

14/6/18

The first meeting of the IGAC of the academic year 2018-19 was held on 14/6/18 at 2:00 pm in the NAAC room. After the prayer the chairperson & principal, Rev. Dr. Sr. Molydase shared her views about the role of IGAC and welcomed the new members in IGAC. Discussed the preparation of academic action plan and decided to prepare a monthly year plan for the college. The meeting discussed about the preparations to be done for the next NAAC visit on 2020. Ms. Jeeja of English department was elected as the NAAC coordinator. The meeting decided to conduct a NAAC orientation programme on June 28th for the college community and decided to invite Dr. Selvan from Bishop Heber College, Trichy as resource person. The meeting concluded with a prayer.

Members present at the meeting were:-

1. Sr. Philo Jee - Vice Principal
2. Ms. Thareja A Mathew - Faculty Member
3. Ms. Reelie Raphael - Faculty Member
4. Ms. Jeeja Dominic A - Faculty Member
5. Ms. Esther Marie - Faculty Member
6. Ms. Silpa Anand S - Faculty Member
7. Sr. Rasee - Administrative officer
8. Sr. Arpitha - Administrative officer
9. Ms. Selva Alex - OSA
10. Ms. Hitha Paulson - Co-ordinator

Chairperson: Rev. Sr. Dr. Molydase  
(Principal)



10/8/2018

The IGAC meeting was held on 10/8/2018 at 2:00 pm in NAAC Room. The meeting started with a prayer and college manager Rev. Sr. Dr. Rose Anitha presided over the function. The meeting discussed the Internal audit report given by Dr. Selvam after his visit to various departments. The meeting decided to implement various suggestions put forth by Dr. Selvam. Ms. Julie discussed the various preparations to wards NAAC visit and evaluated the submission of data of various criterions. The meeting also decided to prepare a Student data collection form for gathering student data related to academics, personal & co-curricular. The meeting concluded with a prayer.

Members present at the meeting were:-

1. Rev. Sr. Dr. Rose Anitha (Manager) - Sr. Anitha
2. Dr. Sr. Philo Ioss (Vice Principal) Philo Ioss
3. Dr. Thanya A Mathew (Faculty Member) Thany
4. Ms. Reel Raphael (Faculty Member) Reel
5. Ms. Julie Dominic A (Faculty Member) Julie
6. Ms. Esther Marie (Faculty Member) Esther
7. Ms. Selva Anand S (Faculty Member) Selva
8. Sr. Ravey (Administrative officer) Sr. Ravey
9. Sr. Anitha (Administrative officer) Anitha
10. Dr. Liba Alex - OSA
11. Ms. Hitha Paulson - Co-ordinator Hitha

Chairperson: Sr. Dr. Moly Clare (Principal)



3/10/18

The IQAC meeting was held on 18/10/2018 at 10:00 am in NAAC room. The meeting started with a prayer. The meeting discussed the various flood related activities done by the staff & students. Principal congratulated the efforts of staff & students. The meeting evaluated the preparation of Master Stock register. Decided to record the local purchases and perishables in the department Registers. The UGC funded community College was decided to be inaugurated on first week of November 2018. The meeting also discussed the conduct of PIPA meeting to be held on 4/11/2018. The meeting concluded with a prayer.

Members present at the meeting were:-

1. Dr. SA Philo Joes (Vice Principal) *Philomena F.*
2. Dr. Thaneja A Matthew (Faculty Member) *Thammyz*
3. Ms. Rooley Raphael (Faculty Member) *Ran*
4. Dr. Esther Mami (Faculty Member) *Esther*
5. Ms. Silpa Anand S (Faculty Member) *Silpa*
6. Sr. Rasey (Administrative Officer) *Sr. Rasey*
7. Sr. Arpitha (Administrative Officer) *Arpitha*
8. Dr. Jisha Allen - QCA
9. Ms. Alitha Paulson - co-ordinator - *Alitha*

Chairperson: SA. Dr. Moly Clare

Principal  
Little Flower College  
Guruvayoor

(Principal)



11/12/2018

The IOAC meeting started with a silent prayer on 11/12/2018 at NAAC room at 2:00 pm. Rev. Manager presided over the meeting. The meeting discussed the preparations towards the upcoming Merit day on 15/12/18. Principal specially mentioned the implementation of e-toilets sanctioned from MCA fund. The meeting discussed the conduct of add-on courses by various departments and decided to conduct exams and to issue certificates at the earliest.

IOAC co-ordinator explained the measures taken towards the participation of college in NIRF 2019 and thanked everyone for their support and suggestions throughout the NIRF process. The meeting decided not to participate in the ARIMA ranking exercise this year. IOAC co-ordinator explained about the two major events to be hosted by IOAC in the month of January. Preparations towards the training programme for NTS on e-tendering and training programme for teaching staff on nmc development was discussed.

The meeting decided to conduct the annual physical verification procedure more seriously. Also evaluated the proposal process of Master Stock Register. Decided to prepare a consolidated list of files to be maintained in departments and decided to conduct an academic audit at the beginning of next academic year.

Principal announced the vehicle purchase for the institution sanctioned from MP fund. The IOAC Committee was entrusted



to select a Suitable Student for the award Sathiyana 2019. The meeting concluded with a prayer.

