

MINUTES OF IQAC MEETING

Date : June 11, 2019

Time : 3 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. Ms. Neenu | - | IQAC Member, Dept of Zoology |
| 5. Ms. Stephy Sunny | - | IQAC Member, Librarian |
| 6. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 7. Mr. Jose James | - | IQAC Member, Dept of Politics |

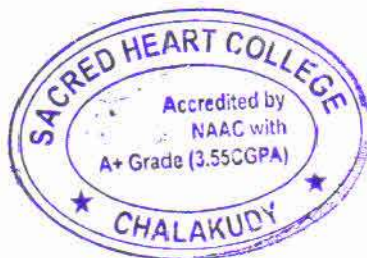
Agenda :

The meeting was convened by the IQAC co-ordinator. Members of the IQAC were present at the meeting.

- The members were informed that the application for NON-RUSA beneficiary funding was completed.
- Action Plan of IQAC for the current academic year was discussed.
- It was decided to create a permanent database to facilitate the activities of the IQAC.
- This database was needed to ensure smooth functioning of the IQAC.
- A decision to make template for data (institutional) was also taken.
- Strengthening of IQAC was discussed.

Dr. Shirley K.J
Coordinator

Dr. Reena Ittyachan
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY



MINUTES OF IQAC MEETING

Date : July 17, 2019

Time : 2.30 PM

Venue: IQAC Office

Members Present:

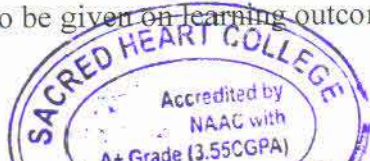
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| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 5. Mr. Jose James | - | IQAC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

Agenda :

The meeting was convened by the Principal. The IQAC co-ordinator, Joint co-ordinators and Department co-ordinators were present at the meeting.

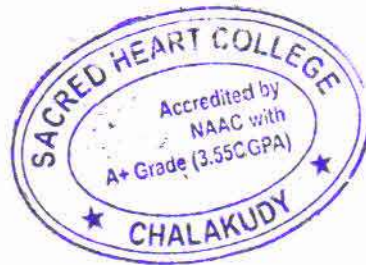
The following points were discussed:

- A website should be created separately for IQAC.
- While submitting the AQAR, a link should be provided for details (viz) photos, details etc.
- The report of meetings should be read at each meeting.
- Feedback should be collected from all stakeholders, parents, students, alumini etc.
- The submission of feedback should be made mandatory for attending exams/getting TC.
- A online link should be provided for submission of feedback.
- Attendance should be used as a mechanism for reporting.
- E-classes & online courses for students could be arranged on Saturdays.
- A student IQAC should be formed with representation from each Department.
- 2 students should be nominated from this body to become active members of IQAC.
- College news to be highlighted (in website)
- Academic, external, green and energy Audit to be highlighted in the college website.
- Videos of the college during and after floods can be presented before the NAAC peer Committee
- All staff should be aware of library resources
- Regular visits by staff to library [online attendance]
- EN-LIST registration to be activated
- Assigning geo-tags (eg: funded by STAR) to a digital photograph or video
- Co-operation among departments to offer certificate and add-on courses.
- Alumini activities to be strengthened.
- Best practices to be adopted (eg) Science Facilitation Centre for school students.
- Duty can be assigned to 3rd DC & PG students with a single teacher co-ordinator
- More focus to be given on learning outcomes in Best practices



- More importance to observation of National days like Independence Day and Republic Day
- Trust on e-governance
- Phd guideships could be taken up by teaching staff.
- Women's cell activities should be strengthened.
- Focus on Women-oriented activities.

Dr. Shirley K.J
Coordinator




Dr. Reena Ittyachan
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

MINUTES OF IQAC MEETING

Date : August 26, 2019

Time : 3 PM

Venue: IQAC Office

Members Present:

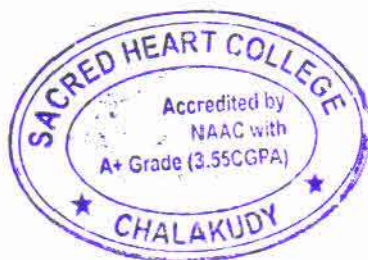
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| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 5. Mr. Jose James | - | IQAC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

Agenda :

The meeting was convened by the IQAC co-ordinator. Members of the IQAC were present at the meeting.

