

2020 - 2021

IQAC Meeting)

Date and Time : 07/06/2020, 10 am

Venue : NAAC Room

Agenda

1. Conduct and mode of online classes
2. Data collection formats
3. Activities of Paramarsh

Minutes of the Meeting :

The meeting began with the members maintaining COVID Protocol. In the context of Pandemic, classes were to be held online using a common platform. The members wished the new Principal Rev. Sr. Dr. Valsa M. A and under her guidance, decided to conduct the online classes daily with a 5-hour division timetable. It was also decided to conduct live classes through online platforms like 'Zoom' and 'Google Meet'. Considering the issue of poor connectivity, IQAC Co-ordinator Ms. Silpa Anand S. suggested to record the classes and to upload pre-recorded classes for the easy access. Principal added that it could be uploaded in the 'Moodle' platform provided by the college. Assignments and Quiz questions to evaluate students were also to be processed through platforms like 'Moodle' and 'Google Classroom'.

It was also decided to continue with the faculty presentations under the initiative of IQAC with each departments taking turns to present a topic of their choice. Presentations were to be held on fourth saturday of every month through google meet in the pandemic situation. The first presentation was scheduled to be conducted on 25th July, 2020 with Miss. Priyantha E. K, Assistant

Professor, Department of the History as the resource person.

A suggestion was put forward by Ms. Silpa Anand to facilitate a common platform to collect and consolidate the activity reports of the faculty, students, departments and clubs regularly. Ms. Annroopa Jacob Suggested the use of google forms. Principal Rev. Sr. Dr. Valsa M.A promised to ensure g-suit account for the IQAC for storage convenience. She also informed that G-suit accounts will be provided for faculty, staffs and college.

It was also decided that activities of 'PARAAMARSH' will be co-ordinated through online platforms.

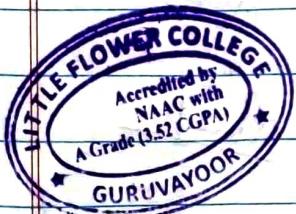
Following members attended the meeting:

1. Sr. Dr. Sheeba A C, Vice Principal Sheeba
2. Ms. Anju S Muttom, Faculty Anju
3. Ms. Annroopa Jacob, Faculty Annroopa
4. Dr. Thanya A Mathew, Faculty Thanya.
5. Ms. Hitha Paulson, Faculty Hitha
6. Ms. Julie Dominic A, Faculty Julie.
7. Sr. Rosily C. J., Office Superintendent Rosily
8. Sr. Baby K. C., Administrative Staff K.C. Baby.
9. Sr. Linda Maria, Administrative Staff Linda
10. Nivedya K, Student representative Nivedya
11. Ms. Silpa Anand S, Co-ordinator, IQAC Silpa

Chairperson : Sr. Dr. Valsa M.A.

Principal

Valsa M.A.



2020-21

IQAC Meeting

Date and time : 11/08/2020 , 1 pm Venue : NAAC room

Agenda :

1. MoU with Damdama College, Assam
2. Faculty presentation for the month of August.

Minutes of the Meeting :

The post-lunch meeting began with a silent prayer. A short-evaluation of the online classes was conducted by the Principal in the continuing pandemic context. Following it Ms. Silpa Anand presented a proposal to sign a memorandum of understanding with Damdama College, Assam for quality collaboration of academic activities. It was accepted and the Principal entrusted the IQAC team with further procedures. It was also decided to hold more discussions regarding the memorandum with the representatives of Damdama College, Assam.

The Faculty presentation titled 'Retrospections and Reflections: Multi-Disciplinary Discourses' was scheduled to be conducted on 22nd August 2020. The session 2 of the series was to be led by the Department of Physical Education with Ms. Mini T.J as the Resource Person.

The following members attended the meeting :

1. Sr. Dr. Sheeba A C, Vice Principal
2. Ms. Anyu S. Maitom, Faculty
3. Ms. Annroopa Jacob, "
4. Ms. Hitha Paulson, "
5. Sr. Rosily C. J, Office Superintendent
6. Ms. Silpa Anand S, Co-ordinator



Chairperson : Sr. Dr. Valsa M. A., Principal

Valsa M.A.

2020-21

IQAC Meeting

Date and time : 1 pm, 07/09/2020

Venue : NAAC room

Agenda

- 1. Conducting a Webinar based on National Educational Policy
- a. Faculty presentation for the month of Aug September

Minutes of the Meeting.

Meeting began seeking the blessings of the almighty.

