

## Minutes of the IQAC meeting held on 4th June 2020

Date : 04.06.2020

Time : 10 AM to 11.30 AM

Venue: IQAC Office

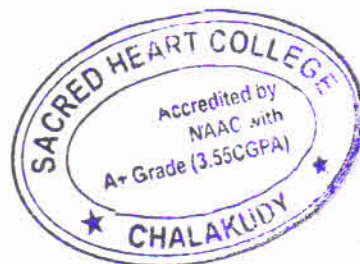
Members Present :

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

- The IQAC meeting was convened by the Principal in which all the staff were present.
- The meeting was conducted in the online mode due to the closure of colleges after the onset of the COVID pandemic.
- The main agenda of the meeting was to discuss how to use the online mode and which tools like Google Meet, Google classroom etc should be used.
- Faculty shared their experiences regarding their experiments with online education.
- It was decided to conduct online classes from 8.30 am to 1.30 pm.
- Issues like Internet connectivity of both faculty and students were discussed in detail.
- The availability of Smartphones and general difficulty in online teaching were also discussed.
- Teachers shared their opinions on the effectiveness of online education.
- The financial problems and absenteeism of students also formed the focal point of discussion.
- Decisions were made regarding the following :
  1. Effectiveness of online tools.
  2. Monitor the attendance of students.
  3. A combination of online and recorded classes could be experimental upon.
  4. Administer Google Forms or use Whats App platform to collect detail regarding students in need of smart phones & those who face connectivity issues.
  5. Create WhatsApp groups for all classes to share information and material.
  6. Create Google classrooms for each subject.
- Upload e-content & other material in Google classrooms.
- Post recorded classes in Whatsapp groups or Google Classrooms.
- Use Google meet for live classes.
- Post video recordings of classes in the youtube channel of the college.
- Conduct online first internal examinations.
- Give online access to digital library content available in the Library and Knowledge Centre Website.

*Shirley K.J*

Dr. Shirley K.J  
Coordinator



*Dr. Reena Ittyachan*  
Dr. Reena Ittyachan  
Chairperson  
**PRINCIPAL**  
SACRED HEART COLL  
CHALAKUDY

## Minutes of the IQAC meeting held on September 2020

Time : 10 AM to 11.30 AM

Venue: IQAC Office

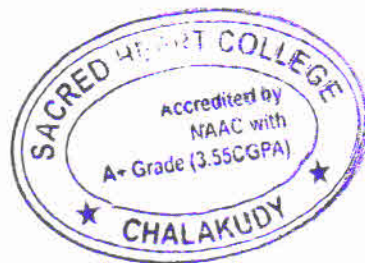
Members Present :

1. Dr. Shirley K.J - Coordinator, IQAC
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- Review and assessment of online classes.
- Review of online internal examinations.
- Decision to purchase smartphones for needy students funded by the management and faculty.
- Issues of connectivity absenteeism and effectiveness of teaching, especially in subjects like Maths, Physics etc.
- The ineffectiveness of recorded classes.
- Measures to improve the delivery of online classes.
- The need to conduct online competition for students especially with respect to festivals like Onam.
- Online attendance to be recorded strictly.
- Weekly Work report of all faculty to be submitted to the Principal.
- Faculty should be physically available in the college campus for atleast 2 days a week.
- Online classes can be handled using the Wi-Fi facilities in the college.
- Decision to organise online Student Induction Programme.

*Shirley K.J*

Dr. Shirley K.J  
Coordinator



*Dr. Reena Ittyachan*  
Dr. Reena Ittyachan  
Chairperson

**PRINCIPAL**  
**SACRED HEART COLLEGE**  
**CHALAKUDY**

## Minutes of the IQAC meeting held on December 2020

Time : 10 AM to 11.30 AM

Venue: IQAC Office

Members Present :

1. Dr. Shirley K.J - Coordinator, IQAC
2. Mr. Libin Francis - IQAC Member, Dept. of History
3. Dr. Nidhin T.J - IQAC Member, Dept. of Mathematics
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4. Dr. Santhosh Paul - HoD, Dept. of Chemistry
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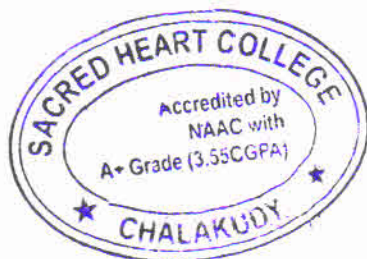
- Decision to bring Science and Computer Science students to college in different batches to conduct Practical sessions.
- More recorded classes to be uploaded on the youtube channel of the college.
- Decision to conduct online NSS camp.
- Decision to organise online competitions in connection with Christmas celebrations
- Decision to conduct online PTA meeting.
- Decision to conduct online mentoring sessions.
- Discussion on poor attendance of students in certain classes.
- Fifth semester classes to be completed.
- New online tools like Teachmint to be utilized to improve the effectiveness of teaching.
- Monitoring students' performance through online quizzes etc.
- Online assignments/seminars to be given.

*Shirley K.J*

Dr. Shirley K.J  
Coordinator

*Dr. Reena Ittyachan*  
Dr. Reena Ittyachan  
Chairperson

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SACRED HEART COLLEGE  
CHALAKUDY



## Minutes of the IQAC meeting held on March 2021

Time : 10 AM to 11.30 AM

Venue: IQAC Office

Members Present :

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

- Conduct online revision for students.
- Remedial coaching for students.
- Review and assessment of online classes.
- Complete sixth semester portions.
- Smart classes to be installed.
- Full Wi-Fi enabled campus.
- Availability of faculty in campus 3 days a week
- Conduct online 2nd internal examinations.

*Shirley K.J*  
Dr. Shirley K.J  
Coordinator

*Dr. Reena Ittyachan*  
Dr. Reena Ittyachan  
Chairperson

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