

Minutes of the IQAC meeting held on 12th July 2016

Date : 12.07.2016

Time : 2 PM to 4.30 PM

Venue: IQAC Office

Members Present :

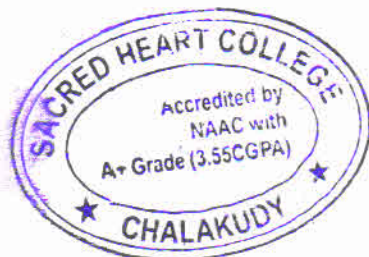
- | | | |
|-------------------------|---|-----------------------------|
| 1. Ms. Bindu Jose | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Sr.Mercy Mathew | - | HOD, Dept of Maths |
| 4. Dr. Santhosh Paul | - | Dept of Chemistry |
| 5. Ms. Maria jose | - | Dept. of Chemistry |
| 6. Dr. Sr. Mini T.V | - | HoD of Computer Science |
| 7. Mr. Tomy M.G | - | HoD of Commerce |
| 8. Dr. Chacko Jose | - | HoD of Economics |
| 9. Dr. Rosy T.T | - | Dept. of Malayalam |
| 10. Dr. Sr. Princy Anto | - | Dept. of English |
| 11. Mr. Joseph Chacko | - | Dept. of Physical Education |
| 12. Sr. Mary P.A | - | Office Supdt. |
| 13. Sr. Leena N.K | - | Librarian |
| 14. Ms. Jolly Thomas | - | Dept. of Zoology |

The first meeting of the academic year 2016-17 was convened in the IQAC room on 12th July 2016. The new Principal, Dr.Sr. Reena Ittyachan addressed the group and congratulated all the members for their hardwork and coordination for preparing the self-study Report (SSR). It was decided that all the departments should be asked to update their documental activities. Other suggestions made during the meeting were:

1. To attend education of the students to beyond the confines of their curriculum and imbibe in them, a strong civic sense and commitment to social welfare.
2. More career oriented courses or classes must be given to the students. Other than traditional career choices, self-employment or entrepreneurship must also be considered as feasible options and students should be given introduction to such choices.
3. Remedial classes must be more regular and systematic in practise. An inter-departmental co-operation is essential to ensure its success.
4. 'Walk with the Scholar' and 'Scholar Support' programmes must work effectively.
5. Mentoring systems need to be strengthened and students should feel comfortable enough to approach their mentors in case of any academic or personal issues. This will also help to identify any changes required to be made by the faculty in their approach to students.
6. The Forums and Clubs of the College must function more effectively.

The meeting ended by 4.30 P.M

Ms. Bindu Jose
Coordinator




Dr.Reena Ittyachan
Chairperson
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Minutes of the IQAC meeting held on 23rd September 2016

Date : 23.09.2016

Time : 2 PM to 3.30 PM

Venue: IQAC Office

Members Present :

- | | | |
|-------------------------|---|-----------------------------|
| 1. Ms. Bindu Jose | - | Coordinator, IQAC |
| 2. Dr.Nijo Varghese | - | HoD, Dept of Physics |
| 3. Sr.Mercy Mathew | - | HOD, Dept of Maths |
| 4. Dr. Santhosh Paul | - | Dept of Chemistry |
| 5. Ms. Maria jose | - | Dept. of Chemistry |
| 6. Dr. Sr. Mini T.V | - | HoD of Computer Science |
| 7. Mr. Tomy M.G | - | HoD of Commerce |
| 8. Dr. Chacko Jose | - | HoD of Economics |
| 9. Dr. Rosy T.T | - | Dept. of Malayalam |
| 10. Dr. Sr. Princy Anto | - | Dept. of English |
| 11. Mr. Joseph Chacko | - | Dept. of Physical Education |
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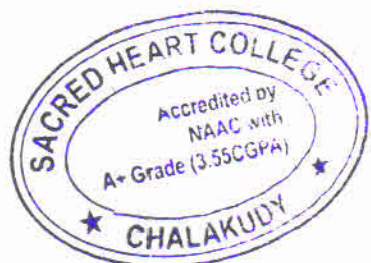
All members gathered in the IQAC room for the final meeting before the NAAC visit which is expected in December of 2016. A thorough checking of all documentation was suggested to ensure that all the activities of the college receive deserved recognition. In preparation for the NAAC visit, IQAC shall conduct mock visits to each department. In addition, an expert (consultant) in the field Dr.R. Selvam (also a former peer- team member) is to be initiated by the end of November to guide us in the preparations for the NAAC peer team visit. Hence all departments of the college shall be informed of this and asked to maintain their up-to-date records of all activities on a criteria based classification. Furthermore,

