

IQAC Meeting

Purpose: The first meeting of the IQAC Core members for the academic year of 2018-19

Date: 1/6/2018, Time: 3.45 pm

Venue: Principals' chamber

Chair: The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance: 1) Fr. ANTO A J
2) Dr. Asha Mathew
3) Fr. Sumil M. Antony
4) Isaac Tom J
5) Nithin Jose
6) Q.V. Althalam
7) Albert Thomas
8) George Mathew
9) Muneelackshana TK

Agenda 1: Appointment of Dr. George Mathew, Associate Professor, Dept of Zoology as the IQAC Co-ordinator

Dr. George Mathew is appointed as the IQAC Co-ordinator in lieu of Dr. M.K. Baby who got retired from the service.

Agenda 2: Preparation of academic calendar, examination schedules, setting up of admission committee, preparation of college hand book.

For all the above said purposes Committees were formulated under the guidance of IQAC and the duties were entrusted to each committee to complete the tasks and to submit the reports to IQAC timely.

Agenda 3: General Discussion

Conduct of general staff meeting on 4/6/2018

Closing time of the meeting: 5.00 pm

PRINCIPAL

St. Joseph's College (Autonomous)

IQAC Meeting - Core Committee

06/06/2018

3.30 pm

Conference Hall

Agenda

1. Preparation of Action Plan for the academic year
2. Introduction of systems.
3. Restructuring of Curriculum
4. Online Real-time attendance entry
5. Proposal for establishing a studio for media

Attendance: Name

Signature

1. Dr. Sridharan M. Thomas



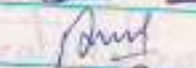
2. Dr. George Mathew



3. Fr. ANTO N J



4. Muralidharan T. K.



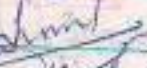
5. Albert Thomas



6. Joice Tom J



7. Sathesh George



8. Shrinu V. S.



9. C.V. Abraham



10. Fr. Samuel M. Anthony



11. Nithin Jose



12. Asha Mathew



13. Shrinu V. S.



Agenda 1: Preparation of action plan for the academic year.

The Committee entrusted Dr. George Mathew and

Fr. Anto NJ to prepare the plan of action for the academic year of 2018-19 and to submit the same to the higher authority for the approval.

Agenda 2 : Introduction of systems to maintain the infrastructure and e-resources, & tutorial system

Mr. Nithin Jose & Ms. Thomson AJ were given the charge of collecting the data regarding the infrastructure requirements & to settle it with the help of Administrator. IQAC pointed out the need for upgrading the College web-site. Proposals for the updation & renewal of e-resources were invited. Dr. Asha Mathew is entrusted the duty of preparing the tutorial record as per the new format formulated.

Agenda 3 : Restructuring of Curriculum
The Committee decided to take initiative to revise the curriculum giving more emphasis to outcomes. For that to collect feedback from teachers, students, alumni, PTA & external examinees & on the basis of that analysis to conduct BoS meetings in all disciplines before the 2nd half of this academic year.

Agenda 4 : Online attendance entry
The real time attendance entry online is made mandatory & the IQAC will be monitoring it periodically.

Agenda 5 : Studio for media studies
The Committee entrusted Fr. Daniel McAntony to submit a proposal for establishing a studio for media studies.

Closing time of the meeting : 4.50 pm



Fr. Nithin
PRINCIPAL

IQAC Meeting

Purpose : Meeting of the IQAC Core Members

Date : 18/06/2018

Time : 3.30 pm

Venue : Principal's Chamber

Chair : The Principal, St. Joseph's College, Dewagiri
Dr. Bibichen M. Thomas

Attendance : 1) Dr. ANTO A J
2) Dr. Asha Mathew
3) Albert Thomas
4) Nithin Jose
5) Dr. Sumil M Antony
6) Isaac Tom J
7) C V Abraham
8) Dr. George Mathew

Dr. Anand
Dr. Anand
Dr. Anand
Dr. Anand
Dr. Anand
Dr. Anand
Dr. Anand
Dr. Anand

Agenda 1 : Induction Programmes for both UG and PG first year students.

