

Minutes of Feedback Analysis Meeting held on 23rd March 2017

Venue : IQAC Office

Time : 3.00 - 4.00pm

The Principal convened the meeting in the IQAC team presented a summary of the feedback received from the students during the meeting in which the Department Heads, the Librarian and the office Superintendent were present. Feedback had been collected both manually and in online mode from the final year students. On the basis of the analysis the following decisions were taken:

- More skill enhancement programmes to be introduced to improve the language and communication skills of students.
- It was decided to introduce the Civil Service Orientation Program.
- More library books should be purchased with the recommendation of the different departments.
- More career orientation programmes should be organised.
- Teachers should improve their communication skills.
- Placement drives should be organised by making the career and placement cell more proactive.
- Install SMART classrooms in the long term subject to availability of funds.
- It was decided to purchase more computers and make the campus ICT-enabled.

Shirley K.J

Dr. Shirley Jose K,
IQAC Coordinator

[Signature]
Principal



Minutes of Feedback Analysis Meeting
held on 23rd March 2017
Venue: IRAC office Time 3-4 p.m

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Shirley K. J

Dr. Shirley Jose K

IRAC Coordinator

Principal 

Dr. Chacko Jose P

Dr. Sr. Prency Anto

Ms Maria Jose

Dr. Nijo Varghese

Prof. Tomy M.G

Dr. Sr. Meri T.V

Dr. Jolly Thomas

Ms Meenu Jacob

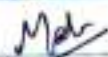
Sr. Mary P.A

Ms Stephy Sunny

Mr. Lubin Francis





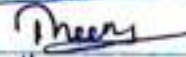








Jolly Thomas V









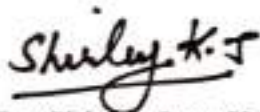
Minutes of Feedback Analysis Meeting held on 18th June, 2018

Venue : 3rd DC Maths

Time: 3.00 - 4.00pm

On the basis of the feedback analysis conducted the following decisions were taken:

- MOUs should be signed to facilitate internship programmes.
- Professional counsellor should step up counseling to help students who were undergoing mental stress
- Faculty should focus more on improving interaction with students.
- SMART classrooms should be setup
- More content should be uploaded on the Library and Knowledge Centre website.
- More career and placement drive should be organized by the placement cell.
- Efforts to be strengthened to conduct field visits and student and faculty exchange programmes.



Dr. Shirley Jose K,
IQAC Coordinator



Principal



Minutes of the Feedback Analysis

Meeting conducted on June 18, 2018

Venue: 3rd D.C. Maths

Time: 3 to 4 p.m.

On the basis of the feedback analysis conducted the following decisions were taken:

- MOVs should be signed to facilitate internship programmes
- Professional counsellor should step up counselling to help students who were undergoing mental stress
- Faculty should focus more on improving interaction with students
- SMART classrooms should be set up
- More content should be uploaded on the library and knowledge centre website
- More career and placement drive should be organised by the placement cell.
- Efforts to be strengthened to conduct field visits, and student and faculty exchange programmes

Shirley K. J.



Minutes of Feedback Analysis Meeting held on January 2019

Venue : Principal's Office

Time : 3.00 - 4.00pm

The meeting was convened by the Principal in which the IQAC team and the HODs were present.

Though it was decided to develop an online feedback mechanism for all the stakeholders in the IQAC meetings, the floods of 2018 caused extensive destruction to the college.

The feedback analysis could not be undertaken on an intensive scale due to the damage caused to the computers and other software installed in the college.

However, on the basis of the feedback collected from the students who were affected by the floods the following decisions were taken.

- More free ships and scholarships should be given to students who were severely affected by the floods.
- More extension activities should be organised especially under the auspices of the NSS to extend a helping hand to the community affected by the floods.
- It was decided to collect online feedback from students in March 2019 as soon as the college could renovate the IT facilities which were destroyed during the floods.
- Feedback should be collected from alumnae and parents.

Shirley K. J

Dr. Shirley Jose K,
IQAC Coordinator

[Signature]
Principal



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Minutes of Feedback Analysis Meeting
held on January 2018

Venue: Principal's office Time: 3 to 4 pm

The meeting was convened by the Principal in which the IRAC team and the HODs were present.

Though it was decided to develop an online feedback mechanism for all the stakeholders in the IRAC meetings the floods of 2018 caused extensive destruction to the college.


The feedback analysis could not be undertaken on an extensive scale due to the damage caused to the computers and other software installed in the college.

However, on the basis of the feedback collected from the students who were affected by the floods, the following decisions were taken:

- More freships and scholarships should be given to students who were severely affected by the floods.
- More extension activities should be organised especially under the auspices of the NSS to extend a helping hand to the community affected by the floods.
- It was decided to collect online feedback from students in March 2019 as soon as the college could renovate the IT facilities which were destroyed during the floods.

