

MINUTES OF IQAC MEETING FOR THE EVALUATION OF PREVIOUS NAAC VISIT AND FOR FUTURE PLANS

Date : July 4, 2017

Time : 3 PM to 4 PM

Venue: IQAC Office

Members Present :

- | | | |
|-----------------------|---|---------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Princy Anto | - | Vice Principal, SH College |
| 3. Ms. Maria Jose | - | HoD, Dept of Chemistry |
| 4. Dr. Chacko Jose | - | HoD, Dept of Economics |
| 5. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 6. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 7. Mr. Tomy M.G | - | HoD, Dept of Commerce |
| 8. Dr. Mini T.V | - | HoD, Dept of Computer Science |
| 9. Ms. Bindu Jose | - | HoD, Dept of English |
| 10. Ms. Mary P.A | - | Office Superintendent |
| 11. Mr. Joseph Chacko | - | HoD, Dept of Physical Education |
| 12. Ms. Meenu Jacob | - | HoD, Dept of History |
| 13. Ms. Stephy Sunny | - | Librarian |
| 14. Dr. Jolly Thomas | - | HoD, Dept of Zoology |

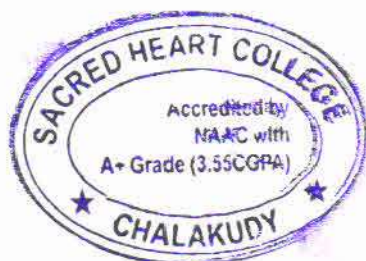
Agenda :

The IQAC members convened the meeting in the IQAC office. An evaluation of the previous NAAC visit was made and a plan was discussed for the future. The members offered their valuable suggestions after which the following decisions were taken:

1. It was decided to invite a resource person to deliver a lecture on the new process of assessment and accreditation.
2. A decision was taken to appoint department coordinators for time-bound transfer of required data to IQAC.
3. Annual meeting of the governing body should be held.
4. Strengthening activities that foster student support and progression.
5. Principal informed the IQAC that a professional counselor would be appointed for mentoring students.
6. It was decided to strengthen the Grievance Redressal Cell.
7. Teaching staff were insisted to improve upon their mentoring and submit systematic reports of the same.

Shirley K.J

Dr. Shirley K.J
Coordinator



Dr. Reena Ittyachan

Dr. Reena Ittyachan
Chairperson

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

MINUTES OF IQAC MEETING

Date : August 8, 2017

Time : 3 PM to 4 PM

Venue: IQAC Office

Members Present :

- | | | |
|------------------------|---|----------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Mini T.V | - | HoD, Dept of Computer Science |
| 5. Dr. V. Neetha | - | IQAC Member, Dept of Zoology |
| 6. Ms. Jini Thomas | - | IQAC Member, Dept of Economics |
| 7. Ms. Noble A Paliath | - | IQAC Member, Dept of English |
| 8. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 9. Ms. Keerthana | - | IQAC Member, Dept of Commerce |
| 10. Ms. Nikhitha P.B | - | IQAC Member, Dept of Mathematics |
| 11. Mr. Jose James | - | IQAC Member, Dept of Politics |

Agenda :

The IQAC members Dr. Shirley Philip, Dr. Nijo Varghese and Mr. Libin Francis convened the meeting in the IQAC room in which all the Department co-ordinators were present.

The following are the newly appointed Department co-ordinators :

No.	Department	Name	Email id
1	Computer Science	Dr. Mini T.V	sisttermiranto@gmail.com
2	Zoology	Dr. V. Neetha	neethavarghese.in@gmail.com
3	English	Ms. Noble A . Paliath	thampynoble@gmail.com
4	Physics	Dr. Nijo Varghese	nijovarghesen@gmail.com
5	Chemistry	Dr. Santhosh Paul	santhosh538@gmail.com
6	History	Ms. Meenu Jacob	meenujacob84@yahoo.com
7	Economics	Ms. Jini Thomas	jinitthomasv@gmail.com
8	Commerce	Ms. Keerthana	
9	Library	Ms. Stephy Sunny	stephyk.sunny@gmail.com
10	Office	Sr. Roshin	shcollegecky@gmail.com
11	Mathematics	Ms. Nikhitha P.B	nikithabharathanpb@gmail.com

1. The department co-ordinators were asked to submit the soft and hard copies of the list of activities of the Departments by July 30, 2017
2. More teaching staff should be encouraged to go for Ph.D.
3. Departments should be encouraged to apply for minor and major research projects.
4. A formal mechanism should be applied for identification of slow learners.