On the commencement of the first year UG and PG classes, an orientation for the freshmen together with the parents is ^{to be} organized. The responsibilities for the programmes were decided as Dr. Hafiz Mohamed, Trained and Career Guidance Counselor and Dr. C V Ananda Bose IAS. The duty to conduct the programme entrusted on PTA.

Agenda 2 : Awareness on student's portal, course structure, the conduct of examination etc.

The Committee decided to conduct a brief session on the student's portal procedure of attendance entering, the course structure, the conduct exams & the publication of results for the freshmen.

For that the co-ordinators of each of these committees were given the option to choose a convenient date for operating the same.

Agenda 3: Awareness on scholarships

The Committee entrusted the non-teaching section who handles the scholarships to brief the different scholarship schemes to the new admissions.

Agenda 4: Class on ragging prevention

The IQAC Committee handed over the charge of conducting class wise & hostel wise awareness on ragging prevention and the consequences of ragging to the second & third year students of the college. Discipline Committee of the College is also given the charge of handling the issues regarding ragging.

Agenda 5: Teaching Plan

The IQAC Committee decided to supply the format for submission of teaching plan to the IQAC department co-ordinators so that by the end of this month they can submit the report to IQAC.

Agenda 6: Application for guideship

The IQAC Core Committee visited each departments and met in personal the PhD holders who have not yet submitted the application for guideship. The IQAC gave them a dead line to submit the application.

Closing time of the meeting : 5.15 pm



[Signature]

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IGAC Meeting

Purpose : Meeting of the IGAC Core Members

Date : 10/07/2018

Time : 3.45 pm

Venue : Conference Room

Chair : The Vice Principal, St. Joseph's College, Devagiri

Fr. Anto A. J.

Attendance : 1) Dr. Asha Mathew

2) Nithin Jose

3) P. V. Abinash

4) Albert Thomas

5) Dr. George Mathew

6) Fr. Samuel M. Antony

7) Joice Tom J

Agenda 1 : Starting of Career Guidance Cell

The IGAC Committee, to make the placement processes more active & efficient decided to have a permanent Career Guidance Cell in the College with a supporting staff to monitor all the operations.

Agenda 2 : Syllabus revision & new regulations for both UG & PG programmes.

With reference to the decisions taken by the IGAC in the beginning of this academic year, the Committee decided to take initiative to invite proposals from all the disciplines on revisions. Once the rough draft is prepared each disciplines will be discussing it with external experts & has to submit it to the BOS by the end of December.

Closing time of the meeting : 4.50 pm



Fr. Anto A. J.

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

Meeting of IQAC

Purpose: Meeting of IQAC Core and Dept Co-ordinators

15/7/2018 : Date

3-30 pm : Time

Conference Room : Venue

Agenda : 1) Making faculty members attend seminars/workshops on curriculum restructuring

2) Conduct of first internal exams for both UG & PG

3) Programmes for advanced learners & slow learners

4) Increase the bandwidth of internet connection

5) Increase the no. of smart class rooms

Name

Signature

1. Raichel
2. PRANTO N J
3. Charly Kattakayam
4. NITHIN JOSE
5. Dr. Shrinu V.S
6. Prince Tom J
7. Dr. Delia P. Sebastian
8. Dr. C.V. Abraham
9. ANISH SEBASTIAN
- 10) P. m. Baby
- 11) Sisir Das
- 12) Neethu Baby
- 13) Asha Vani Krishnam
- 14) Sangeetha M.V.
- 15) Dr. Tanu Francis
16. Deepa May

Raichel

Pranto N J

Charly Kattakayam

Nithin Jose

Dr. Shrinu V.S

Prince Tom J

Dr. Delia P. Sebastian

Dr. C.V. Abraham

Anish Sebastian

P. m. Baby

Sisir Das

Neethu Baby

Asha Vani Krishnam

Sangeetha M.V.