- Feedback should be collected from alumnae and parents.

~~Shirley K.J~~
Shirley K.J

Principal 

Dr. Nijo Varghese

~~Ujja~~

Mr. Lubin Francis

~~Ujja~~

Ms. Maria Jose

Maria

Ms. Smitha Davis

~~Smitha~~

Dr. Chacko Jose. P

Chacko

Ms. Bindu Jose

Bindu

Dr. Tessy. K.L

Tessy

Ms. Meenu Jacob

Meenu

Ms. Stephy K. Sunny

Stephy

Mr. Jose James

~~Jose~~

Dr. Sr. Mira. T.V

~~Mira~~

Prof. Najeeb. P.S

~~Najeeb~~

Sr. Shanet (Sheena Joseph K)

Sheena Joseph K

Minutes of Feedback Analysis Meeting held on 29th October, 2019

Venue : Guest Room

Time : 3.00 - 4.00pm

A meeting was convened by the IQAC to conduct an analysis of the feedback taken from the students through online mode. The feedback form was delivered to the students through WhatsApp. This measure was undertaken as a follow-up to the decision taken to provide an online link for submission of feedback.

The following decisions were taken during the meeting in which the Principal, the IQAC team and the HODs were present.

- Faculty were advised to step up their quality interaction with their students improvement of learning outcomes is important and is interlinked with the role of teacher as facilitator. Since one of the best practices of the college is providing an inclusive teaching- learning ambience, the challenge before teachers was to create a space where students are both challenged and heard.
- MOUs should be signed in order to provide more internship programmes.
- A decision was made to actively find funds for installation of SMART classrooms.
- More content should be uploaded in the Library and Knowledge centre Website facilitating smooth transfer of knowledge to students.
- Decision to strengthen professional mentoring utilising the services of the in-house counsellor. Special focus should be given in this matter to students who were extremely affected by the 2018 floods.



- Regular feedback should be provided to assignments submitted by students in order to improve their quality.
- Career Orientation and Placement drives should be made a regular component of the institution.

Shirley K. J

Dr. Shirley Jose K,
IQAC Coordinator


Principal



Minutes of Feedback Analysis Meeting held on October 29th, 2019

Venue: Guest Room

Time: 3-to 4-pm

A meeting was convened by the IBAC to conduct an analysis of the feedback taken from the students through online mode.

The feedback form was delivered to the students through WhatsApp. This measure was undertaken as a follow-up to the decision taken to provide an online link for submission of feedback.

The following decisions were taken during the meeting in which the Principal, the IBAC team and the HODs were present:

- Faculty were advised to step up their quality interaction with their students. Improvement of learning outcomes is important and is interlinked with the role of teacher as facilitator. Since one of the best practices of the college is providing an inclusive teaching-learning ambience, the challenge before teachers was to create a space where students are both challenged and heard.
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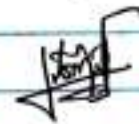
Shirley K.J
IQAC Coordinator

Principal

Dr. Nijo Varghese



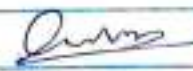
Mr. Libin Francis



Dr. Sr. Princy Anto



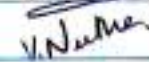
Dr. Chacko Jose P



Ms Meenu Jacob



Dr. Neetha V



Dr. Santhosh Paul



Dr. Sr. Mini T.V



Ms Bandha Jose




Sr. Sheena Joseph



Mrs Smita Davis



Ms Stephy Sunny



Mr Najeeb P S



Minutes of Feedback Analysis Meeting held on 26th March, 2020

Venue : IQAC Room

Time : 3.00 - 4.00pm

The meeting was convened by the IQAC during which the Principal, IQAC members and Office Superintendent was present.

As per the decisions taken to collect feedback from the students and the parents during the IQAC meeting conducted on December 3rd, 2019 students and teacher feedback were collected. On the basis of feedback analysis the following decisions were taken:

- Companies should be invited to offer internships to students.
- MOUs should be signed with industrial houses to facilitate field visits and internships
- Mentoring system through effective needs to be more result – oriented
- More certificate and add-on programmes should be introduced.
- Decision to introduce the Civil Service Orientation Programme.
- It was decided to introduce a student attendance app to ensure the accuracy of the attendance status of students

The following decisions were taken on the basis of feedback analysis of teacher (both permanent and Asst. Professors on contract)

- New staff appointment to be made
- Orientation programmes to be organised
- Renovation of infrastructure, tabs and other common facilities to be completed.
- Financial aid should be given to faculty to attend seminars and conferences.
- Policies should be designed keeping in mind constructive suggestions of faculty



- Cultural activities encouraging teacher participation should be organised.
- Library books and reference material should be purchased as per the suggestions and needs of faculty.

