiate quiz competition
3. To organise NCC Fest ASTHRA 2023

Date: 5th January 2023

Time: 3.00 p.m.

  
Coordinator  
IQAC











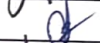


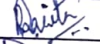
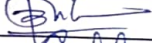

# St. Xavier's College Vaikom

## Participants of IQAC Meeting

Date: 5/01/2023

Time: 3.00 pm

Venue: Conference Hall

Sl.No	Participants	Signature
1	Dr. Gimson D Parambil (Principal)	
2	Rev. Fr Reju Kannambuzha (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Tomy Joseph (HOD Economics)	
5	Sri. P. C Ravishankar (Vice Principal )	
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10	Dr. Sarita Ramachandran (Assistant Professor Zoology)	
11	Sri V N Bibu (Assistant Professor Journalism)	
12	Sri. K. S Baby (Office Supdt )	





**Action Taken Report (ATR) of the Fourth meeting held on 5th January 2023**

<b>Agenda of the Third Meeting</b>	<b>Action Taken</b>
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
To organise intercollegiate quiz competition	Coenobium 2023: Inter Collegiate Life Science quiz competition, `was conducted on 07-03-2023
To organise intercollegiate NCC Fest ASTHRA 2023	ASTHRA 2023 was conducted on 08-03-2023. Tug of War, Spot Photography, Quiz, Patriotic Song Competition and 7s Football were the competition items. 181 students and cadets from various colleges took part in the event

**Internal Quality Assurance Cell (IQAC)**  
**NOTICE -05**

To,  
IQAC Members,

The Third Meeting of the Internal Quality Assurance Cell (IQAC)2022-23 will be held on 2nd March 2023. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. To organise a UNARVU-Mega Job fair
3. To discuss the status of criteria and preparation of AQAR 2021-22

Date: 2nd March 2023

Time: 3.00 p.m.

  
Coordinator  
IQAC



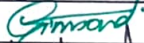






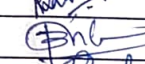



# St. Xavier's College Vaikom

## Participants of IQAC Meeting

Date: 2/03/2023

Time: 3.00 pm

Venue: Conference Hall

Sl.No	Participants	Signature
1	Dr. Gimson D Parambil (Principal)	
2	Rev. Fr Reju Kannambuzha (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Tomy Joseph (HOD Economics)	
5	Sri. P. C Ravishankar (Vice Principal)	
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9	Lt. Roy Mathew (HOD Political Science)	
10	Dr. Sarita Ramachandran (Assistant Professor Zoology)	
11	Sri V N Bibu (Assistant Professor Journalism)	
12	Sri. K. S Baby (Office Supdt)	



**Action Taken Report (ATR) of the Fifth meeting held on 2nd March 2023**



<b>Agenda of the Third Meeting</b>	<b>Action Taken</b>
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
To organise a UNARVU- Mega Job Fair	A mega job fair was conducted on 25.05.2023 at the College, in association with ICM Computers, Thalayolaparambu, Vaikom Management Association, Kerala Knowledge Economy Mission and Kudumbasree. About 25 companies participated in the Job fair. 604 candidates registered and 276 candidates were shortlisted
To discuss the status of criteria and finalisation of AQAR 2021-22	Decided to prepare the documents for uploading