The online classes were evaluated on the basis of the topics covered and the attendance of students. Class teachers had enquired about the availability of electronic devices to ensure the participation of all students in the classes.

As part of discussions and awareness programs in relation to the implementation of National Education Policy, a webinar was to be conducted based on the topic and it was scheduled to be on 30th September 2020. Dr Ruble Raj, Former Principal, Marian College, Kuthikanam, Manager, Good Shepherd Public School and Junior College, Changanassery was decided to be the Resource Person. The webinar would be held through the online platforms - Google Meet and YouTube livestreaming.

Principal Rev Sr Dr Valsa M A accepted the suggestions of the IQAC team. Brochure was to be prepared by Mr. Bush Antys, Technical Assistant, Little Flower College, Guruvayoor. Registration forms were to be prepared and distributed through google forms.

The team members were allotted duties for the proper conduct of the program. E-certificates will be distributed to the participants.

Ms. Anyin S Mattom, IQAC member suggested to conduct online Quiz and discussion forums among the students and faculty to

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increase awareness about NEP, 2020. It was accepted by the Principal and the IQAC team.

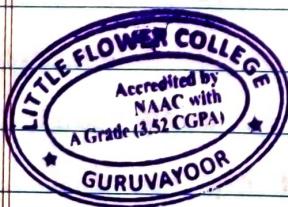
Faculty Paper presentation for the month of September was scheduled to be conducted after the Webinar on National Educational Policy 2020, on 3rd October, 2020. Ms. Sibi O.S., Assistant Professor, Department of Botany was decided to be the Resource Person.

The following members attended the meeting:

- 1. Sr. Dr. Sheeba A C, Vice Principal ✓ Sheeba A.C.
- 2. Ms. Anju S Mutton, Faculty ✓ Anju
- 3. Ms. Anirupa Jacob, " ✓ A
- 4. Dr. Thanya A Mathew, " ✓ Thanya.
- 5. Ms. Hitha Paulson " ✓ Hitha
- 6. Ms. Julie Dominic A. " ✓ Julie
- 7. Sr. Rosily C. J., Office Superintendent ✓ Rosily C.J.
- 8. Sr. Baby K. C., Administrative staff ✓ K.C. Baby
- 9. Nivedya K, Student representative ✓ Nivedya
- 10. Ms. Silpa Chand S, IQAC Co-ordinator ✓ Silpa Chand S.

Chairperson : Sr. Dr. Valsa M. A., Principal

Valsa M.A.



2020-21

IQAC Meeting

Date and Time : 09/10/2020 , 2 pm

Venue : NAAC Room

Agenda

1. Faculty presentation for the month of October

Minutes of the Meeting :

The meeting which began with a prayer was presided by the Principal. The IQAC Co-ordinator Ms. Silpa Anand S, presented an evaluation of the 'National Education Policy' Webinar based on the feedbacks received. The Webinar was informative and the Resource Person successfully accomplished the goal of the seminar.

It was decided that Faculty presentation for the month of October will be conducted on 31/10/2020 and Dr Swapna Johny, HOD and Assistant Professor, Department of Zoology will be the Resource Person.

The following members attended the meeting :

1. Sr. Dr. Sheeba A. C., Vice Principal *Sheeba*
2. Ms. Anju S Muttom, Faculty *Anju*
3. Ms. Annroopa Jacob, " *A.P.*
4. Dr. Thanuja A Mathew, " *Thanuja*
5. Ms. Hitha Paulson, " *Hitha*
6. Ms. Julie Dominic A., " *Julie*
7. Sr. Rosily C. J., Office Superintendent *Rosily*
8. Ms. Silpa Anand S., IQAC Co-ordinator *Silpa*



Chairperson : Sr. Dr. Valsa M. A., Principal *Valsa M.A.*

2020 - 21

IQAC Meeting

Date and Time : 02/11/2020

Venue : NAAC Room, 1.30 pm

Agenda

1. Organisation of Faculty Enrichment Program on Yoga in association with Department of Physical Education
2. Conducting an online workshop series on Fabric Painting in collaboration with ED club (Entrepreneurial development)
3. Faculty Paper Presentation for the month of November

Minutes of the Meeting.

The meeting began with a silent prayer. The IQAC team evaluated the progress of the online classes. Principal reminded the Faculty to ensure the proper conduct of online exams. She also added to make the online tutorial sessions more effective.

Following the discussion, Ms. Silpa Anand S, Co-ordinator, IQAC proposed to conduct a Faculty Enrichment Program on Yoga in association with the Department of Physical Education.

