



IQAC MINUTES



ST. THOMAS COLLEGE, RANNI
PATHANAMTHITTA 689533

2017-18

Minutes of the IQAC meeting held on 5th June 2017

The first meeting of this academic year was held on June 5th at 1.30 pm in the IQAC room.

Agenda.

1. Preparation of an Academic calendar
2. To decide the coordinators of various committees.
3. Preparation of Action Plan (Depts and Clubs)
4. Preparation of Teachers' Diary
5. Orientation class for IDC
6. Awareness class for teachers.

The meeting started with a silent prayer. Principal in charge Nany Kundikese presided over the meeting. IQAC coordinator Prof. John M. George delivered the welcome speech. The meeting discussed the main points in the agenda.

The main decisions taken:

1. The meeting discussed the dates of various activities - curricular and co-curricular - to be included in the Academic calendar.
2. Decided the coordinators and members of various committees.

- 3 Entrusted each Department Head and club coordinators to prepare an action plan for their departments and clubs regarding the activities they are planning to conduct in this year.
- 4 Decided to prepare a Teachers' Diary for the Academic year and entrusted the duty to the IQAC coordinator. The meeting discussed and decided the various particulars to be included in it.
- 5 Decided to conduct an orientation Programme for the newcomers and selected a committee for that purpose.
6. The meeting decided to conduct an awareness class for the Teachers regarding the changed format of NAAC. Also decided to invite Dr. Cletus, Associate Professor, St. Albert's college, Ernakulam for the purpose.

The following members participated

Nancy Kuniakose
Sreba Eley Jacob
Anju Joseph
Dr. Veena S.

Nancy Kuniakose
Sour
Amf
Principal-in-charge

II

Minutes of the IQAC meeting held on 16-8-2017

Agenda

1. New feedback form for the stake holders.
2. Result Analysis of various departments.












The second meeting of IQAC was held on August 16th at 1.30 pm in the IQAC room. The meeting started with a silent prayer. Principal in charge Nancy Kuriakose presided over the meeting.

Minutes of the meeting.

1. The meeting decided to introduce a new feedback form for parents and to distribute it in the classwise PTA meeting. Each department was asked to file it along with the feedback forms of the students. The particulars to be included in the feedback form was also discussed and decided.

2 Analysed the results of various UG courses and suggested remedial classes for the weak students.

The following members participated

- | | | |
|--------------------------|--|--------------------------------|
| Nancy Kurian | Nancy Kurian | (Principal-in-Charge) |
| Dr Vinod Kumar |  | |
| Hoju Joseph, Amy | | |
| Dr. Deepa Roselin Joseph | Deepa | |
| Benny George |  | |
| Suba Ely Jacob |  | |
| JENNY JOSEPH.A |  | (Librarian) |
| Arun Jacob |  | |
| Renju Joseph |  | |
| Capt. John M. George |  | |
| Dr. Aiyemone Kuruvilla |  | |
| Dr. J. Thomas. |  | (PTA member) |
| Libin Varghese |  | (Student Representative) |
| M.C. Punnoose |  | (Industrialist Representative) |

Action Taken Report of the IQAC meeting held
on 16/8/2017

- 1) New feedback forms were introduced & feedback was collected from all Stakeholders.
- 2) Based on the result analysis discussed in the meeting Remedial classes were provided for the weak students.

3. Minutes of the IQAC meeting held on 12-9-17

Agenda

1. Promotion of Research and development activities in the institution.
2. Preparation of AQAR.

The third meeting of IQAC was held on 12-9-2017 at 11:30 am in the IQAC Room. Principal Dr. Lata Marina Varghese presided the meeting. IQAC coordinator Prof. John M George welcomed the IQAC members. The meeting discussed the main points in the agenda.

Main decisions

1. The Research committee was asked to monitor the research related activities in the college involving and benefitting both students and teachers. For that purpose, each PG Department was directed to conduct student seminars and UG Departments should

do a Research Methodology workshop. Also decided to conduct Memorial Lectures and Seminars - State level and National level. Teachers were motivated to do publications and presentations.

2. The meeting discussed the matters that should be included in the AQAR. Each department head was entrusted to furnish the details at the earliest so that AQAR could be uploaded on time.