Shirley K.J

Dr. Shirley Jose K,
IQAC Coordinator

[Signature]
Principal



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Minutes of Feedback Analysis Meeting held on March 26th, 2020

Venue: IRAC room

Time: 3-4 p.m

The meeting was convened by the IRAC during which the Principal, IRAC members and office Superintendent was present.

As per the decisions taken to collect feedback from the students and the parents during the IRAC meeting conducted on December 3rd 2019, students and teachers' feedback were collected. On the basis of feedback analysis the following decisions were taken:

- Companies should be invited to offer internships to students.
- MOUs should be signed with industrial houses to facilitate field visits and internships.
- Mentoring system though effective needs to be more result-oriented.
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Sherly, K.J

IRAC Coordinator

Principal

Dr. Nejo Varghese

Nejo

Mr. Lebin Francis

Lebin

Dr. Sr. Princy Anto

Princy

Dr. Chacko Jose P

Chacko

Ms. Meenu Jacob

Meenu

Dr. Tessy - K.L

Tessy

Dr. Senthosh Paul

Senthosh

Dr. Sr. Mini. Ti V

Mini

Ms. Bindhu Jose

Bindhu

Ms. Smutha Davis

Smutha

Prof: Najeeb P-S

Najeeb

Sr. Sheena Joseph.

Sheena Joseph

Minutes of Feedback Analysis Meeting held on 24th November, 2020

Venue : IQAC Room

Time : 3.00 - 4.00pm

A meeting was convened by the IQAC to discuss the feedback obtained from the employers. The Principal, IQAC team and HODs were present at the meeting.

The feedback was analysed thoroughly and inputs were invited from the members present. Based on the discussions the following decisions were taken :

- Efforts should be stepped up to register the Alumnae Association as fast as possible.
- The career and placement cell has to be strengthened. WhatsApp groups for Alumni should be used as a platform for this purpose.
- Programmes should be organised using online platforms like Facebook and Youtube for alumnae.
- The communication skills of office staff needs to be improved.
- Courses for enhancing language and communication skills should be introduced.
- More sign boards and posts should be installed in the campus for easy navigation especially for freshers.
- More orientation programmes need to be organised for the students.
- Alumni has to take the initiative to organise more programmes in the college

Shirley K.J

Dr. Shirley Jose K,
IQAC Coordinator

[Signature]
Principal



Minutes of Feedback Analysis Meeting held on
November 24th, 2020

Venue: IQAC room

Date Time: 3-4 p.m.

A meeting was convened by the IQAC to discuss the feedback obtained from the employers. The Principal, IQAC team and HODs were present at the meeting.

The feedback was analysed thoroughly and inputs were invited from the members present. Based on the discussion, the following decisions were taken:

- Efforts should be stepped up to register the Alumnae Association as fast as possible.
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Shirley K.J
IRAC Coordinator

Principal

Ms. Libin Francis

~~Libin~~

Dr. Midhin T.J

~~Midhin~~

Dr. Sr. Princy Anto

~~Princy~~

Dr Chacko Jose P

~~Chacko~~

Dr Tessa . K L

~~Tessa~~

Dr Nijo Varghese

~~Nijo~~

Dr Senthil Paul

~~Senthil~~

Ms. Bindhu Jose

~~Bindhu~~

Prof: Najeed P.S

~~Najeed~~

Ms Smutha Davis

~~Smutha~~

Ms Meenu Jacob

~~Meenu~~

Sr. Sheena Joseph

Sheena Joseph

Minutes of Feedback Analysis Meeting held on 23rd March, 2021

Venue : IQAC Room

Time : 3.00 - 4.00pm

The meeting was convened by the IQAC in the IQAC room during which the Principal, Office Superintendent and HODs were present.

- The online Student Induction Programme is to become a permanent component of the college activities.
- In response to the need for washroom facilities for students, the work of the new washroom blocks to be completed immediately.
- More placement drives should be organised.
- More certificate and add-on courses should be introduced in the ensuing academic year.

Shirley K.J

Dr. Shirley Jose K,
IQAC Coordinator

[Signature]
Principal



Minutes of Feedback Analysis Meeting held on 27th July, 2021

Venue : IQAC Room

Time : 3.00 - 4.00pm

The meeting was convened by the IQAC team with the presence of the Principal and the HODs. The COVID -19 induced online mode of learning which brought about a sudden shift in the whole system necessitated continuous and regular feedback from students, especially the final year degree and post graduate students.