Ms. Anju S Maitom further suggested to include both teaching and non-teaching staff. Principal encouraged it and it was decided to conduct it through online mode - google meet from 25th November to 31st December 2020. The duty was allotted to the IQAC team and Ms. Mini T. J, Department of Physical Education.

It was also decided that Ms. Honey Thattil, Yoga Expert would be the instructor along with Ms. Meena M Raghunath, Chief Instructor.

Another proposal was put forward by the IQAC Co-ordinator to boost the Entrepreneurial Development (ED). It was a suggestion by the ED club co-ordinator to the IQAC Co-ordinator. Principal approved the conduct of an online workshop series on Fabric Painting.

in collaboration with the ED club on 23rd November 2020. It was also decided that Ms. Rekha Anithumar, Ferrocryl specialist will be the Resource person.

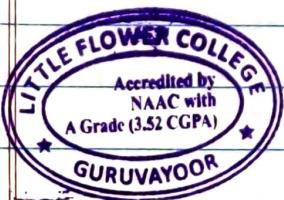
Session 5 of Faculty Paper presentation series

"Reflections and Retrospections: Multidisciplinary Discourses" was decided to be led by the Department of Multimedia. It was also decided that Sr. Jimsa Joy would be the Resource Person.

The following members attended the meeting:

1. Dr. Sheeba A.C., Vice Principal Sheeba
2. Ms. Anju S. Muttom, Faculty Anju
3. Ms. Annroopa Jacob, " AJ
4. Dr. Thanya A. Mathew, " Thanya
5. Ms. Hitha Paulson " Hitha
6. Ms. Julie Dominic A. " JW
7. Dr. Rosily C.J., Office Superintendent Rosily
8. Dr. Baby K. C., Administrative staff x.c.Baby
9. Ms. Silpa Anand S., IQAC Co-ordinator Silpa

Chairperson: Dr. Valsa M.A, Principal Valsa M.A



a 2020-21

IQAC Meeting

Date and Time : 16/11/2021

Venue : NAAC room, 2 p.m.

Agenda

1. Observing International Day for the Differently-abled
2. One-day webinar by Department of Sanskrit and IQAC (in collaboration)

Minutes of the Meeting:

The meeting began with a short prayer. Being an institute whole-heartedly welcoming and encouraging all students, the IQAC team proposed a program in association with International day for Differently-abled. Principal suggested a gathering through online mode. It was decided that a gathering would be conducted on 3rd December, 2020 through online mode including our special students and their parents. It was also suggested that the event will include motivational talks by faculty and a talent show of the students.

The IQAC Co-ordinator also forwarded an initiative suggested by the Department of Sanskrit. The Principal approved the suggestion to organize a one-day Webinar on the play, 'Urubhangam' of Bhasa. It was decided that the webinar will be conducted by the Department of Sanskrit in collaboration with IQAC on 1st December 2020.

The following members attended the meeting :

1. Dr. Sheeba A. C., Vice Principal
2. Ms. Anju B. Mattom, Faculty
3. Annroopa Jacob, "
4. Dr. Thanuja A. Mathew, "
5. Ms. Hitha Paulson, "

Thanuja

6. Ms. Julie Dominic A., Faculty DD
7. Sr. Rosily C. J., Office Superintendent Rosily
8. Ms. Silpa Anand S., IQAC Co-ordinator Silpa

Chairperson : Dr. Valsa M. A. Valsa M.A.

- Principal



2020-21

IQAC Meeting

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Date and Time : 16/12/2020 1 p.m

Venue : NAAC Room

Agenda :

1. 'Book Basket' (Pusthakakkooda) initiative by the college library to collect books
2. Faculty paper presentation for the month of January

Minutes of the Meeting

The meeting began with prayer. At the very outset, Principal congratulated the team for the successful completion of various programs so far. Following it, the IQAC Co-ordinator put forward a suggestion to begin an initiative to augment the number of books in college library. Ms. Annroopa Jacob, member, IQAC seconded and suggested it to be done by each department. With the encouragement from the Principal, it was decided that the initiative titled 'Pusthakakkooda' (Book Basket) will be launched in the month of January, 2021.

The Faculty Presentation, Session 6 was decided to be held on 30th January 2021 on "Awareness on Access to E-Resources under N-List programme". The Resource Person would be the Librarian, Sr. Joyce A. J.