- The students data sheet should be filled by all the departments.
- Data for 2016-2017 should be submitted both in hard and soft copy format.
- All details of students should be collected
- Alumnae should be contacted to get details about students progression.
- Admit cards and call letters of students should be collected as evidence
- MOOC courses to be provided to students during free hours and Saturdays.
- Providing faculty members & speakers in classrooms
- Updation of college website

Dr. Shirley K.J
Coordinator



Dr. Reena Ittyachan
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

MINUTES OF IQAC MEETING

Date : September 25, 2019

Time : 2.30 PM

Venue: IQAC Office

Members Present:

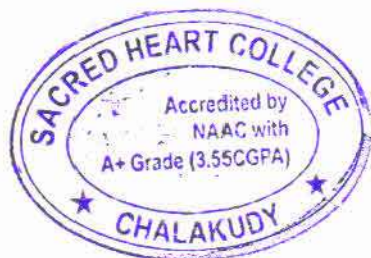
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|----------------------|---|--------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Santhosh Paul | -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

Agenda :

The meeting was convened by the Principal, in which the following decisions were taken.

- Software for Academic Management System should be implemented.
- Departments should take initiative for submission of research projects through STRIDE
- Extension activities of the departments and Research projects should be done in a time bound manner. October 15 was fixed as the last date to complete these activities.
- A format should be developed for student progression for collection of details.
- Details for AQAR should be uploaded ensuring from June 2017.

Dr. Shirley K.J
Coordinator




Dr. Reena Ittyachan
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

MINUTES OF IQAC MEETING

Date : October 23, 2019

Time : 1.30 PM

Venue: Guest Room

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 |

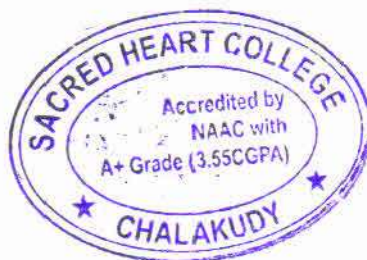
Agenda :

Principal convened the meeting in which all the HoDs , members of the IQAC were present.

- Application for NIRF ranking should be done on a warfooting.
- All faculties currently doing Phd should try to complete the program.
- Submission of research project proposals.
- Extension activities should be undertaken.
- November 30th was the date fixed for applying for PhD guideships.
- October 31st was fixed as the last date for applying for research projects.
- Faculty should try for more publications in referred journals.

Dr. Shirley K.J
Coordinator


Dr. Reena Ittyachan
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY



MINUTES OF IQAC MEETING

Date : December 3, 2019

Time : 3PM

Venue: IQAC office

Members Present:

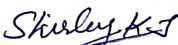
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|--------------------------|---|-------------------------------------|
| 1. Dr. Shirley K.J | - | Coordinator, IQAC |
| 2. Dr. Nijo Varghese | - | HoD, Dept of Physics |
| 3. Mr. Libin Francis | - | IQAC Member, Dept of History |
| 4. Dr. Nidhin T.J | - | IQAC Member, Dept of Maths |
| 5. Ms. Krishnageethy N S | - | Student representative, Chairperson |

Agenda :

The meeting was convened by Dr. Shirley Jose, the IQAC co-ordinator. The joint co-ordinators Mr. Libin Francis and Dr. Nidhin T.J were present at the meeting. The main agenda of the meeting was to strengthen the feedback mechanism already in place.

The following decisions were taken :

- It was decided to collect feedback from the alumnae during the department alumnae meetings.
- Student feedbacks should also be collected from the students of the final year, with immediate effect.
- Teacher feedbacks to be collected regularly and a form designed for the purpose.
- Parents feedback form would be administered immediately to a sample group of parents.
- Strengthening the grievance redressal mechanisms.