Shirley K.J
Dr. Shirley K.J
Coordinator



Dr. Reena Ittyachan
Dr. Reena Ittyachan
Chairperson
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDI

MINUTES OF CORE COMMITTEE (IQAC) MEETING

Date : October 5, 2017

Time : 3 PM to 4 PM

Venue: IQAC Office

Members Present :

- | | | |
|----------------------|---|------------------------------|
| 1. Dr.Shirley K.J | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |

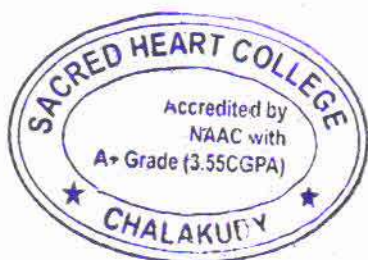
Agenda :

The IQAC co-ordinator, Dr. Shirley Philip convened the meeting. The assistant co-ordinators, Dr. Nijo Varghese and Mr. Libin Francis were present at the meeting.

- Discussion on the arrangements to be made for Dr. Selvam's presentation on the New process of Assessment and Accreditation.
- All teaching should attend the talk.
- It was decided that Dr. Shirley Philip would welcome Dr. Selvam and Mr. Libin Francis would deliver the vote of thanks

Shirley K.J

Dr. Shirley K.J
Coordinator



Dr. Reena Ittyachan

Dr. Reena Ittyachan
Chairperson
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

MINUTES OF CORE COMMITTEE (IQAC) MEETING

Date : November 4, 2017

Time : 10:30 AM to 11.15 AM

Venue: IQAC Office

Members Present :

- | | | |
|----------------------|---|------------------------------|
| 1. Dr.Shirley K.J | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |

Agenda :

The following decisions were taken :

1. The activities of the IQAC were reviewed.
2. A review was made of the progress of Departments.
3. A second deadline (November 30) was set for submission of documents in line with the new process of AYA.
4. Online feedback mechanism should be developed for all stakeholders.
5. Minutes of the governing body meeting should be published on the college website.
6. Review of progress of PPT (for star ranking)

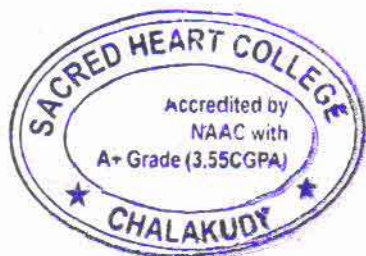
Shirley K.J

Dr. Shirley K.J
Coordinator

Dr. Reena Ittyachan

Dr. Reena Ittyachan
Chairperson

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY



MINUTES OF CORE COMMITTEE (IQAC) MEETING

Date : November 10, 2017

Time : 3 PM to 4 PM

Venue: IQAC Office

Members Present :

- | | | |
|----------------------|---|------------------------------|
| 1. Dr.Shirley K.J | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |

Agenda :

The meeting was convened by Dr. Shirley Jose. Assistant co-ordinators Dr. Nijo Varghese and Mr. Libin Francis were present.

- A review was made of activities of the IQAC
- A second deadline (November 30) was set for submission of documents online in accordance with the new process of Assessment and Accreditation.
- Online feedback mechanism to be developed for all stakeholders.
- Minutes of governing body meeting should be published on the college website.