The members present at the meeting were:-

1. Rev Sr. Dr. Rose Anitha (Manager) Sr. Anitha
2. Dr. Sr. Philo Jacob (Vice Principal) Philomena CF.
3. Dr. Thanya A Mathew (Faculty Member) Thanya
4. Ms. Reel Raphael (Faculty Member) Reel
5. Dr. Esther Mami (Faculty Member) Esther
6. Ms. Silpa Anand S (Faculty Member) Anand
7. Sr. Raisy (Administrative officer) Sr. Raisy
8. Sr. Anitha (Administrative officer) Anitha
9. Dr. Silpa Alex - OSA SA
10. Ms. Flitha Paulson - Co-ordinator Flitha

Ruby  
Chairperson: Sr. Dr. Meley Clare

Principal  
Little Flower College  
Guruvayoor

(Principal)



29/1/2019

A meeting of the IQAC Committee was held on 29<sup>th</sup> January 2019 at 2:pm in the NAAC room. The meeting started with a prayer.

The meeting evaluated the conduct of training programs for teaching and non-teaching staff. Discussed the promotion procedures to be followed for faculties. Principal discussed the procedures in APF score calculation and decided the deadline for submission of promotion files as March 12<sup>th</sup>. Principal also reminded IQAC members about their role in promotion file verification.

The meeting discussed the disposal procedure of MRP equipments decided to maintain a separate stock registers for MRP equipments. Decided to conduct the annual sports day as a one day programme. The IQAC co-ordinator explained the steps taken to submit data to ASHE Survey. Departments of Maths & CS were requested to do the score analysis. The members present in the meeting were:

- 1 Dr. Sr. Philo Jose (Vice Principal) Philose
- 2 Dr. Thaniya A Mathew (Faculty member) Thanyal
- 3 Ms. Reelzy Raphael Reelzy
- 4 Ms. Sijpa Anand Sijpa
- 5 Dr. Esther Mani Esther
- 6 Sr. Raisy (Office Administration) Saisy
- 7 Sr. Arpitha (Office Administration) Arpitha
- 8 Dr. Gilba Alex Gilba
- 9 Ms. Hitha Paulson Co ordinator Hitha

Chairperson: Sr. Dr. Moly Jose

Principal



13/3/2019

A meeting of the IQAC committee was held on 8<sup>th</sup> March 2019. The meeting was held in NAAC room at 10:10 am. Rev. Manager presided over the meeting.

The meeting evaluated the new order issued by UGC regarding the Section of autonomy status to colleges having 3.5 & above grade in NAAC accreditation, even without inspection visit. IQAC co-ordinator informed the meeting about the important matters discussed in the autonomy workshop held at Bangalore. The meeting entrusted IQAC co-ordinator and team to apply for autonomy status online before March 29<sup>th</sup>. The meeting discussed the purchase of the first phase of campus automation software from Meshlogic Software, Calicut. Decided to conduct a workshop on online selections for teachers. Decided to verify the promotion files of teachers in the month of March itself. The members present in the meeting were:-

1. Rev. Dr. Sr. Rose Anitha (Manager) Sr. Anitha
2. Dr. Sr. Philo Jacob (Vice Principal) Philomena F.
3. Dr. Thaneja A Mathew (Faculty Member) Thany
4. Ms. Reeky Raphael (Faculty Member) Reeky
5. Ms. Silpa Anand (Faculty Member) Silpa
6. Dr. Esther Mari (Faculty Member) Esther
7. Sr. Raisy (Administrative officer) Sr. Raisy
8. Sr. Anitha (Administrative officer) Anitha
9. Dr. Selva Alex SBA
10. Ms. Hitha Paulson Co-ordinator Hitha

Chairperson: Sr. Dr. Mely Clare  
Principal



# Little Flower College, Guruvayur

## Action Taken Report 2018-19

*Following actions were taken in the academic year 2018-19 as per the discussions held during IQAC meetings*

- Prepared Annual Action Plan
- IQAC organised a National seminar "Transforming the Higher Education Institutions into Potential Hubs of Excellence" on 25-Jun-2018 as a part of NAAC accreditation orientation. Dr. R Selvam , NAAC consultant led the sessions.
- Conducted an Annual Academic audit and evaluated the performance of departments.
- Prepared a student's data Collection form to consolidate the student's data and prepared the digital copy of the same.
- Master Stock Register Prepared.
- Conducted PTWA General Body meeting.
- Monitored the implementation of certificate Courses by the departments and certificates issued for the course completed students.
- Participated in NIRF 2019.
- Conducted an orientation programme for Non-Teaching Staffs of various colleges on Office Administration and E-Tendering in Higher Education Institutions on 19<sup>th</sup> January 2019.
- Conducted a State level seminar on Digital Learning and Production: Massive Open Online Courses on 28<sup>th</sup> January 2019. The EMMRC team from Calicut University led the sessions.
- Conducted interdisciplinary faculty paper presentation sessions
- Completed the promotion File verification of Teachers.
- Submitted AQAR, AISHE survey, University Annual Report and Government Administrative report.
- Conducted Student Satisfaction Survey and Teachers Feedback.
- IQAC Coordinator and Vice Principal attended the workshop for Autonomy eligible colleges at Bangalore on 19<sup>th</sup> Feb 2019. Submitted Autonomy application during March 2019.
- Purchased an MIS software for campus automation.
- Participated in SAAC Preliminary Survey.

  
Ms. Hitha Paulson  
IQAC Coordinator



Dr. Sr. Moly Clare  
  
Principal