Regular feedback was collected by the faculty from students, parents using Whatsapp groups, Google Meet and phone conversations. In addition online feedback responses were also collected and analysed.

During the COVID pandemic, inclusive teaching and learning acquired greater prominence than ever before. It became imperative to device and adopt strategies that work best in advancing equity, diversity belongingness and inclusion. The following decisions were taken towards this end :

- Online platforms like Google Workspace, Moodle training etc should be provide to teachers.
- The Library and knowledge website to be upgraded and used effectively to transfer notes, question papers and other reference materials, videos, online content etc.
- Online teaching and learning should be made more interactive.
- Apps like Teach mint should be introduced to streamline the teaching – learning process
- More programmes should be organised in online mode to compensate for the paucity of campus activities during COVID.
- Classes should be recorded and uploaded in the youtube channel to solve issues like lack of smart phones and poor internet connections.



- Decision to identify students who do not have access to smart phones through online survey administered to students by individual departments.
- Decision to reduce fees of students who are in need, realising the financial stress faced by their families during the pandemic.
- Decision to organise the student Induction program in online mode for first year students.
- List of new books and journals should be given to the library to compensate for the destruction caused by the floods.
- Better tools should be devised for online evaluation and assessment of students.
- More awareness programs for parents should be conducted.
- Online counselling facility should be provided.
- Absenteeism in Online classes needs to be addressed very seriously and effective remedial measures should be implemented.
- Steps to improve digital literacy of staff and students should be undertaken.
- Decision to seek real – time responses of students to keep them engaged during online classes.

Shirley K.J
 Dr. Shirley Jose K,
 IQAC Coordinator

[Signature]
 Principal



Minutes of Feedback Analysis Meeting held on July
27th, 2021

Venue: IBAC

Time: 3 to 4 p.m

The meeting was convened by the IBAC team with the presence of the Principal and the HoD. The COVID-induced online mode of learning which brought about a sudden shift in the whole system necessitated continuous and regular feedback from students, especially the final year degree and post graduate students.

Regular feedback was collected by the faculty from students, parents using WhatsApp groups, Google Meet and phone conversations. In addition online feedback responses were also collected and analysed.

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- Online teaching and learning should be made more interactive.

- Apps like Teachmint should be introduced to streamline the teaching-learning process.
- More programmes ~~has~~ should be organised in online mode to compensate for the paucity of campus activities during COVID.
- Classes should be recorded and uploaded in the YouTube channel to solve issues like lack of smartphones and poor internet connections.
- Decision to identify students who do not have access to smartphones through online survey administered to students by individual departments.
- Decision to donate smartphones to such needy students.
- Decision to reduce fees of students who are in need, realising the financial stress faced by their families during the pandemic.
- Decision to organise the Student Induction Program in online mode for first year students.
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- Steps to improve digital literacy both among staff and students should be undertaken.
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IRAC Coordinator

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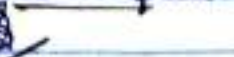
















Minutes of Feedback Analysis Meeting held on 14th December, 2021

Venue : IQAC Room

Time: 3.00-4.00pm

The meeting was convened by the IQAC to make an analysis of the employer feedback received. The Principal, HODs and Office Superintendent were present at the meeting. The following decisions were taken after discussions and analysis:

- Decision to join the official Whatsapp group of placement officers of Kerala by the career and placement cell of the college. Information w.r.t vacancies and career options are transmitted to students through a Whatsapp group created for this specific purpose.
- Decision to organise more placement drives in the college.
- Various skill development initiatives to be introduced to improve their employability quotient
- Decision to sign MOUs with corporate Houses and placement groups to make more information regarding vacancies available to students.
- Communication and soft skills of students should be improved.
- More orientation programmes should be organised to make them familiar with the career prospects in different disciplines
- More online contests should be organised in online and offline mode to evaluate the skill sets of the students and provide them the necessary motivation.
- Contests like Best Manager Contest can be organised to serve this purpose and streamed through the official youtube channel of the college.



Dr. Shirley Jose K,
IQAC Coordinator



Principal



Minutes of Feedback Analysis Meeting conducted on December 14, 2021

Venue: IQAC room

Time: 3 to 4 p.m.

The meeting was convened by the IQAC to make an analysis of the employer feedback received. The Principal, HODs and Office Superintendent were present at the meeting. The following decisions were taken after discussions and analysis:

- Decision to join the official WhatsApp group of Placement Officers of Kerala by the Career and Placement Cell of the College. Information w.r.t vacancies and career options are transmitted to students through a WhatsApp group created for this specific purpose.
- Decision to organise more placement drives in the college.
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IRAC Co-ordinators

Principal

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