1. Dr. Dr. Sheeba A.C, Vice Principal

2. Ms. Anju S. Mattom, Faculty

3. Annroopa Jacob, "

4. Dr. Thanuja A. Mathew, " Thannu,

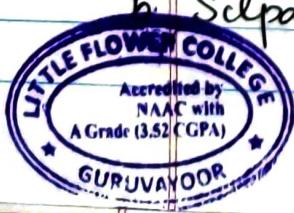
5. Silpa Anand S., IQAC Coordinator

Sheeba

Anju

J.J.

Silpa



Chairperson: Dr. Sr. Valsa M.A, Principal

Valsa M.A.

2020 - 21

IQAC Meeting

Date and Time : 12/01/2021 , 2 pm
 Venue : NAAC Room

Agenda :

1. Feedback collection from students, parents, stakeholders, employers and alumnae
2. SSR uploading for NAAC

Minutes of the Meeting :

The meeting began with a prayer. The annual academic performance of the college in the pandemic context was discussed. As part of the self-assessment and evaluation, it was decided to distribute separate feedback forms to students, parents, stakeholders, employers and alumnae through google forms.

The IQAC team was entrusted to collect and consolidate the data. Procedures for SSR uploading for NAAC resumed after the pandemic period.

1. Sr. Dr. Sheeba A.C, Vice Principal 
2. Ms. Anju S. Mattom, Faculty 
3. Ms. Annroopa Jacob, Faculty 
4. Ms. Hitha Paulson, " 
5. Sr. Rosily C.J, Office Superintendent. 
6. Sr. Baby K.C, Administrative Staff 
7. Selpa Anand S, IQAC Coordinator. 

Valsa M.A.

Chairperson : Dr. S. Valsa M.A, Principal.



2020 - 21

IQAC - Minutes of Meeting conducted through
Online Mode

Date and Time : 15-03-2021, 7 pm

Mode : Online, Google Meet

Agenda :

1. Work distribution for the expected NAAC Peer team visit.
2. Feedback analysis.

Minutes of the Meeting :

Inorder to discuss further NAAC preparations and to analyse the feedback, the meeting was summoned through online mode. SSR was successfully uploaded on 5th February 2021. Principal congratulated the NAAC & IQAC Team for the successful completion of the SSR upload. Anticipating the NAAC peer team visit, it was decided to distribute the work among the faculty and administrative staff. It was also decided that a general staff meeting would be conducted to discuss further regarding the visit. Principal instructed the team to ensure the completion of all academic and documentation works before the end of this academic year.

The feedback was analysed and it was decided to do the needful at the earliest.

1. Srilpa Chand S., IQAC Co-ordinator
2. Amnoopa Jacob, Faculty
3. Hitha Paulson, Faculty
4. Julie Dominic A., NAAC Co-ordinator

Valsa M.A.

Chairperson : Sr. Dr. Valsa M. A., Principal

Action Taken Report

The following actions were taken in the academic year 2020-21 as per the discussions held during the IQAC meetings:

1. Prepared Annual Action Plan.
2. Online classes conducted were recorded and uploaded on the Moodle platform by the faculty.
3. Monthly data collection of all activities conducted by the college and consolidation was initiated on the online mode.
4. The interdisciplinary faculty paper presentation sessions were conducted under the new head of "Reflections and Retrospection" and all sessions were held through the online mode.
5. Submitted the Academic Administrative Report 2019-20
6. Submitted Annual Report 2019-20 to the Government.
7. Conducted a Webinar on National Education Policy 2020 on 30th September 2020.
8. Entered a Memorandum of Understanding with Damdama College, Assam for quality enhancement.
9. Participated in NIRF 2021.
10. Conducted Student Satisfaction Survey and submitted the analysis report to the Principal.

11. Feedback was collected from the various stakeholders like teachers, parents, well-wishers, ^{alumnae} and students and the analysis report was submitted to the Principal and management.
12. Preparations for NAAC visit was strengthened.
13. Organised Faculty Enrichment Program¹ on Yoga in association with the Department of Physical Education.
14. Helped in the organisation of workshop series on Fabric Painting in collaboration with ED Club.
15. Observed International Day for Differently Abled.
16. Collaborated with Dept. of Sanskrit to conduct a One day webinar on 'Ushbhanga'.
17. 'Book Basket' initiative was adopted with the college library.
18. The structure of the monthly data collection form was revised and separate forms for students and faculty were devised.

Silpa

Silpa Anand. S.

IQAC Coordinator

Valsa M.A.

Dr. Sr. Valsa M.A.
Principal

