



# **IQAC MINUTES**



**ST. THOMAS COLLEGE, RANNI**  
**PATHANAMTHITTA 689533**

2019 - 20

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## I Minutes of the IQAC meeting held on June 14<sup>th</sup> 2019

The first meeting of the IQAC in this academic year was held on June 14<sup>th</sup> 2019 at 1:30 pm in the IQAC room. The meeting was presided over by Dr. Lata, Marina Varghese, Principal, St. Thomas college Ranni. IQAC coordinator Prof. John M George welcomed the members. The agenda was distributed among members for discussion.

### Agenda.

1. Preparation of the Academic calendar.
2. Deciding the coordinators of various committees.
3. Selecting a Best Practice for the college
4. Seminars for Teachers.
5. Extension activities.
6. Discussion of feedback collected

The following decisions were made:

The action plan given by various departments and clubs were discussed and was given approval. Accordingly the tentative dates of various activities and programmes were decided and entrusted the IQAC coordinator to prepare the Academic calendar and upload it on the college website.

The coordinators of various committees were decided.

Regarding the current year's Best Practice of the college, several suggestions came including purchasing and giving an auto rickshaw to a student or to his/her parents, giving an Ambulance to a hospital, providing food to the needy students, construction of toilets either personal or public, construction of biogas plants, etc. The final decision was left to the Best Practice committee.

Based on the feedback received it was decided to inform the management and university regarding the changes brought in.

The meeting decided to conduct seminar on 'Leadership Training for Teachers in Higher Education'. IQAC co-ordinator suggested the name of Prof. Joseph, former Professor of this college for the session and the meeting gave approval.

Extension activities and income generation activities provided by the departments in their action plan was also decided.

Besides the agenda, committee also decided to conduct an Alumni meeting on the Alumni Day of the college (Aug. 15). Before that an executive committee of the Alumni Association will be held. The meeting entrusted the duty to Prof. Shaji Abraham, Alumni Representative of the IQAC body.

PTA representative Mr. Thomas expressed his willingness to arrange an orientation cum counselling class to the newcomers.

Panchayat President, local body representative of the committee agreed to link some of the Panchayat projects with the college.

The following members participated

Dr. Lata Marina Varghese

Prof. Dr. Lata Marina Varghese

Principal

St. Thomas College, Ranni

Capt. John M George

Dr. Vind Ivan Th. M

Devi Priya M

Dr. Veena S.

Sheela Mary Lewis

Anju Joseph

Dr. Deepa Roselin Joseph

Bunny George

Renee Abraham

Jenny Joseph A

Andy Jacob

Alegamma Kuruvilla

Dr. T. Thomas

Stency Macy John

(Student Representative)

Devilka Gopalakrishnan

(Student Representative)

Sreesanjini Kamal

M. C. Punnaose

BBV (Alumni Representative)

ICP (Institutional Representative)

Representative

Action Taken Report of the meeting held on  
14-06-2019

- 1 Academic Calender was prepared & provided to all departments
- 2 Various Committees were constituted to organise & coordinate programmes & teachers were given charge of the committees
- 3 Faculty Development Programmes were conducted
- 4 Extension activities and Best Practices were initiated in an extensive manner.
- 5 Feedback from all Stakeholders were collected, feedback regarding curriculum was intimated to Board of Studies members.

## Two DAY FDP on Document Preparation for

NAAC Reaccreditation (2/8/2019 - 3/8/2019)

### Report

A Two day FDP on Document Preparation for NAAC Reaccreditation was organised by IOAC on 2/8/2019 & 3/8/2019. The programme began on 2/8/2019 at 9:30 am in the Seminar hall, it was presided over by honourable principal Dr Kala Marina Varghese. Highlight of the programme was a presentation by Captain John M George (former IOAC Coordinator) on how to prepare documents for NAAC Reaccreditation.

On second day (3/8/2019), Total number of teachers were divided into seven teams consisting of a Convenor & 2-3 coordinators & some members to assist them. The IOAC Coordinator Mrs Rigy Idiculla gave certain instructions to all staff members. This was followed by a detailed discussion.

### Suggestions

During the discussion many suggestions came up. Prof Merin Jose of the department of Physics was of the opinion that if teachers were provided with the last NAAC Accreditation report, teachers could clearly understand our shortcomings and formulate our future plan of action accordingly.

While discussing about the uniqueness of our college, Prof Renju Joseph (Dept of Commerce) remarked that when students called for strike in most of the colleges, practically no class commenced there, but our college worked as usual on such days. Prof Tikku James (Dept of Commerce) suggested that life skill courses could be introduced in our institution & he also suggested increasing the space of our website in order to upload videos.

After lunch break each committee conducted a meeting & an action plan for the academic year was initiated, which was to be presented by each convener in the next IOAC meeting. Meeting came to a close at 3.30pm.