The following members participated

Dr. Lata Mariaa Varghese, Principal *[Signature]*

Prof. Dr. Lata Marina Varghese
Principal
St. Thomas College, Ranni

Dr. Vinod Kumar TN. *[Signature]*

Arjun Joseph, *[Signature]*

Dr. Veena S. *[Signature]*

Dr. Deepa Raselin Joseph *[Signature]*

Benny George

Sheela Aley Jacob

Ranjin Joseph

Rigy Idiculla

JENNY JOSEPH. A.

ANSA Jacob

Capt. John M George *[Signature]*

Dr. Hyamma Kuruvilla *[Signature]*

M. T. Thomas

Lijin Varghese *[Signature]*

[Signature]

[Signature]

[Signature]

(Librarian)

[Signature]

[Signature]

(PTA Member)

(Student Representative)

Action Taken Report of the IQAC meeting
held on 12/9/2017

- 1) Under the leadership of Research Committee PG departments organised seminars & UG departments organised workshops on Research Methodology.
- 2) All data pertaining to AQAR was collected successfully & AQAR ^{draft} was submitted on time to IQAC Coordinator.

IV

Minutes of IQAC meeting held
on 14-11-2017

The fourth meeting of IQAC
was held on at
1:30 pm in the IQAC conference
hall.

Agenda.

1. AQAR Submission
2. Motivational class for the top 5 students.

The meeting was presided
over by Principal Dr. Lata Maria
Varghese. IQAC members participated
in the meeting.

Minutes.

1. IQAC coordinator placed the final draft of AQAR Report before the IQAC committee for discussion.
2. Meeting agreed to give a motivational class for the toppers from each department.

The following members participated

Dr. Lata Maria Varghese, Principal Albino

Prof. Dr. Lata Marina Varghese
Principal
St. Thomas College, Ranni

Aju Joseph, Amf
Sheela Ely Jacob Vgaur
Dr. Veena L

Dr. Deepa Raselin Joseph Deepa

Bunny George Amf

Rekhu Joseph Rekhu

Dr. Vinod Kumar Th Dr. Vinod

Jenny Joseph A. Jenny

Capt. John M George Capt. John

Dr. Heyamma Kuruville Dr. Heyamma

M. T. Thomas M. T. Thomas

Libin Varghese Libin

Libin (Librarian)

Rekhu

Dr. Vinod

Jenny (PMS Member)

Capt. John (Student Representative)

Libin (Alumni Representative)

Sreerajini Kamal

Action Taken Report of the IOAC meeting held on 14/11/2017

- 1) The final drafts of the AQAR was accepted by IOAC & it was submitted.
- 2) Toppers of each department was given motivational class.

V Minutes of the IQAC meeting held on 27-3-2018

Agenda:

1. Review of the functioning of the various club committees
2. Date of Academic audit,

The meeting started at 1:30 pm with a silent prayer. Principal Dr. Lata Marina Varghese presided over the meeting.

Main points discussed:

1. The meeting made a review of the functioning of various committees and clubs. The report given by each coordinator was discussed. Each U/P/CA departments also gave reports of their activities. The activities of NCC, NSS and other clubs were also discussed.
2. The members suggested 20th March as a date for the conduct of Academic audit.

The following members participated

Dr. Lata Marina Varghese, Principal

Prof. Dr. Lata Marina Varghese
Principal

Ranni



Capt. John M George Agg
 Anju Joseph Am
 Regy Idicula Id

Dr. Vinod Kumar Th. W

Renju Joseph Joseph

Dr. Veena S. W

Dr. Deepa Roselin Joseph Deepa

Bunny George Am

Sneha Kley Jacob Am

Jenny Joseph A Am

Ansy Jacob Am

Alayamma Kuruvilla Am

M. T. Thomas Am

Libin Varghese Am

M. S. Punnose Am

(Librarians)

(PTA Member)

(Student Representative)

(Industrialist Representative)

Action Taken Report of the LOAC meeting held on 27/3/2018

- 1) All the committees & Clubs of the College organised a number of programmes beneficial for the Students.
- 2) Academic Audit for the academic year 2017-18 was successfully conducted.