Dr. Shirley K.J
Coordinator



MINUTES OF IQAC MEETING

Date : January 17, 2020

Time : 2.30PM

Venue: Guest Room

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. Nidhin T.J | - | IQAC Member, Dept of Maths |
| 5. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 6. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 7. Dr. V. Neetha | - | IQAC Member, Dept of Zoology |
| 8. Ms. Krishnageethy N S | - | Student representative, Chairperson |

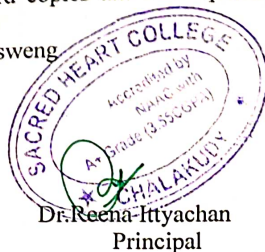
Agenda :

The meeting was convened by the Principal Dr. Sr. Irene at 2.30 pm in the guest room. The meeting was intended to assess the outcomes of the decisions taken in the previous IQAC meetings and to understand the progress of the action plans submitted by the departments at the beginning of the academic year. The Principal addressed the members (HoDs and IQAC core committee) and reiterated the need to complete the ongoing PhDs; she also urged the need to submit proposals for minor and major research projects. The faculties were also encouraged to apply for guideships. The last date for projects application was over.

The following decisions were taken :

- NAAC has brought out a new manual for accreditation. Thus all data should now be uploaded and kept in the form of new data templates.
- The new app for attendance should hence forth be caused by teachers for uploading attendance.
- The PPTs of the departments activities should be submitted to the IQAC before February 15, 2020.
- All seminar certificates & evidence of courses attended by faculty should also be uploaded.
- The IQAC will conduct a verification of the documents and certificates etc.
- Each department should maintain scanned copies, hard copies and also upload all necessary documents.
- The extension activities of the Depts should start in fill sweng
- The parents feedback was administered successfully.
- Students feedback was also collected.

Shirley K.J
Dr. Shirley K.J
Coordinator



MINUTES OF IQAC MEETING

Date : February 13, 2020

Time : 2.30PM

Venue: IQAC Room

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. Nidhin T.J | - | IQAC Member, Dept of Maths |
| 5. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 6. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 7. Ms. Krishnageethy N S - | | Student representative, Chairperson |

Agenda :

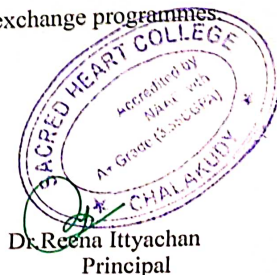
The meeting was convened by the IQAC coordinator. The joint coordinators Mr. Libin Francis and Dr. Nidhin were present at the meeting. The departmental coordinators also attended the meeting.

The following decisions were taken:

- Value-added courses could be introduced by the departments like Spoken English, Quail farming, GST course etc.
- Entrepreneurial skill development courses and courses in human rights could also be introduced.
- Certificate or Diploma courses could be introduced in these areas.
- Field projects and internships should be encouraged- like Mathrubhumi surveys etc.
- E-resources and techniques should be utilized. Google classroom tools, Moodle software and swayam courses.
- As far as library was concerned, N-List should be made compulsory for PG students. Students should atleast login 10 times. This should be ensured by the PG departments.
- Reforms should be implemented in the continuous internal evaluation.
- Book reviews by students – books by Nobel Laureates, Seminars (references only from traditional books)
- Open Book examinations can be organized.
- Faculty could apply for awards/recognitions.
- MOUS could be signed for student exchange and Faculty exchange programmes.
- E-content development by faculty
- Classes to be recorded
- Provide links from the knowledge centre for e-learning.

Shirley K.J

Dr. Shirley K.J
Coordinator



MINUTES OF PPTs MADE BY THE VARIOUS DEPARTMENTS FOR SUBMISSION
OF AQAR OF 2018-2019

Date : March 4, 2020

Time : 3PM

Venue: Audio Visual Room

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. Nidhin T.J | - | IQAC Member, Dept of Mathematics |
| 5. Dr. Santhosh Paul | - | IQAC Member, Dept of Chemistry |
| 6. Mr. Jose James | - | IQAC Member, Dept of Politics |
| 7. Ms. Krishnageethy N S | - | Student representative, Chairperson |

Agenda :

- The Departments presented their PPTs in front of the IQAC co-ordinators.
- The Departments of English, Economics and Commerce presented on March 4, 2020
- The Departments of Physics, Zoology and History presented their PPTs on March 5, 2020 at 3 pm
- The Departments of Chemistry, History and Maths presented their PPTs on March 6, 2020 at 3 pm.
- The IQAC members gave suggestions on any changes or improvements that could be made.
- The departmental co-ordinators asked for clarifications and also gave valuable suggestions on the various aspects of the AQAR.
- A wide range of suggestions to improve the quality of the AQAR was discussed.

Shirley K.J

Dr. Shirley K.J
Coordinator

Dr. Reena Ittyachan
Principal