The following members participated

Dr. Lata Marina Varghese Prof. Lata Marina Varghese

Capt. John M George Principal

Rigny Idiculla (IOAC Coordinator) St. Thomas College, Panni

Devi Priya M.

Romy Abraham

Anand Jacob

Anju Joseph

R. Anuna

Sreejaya R.

Benimol Mathew

Renju Joseph

Tikku James

FR. DR. MATHEWS VAZHAKUNNAM

Dr. Veena-S.

Isim Joseph

(Non-Teaching)



M. T. Thomas

Sunil Abraham

Dr. Suresh M. K.

Dr. Deepa Roselin Joseph

JENNY JOSEPH. A

Shanthi Mariam David

Dr. Vind Vinnu T. h

Anu. T. Philip

ANISH. M. ABRAHAM

Allyamma Kurumilla

James Uthuppan

Sneha Fely Jacob

Rinku Mathew

Bincy Francis

Swetha. C

Harpaya. V

Francis Mathew

Dr. V. V. V.

Dr. Devi Pray M.

Mein Jose

Marykatty James

Geunyanal K. S.

Aneeta Chinnu Joseph

Elena Sajjan

Suni Simon

Dr. Ravi Jain

Binoid Mathew

ANISH. M. ABRAHAM

Dr. Susha. J. S. P

Anjali Jacob

Dr. Anu. T. Philip

Benny George

Dr. Sajini S

Renjini Reji

~~Signature~~ (Non-Teaching)

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TWO Day FDP on Document Preparation for  
 NAAC Reaccreditation (2/8/2019 - 3/8/2019)  
 Second Day Attendance Sheet. 41

Rigy Idiculla (IOAC coordinator)

Idiculla

Cepl. John M George



Shenthi Maniam David



Dr. Veena S.



Riatu Mathew



Dr. Matted Kucavilla



Chirji Jacob



Harpayan



Dr. Sreyaja B



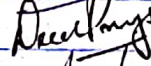
Dr. R. Aruna Devi



Arjun Mathew



Dr. Devi Priya M.



Amy Joseph



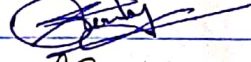
Mada Jose



Sreeralsa K.



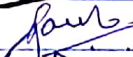
Boumyamol K.S



Alena Sajani



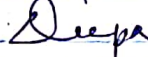
Dr. Sneha Ely Jacob



Dr. Susha S P



Dr. Deepa Rosethy



Dr. Perry Phochem



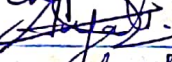
Roni Jini Raj



Dr. Anu T-Philip



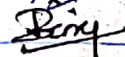
Arjali Jacob



Leena Mary Mathew



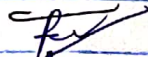
Banivool Mathew



Dr. Sunitha



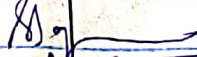
Ranjini Raji



Benny Crump



Dr. Sajini S



Suni Abraham




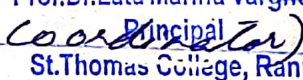

III Minutes of IOAC meeting held on 03/09/2019

### Agenda

To discuss 'plan of action' designed by convenors of each Criteria for the academic year 2019-2020

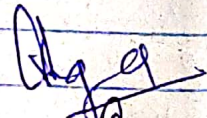
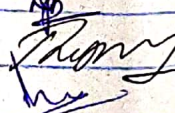
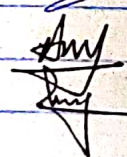
The meeting began with a Silent Prayer at 2pm, it was presided over by honourable Principal Dr Lata Marina Varghese. The convenor of first Criteria Prof Benny George, convenor of 2<sup>nd</sup> Criteria Dr Deepa Roselin Joseph & convenor of 3<sup>rd</sup> Criteria Dr Devi Priya discussed at length the activities planned by them for the academic year. Meeting came to a close at 3.30pm. The presentation of rest of the 4 Criteria was scheduled for 17/9/2019

The following members participated

Dr. Lata Marina Varghese   
 Rigy Idiculla (IOAC  Coordinator)   
 St. Thomas College, Ranni

Capt John M George  
 Devi Priya M.  
 Benny Abraham  
 Dr. Veena S.