1. All students must be given an orientation about the purpose and benefits of NAAC accreditation.
2. Internal Examinations should be organised on time with ample advance notification for students.
3. Students must be motivated to be active participants in the organise cultivation proposed earlier. Since it will be in the college grounds, they can find time in between their regular classes.
4. Library access of staff and students must increase and an exhibition with sale of books will help to draw the interest and attention of the students.
5. Effects to be made to keep the college campus clean, neat and green. Waste management should be given due importance.

An evaluation of the academic progress of the students based on the results of the semester exams was made. Adequate infrastructure facilities are essential for the effective conduct of the educational programmes. Hence the growth of the infrastructure has to keep face with the academic developments in the institution.

The meeting came to an end by 3.30P.M

Ms. Bindu Jose
Coordinator




Dr. Reena Ittyachan
Chairperson
PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Minutes of the IQAC meeting held on 18th November 2016

Date : 18.11..2016

Time : 10 AM to 11.30 AM

Venue: IQAC Office

Members Present :

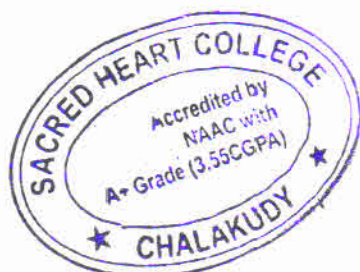
1. Ms. Bindu Jose - Coordinator, IQAC
2. Dr.Nijo Varghese - HoD, Dept of Physics
3. Sr.Mercy Mathew - HOD, Dept of Maths
4. Dr. Santhosh Paul - Dept of Chemistry
5. Ms. Maria jose - Dept. of Chemistry
6. Dr. Sr. Mini T.V - HoD of Computer Science
7. Mr. Tomy M.G - HoD of Commerce
8. Dr. Chacko Jose - HoD of Economics
9. Dr. Rosy T.T - Dept. of Malayalam
10. Dr. Sr. Princy Anto - Dept. of English
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The IQAC members convened the meeting in the guest room. As per the official intimation from NAAC, the NAAC peer team visit has been finalised for 12th and 13th of December 2016. The main emphasis was on the preparations to be made for the reception of the NAAC peer team members. The agenda of the meeting was to arrange a seamless coordination of matters in preparation of the peer team visit.

1. Co-ordinator of the Steering committee, Ms. Bindu Jose, who prepared the SSR was selected as the representative of the college to interact with the NAAC officer and the peer team members.
2. It was decided to submit 'No conflict of interest' to NAAC at the earliest.
3. Committees in-charge of various aspects of the visit were finalised and duties assigned.
4. Different members were asked to assemble/collect the documents that has to be produced for the perusal of the NAAC team.
5. The responsibility of informing other staff and students was also divided and assigned to the IQAC members present in the meeting.
6. It was suggested that the IQAC work in coordination with the other bodies of the college for effectively finishing the preparations by the set deadline.

All the members contributed with their valuable suggestions and the meeting came to a close by 11.30 AM,

Ms. Bindu Jose
Coordinator




Dr.Reena Ittyachan
Chairperson

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