Shirley K.J

Dr. Shirley K.J
Coordinator

Dr. Reena Ittyachan

Dr.Reena Ittyachan
Chairperson

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY



MINUTES OF CORE COMMITTEE (IQAC) MEETING

Date : November 20, 2017

Time : 3 PM to 3.30 PM

Venue: IQAC Office

Members Present :

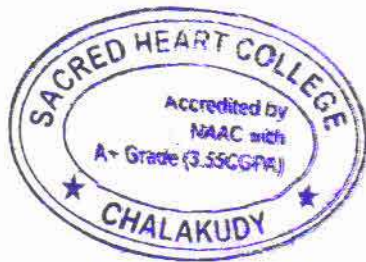
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|----------------------|---|------------------------------|
| 1. Dr.Shirley K.J | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |

Agenda :

Discussions were held on whether to apply for the National Institutional Ranking framework year wise information to be collected from all departments. A suggestion that templates could be distributed to the Department co-ordinators to fill information.

Shirley K.J
Dr. Shirley K.J
Coordinator

Dr. Reena Ittyachan
Dr.Reena Ittyachan
Chairperson
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY



MINUTES OF IQAC MEETING

Date :January10, 2018

Time : 3 PM to 4PM

Venue: IQAC Office

Members Present :

- | | | |
|----------------------|---|----------------------------------|
| 1. Dr.Shirley K.J | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 5. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 6. Ms. Annmary Anto | - | IQAC Student member, Chairperson |

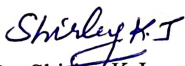
Agenda :

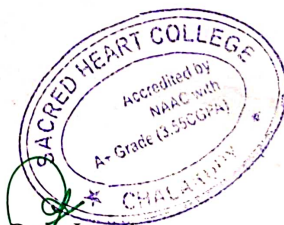
The following decisions were taken during the meeting

- All departments should submit the list of their activities and photos by Wednesday 17th January
- AQAR to be submitted
- Departments should undertake more extension activities.
- The achievements of students should be recorded alongwith certificates and photos.
- More focus should be placed on improvement of academic results.
- All submissions through e-mail.

Following are the extension activities to be undertaken by the different Departments.

- | | | |
|-------------|---|---------------------------------------|
| Zoology | - | Pisci culture and Quail farming |
| Economics | - | KILA activities |
| English | - | English classes |
| Commerce | - | Courses in share market (local area) |
| Chemistry | - | Soap making & Mobile lab |
| Physics | - | Popularization of science |
| Mathematics | - | Free tuition for school students |


Dr. Shirley K.J
Coordinator


Dr. Reehalttyachan
Principal

MINUTES OF IQAC MEETING

Date : March 16, 2018

Time : 1 PM

Venue: IQAC Office

Members Present:

- | | | |
|----------------------|---|----------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 5. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 6. Ms. Annmary Anto | - | IQAC student member, Chairperson |

Agenda :

The meeting was convened to assign responsibility to different departmental co-ordinators for collecting information necessary for submission of AQAR for the academic year 2017-2018.

The responsibility for collection of details regarding curricular aspects was entrusted to the Maths department. Zoology and Chemistry Departments were given the responsibility to compile information related to Research, Innovations and extension. Sr. Rosemel of college office was requested to gather data about Infrastructure and Learning Resources of the college. Collection of information regarding Teaching, Learning and evaluation, Student Support and progression and governance and Leadership was assigned to the core committee of the IQAC. The English department was given the work of compiling details regarding Innovation and Best practices of the college.

It was also decided that the college website should be updated. Student feedback to be collected immediately. Separate days should be allotted to each Department

Shirley K.J

Dr. Shirley K.J
Coordinator



MINUTES OF IQAC MEETING

Date : April 26, 2018

Time : 10AM

Venue: IQAC Office

Members Present:

- | | | |
|----------------------|---|----------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 5. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 6. Ms. Annmary Anto | - | IQAC Student member, Chairperson |

Agenda :

The meeting was convened by the IQAC co-ordinator. The Principal and Vice Principal were present at the meeting.

- The proposal for submission (UGC 13th Plan Block grant) was discussed in detail.
- Decision was taken to apply for grant under all four components. (I, II, III, IV)
- E-registering should be done under the e-schemes portal.
- The college can get 10 lakh (in component I), 5 lakhs (under Component II) and 20 lakhs (under component III).

Shirley K.J
Dr. Shirley K.J
Coordinator