Anja Joseph  
 Benny George

Smt. Key Jacob  
 Jenny Joseph  
 Anu Jacob  
 Dr. Deepa Rosalin Joseph  
 Dr. Meyamma Kayuvilla  
 to Thomas  
 Stecy Mary John  
 Devika Anpatakrishnan  
Action Taken Report

Jacob  
 (Chairman)  
 Deepa  
 (PTA member)  
 Stecy (Student Representative)  
 Devika ( ) Representative

consensus of criteria I, II & III  
 adhered to the plan of action  
 presented by them in the meeting

IV Minutes of IQAC meeting held on 17/09/2019

Agenda

To discuss the 'Action Plan' designed by convenors of criteria (4-7) for academic year 2019-2020

The meeting began with a silent prayer at 1.30pm & it was presided over by Honourable Principal Dr Lata Marina Varghese, the convenors of Criteria IV, Prof Renji Abraham, Criteria V, Dr Veena S, Criteria VI, Dr Annu Jacob and Criteria VII, Prof Sneha Eley Jacob discussed in detail their plan of action for academic year 2019-20. The meeting came to a close at 3.45pm.

The following members participated

Dr. Lata Marina Varghese *Alacinda*  
Rigy Idiculla (IQAC coordinator) *Prof. Dr. Lata Marina Varghese*  
St. Thomas College, Ranni

JENNY JOSEPH. A

*Jenny*

Sneha Eley Jacob

Dr. Veena S

*Sneha*

Annu Joseph

Renji Abraham

*Annu*

Bunny George

Devi Priya M.

*Renji*

*Bunny*

*Devi*

Dr. Deepa Raselin Joseph

Capt. John M George

Allyemme Kuravilla  
in S. Thomas

Stony Macey John

Devika Gopalakrishnan

Action Taken Report

Deepa

John M George

Allyemme Kuravilla

(PTA Member)

(Student Representative)

( " Representative)

Convenors of Criteria IV, V, VI & VII  
organised activities as per their  
plan of action presented in the  
meeting.

Minutes of IQAC meeting held on 05/11/2019

### Agenda

To discuss the convening of a Alumni general Body meeting

The meeting began with a silent prayer at 2.30pm, it was presided over by honourable principal Dr Lata Marina Varghese. The discussion of the meeting pertained to the date & time at which Alumni general Body was to be convened. Majority of the members suggested 4<sup>th</sup> January 2020 as the most feasible date to organize such a meeting & it was decided hence forth.

The following members participated

Principal <del>Dr. Lata Marina Varghese</del>	Dr. Lata Marina Varghese
Rajy. Idiculla (IQAC Coordinator)	Prof. Dr. Lata Marina Varghese Principal St. Thero's College, Ranni
Jenny Joseph A	
Devi Priya M.	
Ansu Jacob	
Remy. Pothakam	
Dr. Deepa Reselin Joseph	
Capt. John M George	
Dr. Veena S.	
Dr. Hyanma Kuruvilla	
Stacy Mary John	
Benny George	
Ms G. Thammal	
Denika. Gopala Krishnan	
	(Student Representative)
	office (Head Accountant)
	(Student Representative)

Action Taken Report (Meeting of 05/11/2019)  
An Alumni General Body Meeting was held on  
04/01/2020.

Minutes of IQAC Meeting held on 17/3/2020

The last IQAC meeting of academic year 2019-2020 was held on 17/3/2020 at 1.30 pm, the meeting was presided over by honourable principal Dr Lata Marina Varghese. The meeting began with a silent prayer.


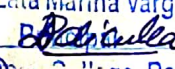
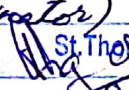



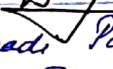

Agenda

- 1) Evaluation of activities conducted by various departments.
- 2) Evaluation of conduct of University Exams
- 3) Initiation of Feedback from all Stakeholders

Decisions Taken

Heads or other representatives of each department provided a brief account of the activities of each department. The conduct of University Examinations of the year was also evaluated. It was decided to collect feedback from all Stakeholders.

The following members participated

- Principal Dr. Lata Marina Varghese  Prof. Dr. Lata Marina Varghese
- Dr. Rigy Idiculla (IQAC Coordinator)  Dr. Rigy Idiculla
- Capt. John M George  Capt. John M George
- St. Thomas College, Ranni
- Devi Priya M.  Devi Priya M.
- Dr. Veen a-s.  Dr. Veen a-s.
- Jenny Joseph A  Jenny Joseph A (Librarian)
- Anju Joseph  Anju Joseph
- Anilba Anilkumar (Paghavangadi Panchayat President)  Anilba Anilkumar



Sreerajini Kamal ~~SR~~ (Alumni Representative)  
 Devika Chopalabhatra ~~Devika~~ (Student Representative)  
 Ansu Jacob A-H  
 Remy Jacobson Remy  
 Deepa Roselin Joseph Deepa  
 Dattayamma Kuruvilla  
 M. G. Thomas (Office Head Accounts)  
 Stevy Maeq John Stevy (Student Representative)  
Action Taken Report

1. All the activities conducted during the academic year were discussed & evaluated.
2. Conduct of University Exams & Internal Exams were evaluated.
3. Feedback from all Stakeholders were collected, analysed. Curriculum related feedback was initiated to MG University through Board of Studies members.