Dr. Tanu Francis

Deepa May

- | | | |
|-----|-----------------------|--------------------|
| 17. | Fr. Suresh M Antony | <u>Suresh</u> |
| 18. | Muralidharan J.M | <u>Murali</u> |
| 19. | George Mathew | <u>George</u> |
| 20. | Benny J.M. | <u>Benny</u> |
| 21. | Dr. M.K. Basky | <u>Basky</u> |
| 22. | Dr. Sibiyan M. Thomas | <u>Sibiyan</u> |
| 23. | Dr. Asha Mathew | <u>Asha Mathew</u> |

Agenda 1 : Attending workshops/ Seminars on curriculum restructuring

The IQAC Core Committee, in reference to the earlier meetings decided to send at least a minimum of 5 to 10 teachers from various disciplines to attend seminars/workshops on curriculum restructuring. As the College has decided to bring about change in syllabus & to have new regulation for both UG & PG, it is necessary to attend workshops/seminars on curriculum restructuring. The College administration also decided to set apart an amount for seed money for the promotion of research and for attending the seminars/workshops.

Agenda 2 : First internal exams of both UG and PG

The IQAC Committee gave guidelines to the internal examination co-ordinators regarding the conduct of examinations. Also the committee view strict adherence to academic calendar. Code of conduct of examinations are viewed very seriously and as such the IQAC Committee recommended to employ a committee

to check the malpractices with regard to examinations.

Agenda 3 : Programmes for advanced learners and slow learners.

The IQAC Committee took initiative to identify the students for various Student Support Programmes. As part of programmes for advanced learners, the IQAC entrusted the co-ordinators Dr. Manoj Mathew, Mr. Charly Kattakayam & Dr. Baby Chacko to undertake the Scholar Support Programmes, along with a Scholar Programme & Additional Skill Acquisition programme. For the slow learners bridge courses were conducted. Remedial classes were made mandatory for the slow learners & the teachers were asked to record the details of remedial classes taken by them in the record handbook given by the IQAC & the same has to be submitted to IQAC for periodical checking.

Agenda 4 : Bandwidth of internet connections regarding:

As part of converting the campus into a full wi-fi campus, the IQAC recommended to have an increase in the bandwidth of interconnection above 50 Mbps. The teachers and all department systems were provided with this facilities and the students were also provided the password under special requests so as to bring about a control on

misutilization of resources.

Agenda 5 : Introduction of more number of smart class rooms.

As part of infrastructural development the IQAC Committee recommended to have an increase in the number of halls having IC facilities and to install LCD projectors in all the classrooms where LCD projectors are in short. The IQAC Committee forwarded a request to the administrator with respect to this decisions taken. Also the committee recommended to purchase the latest versions of research/statistical databases.

Agenda 6 : General Discussion

The IQAC Committee entrusted Dept. of Economics to make arrangements for the conduct of College Union Election. The Committee also decided to approach & to submit a request to the administrator to have full automation in areas of administration, finance & accounts, student admission & support & examinations. All the faculty members will be given instructions to update their details in the website. The Committee also highlighted the need to continue the practices of given initiatives in the Campus.

Time of the meeting : 5.15 pm



[Signature]
PRINCIPAL

IQAC Meeting

Purpose: Periodical meeting of the IQAC core members

Date: 02/08/2018, Time: 3:45 pm

Venue: IQAC Room

Chair: The Principal, St. Joseph's College
Devagiri

Dr. Sibichen M. Thomas

Attendance: 1) George Mathew

2) Nithin The

3) Muralidharan T.K.

4) Col. Abraham

5) Fr. Sunil M. Anthony

6) Fr. ANTO A.J.

7) Aisha Mathew

8) Joice Tom J.

9) Albert Thomas

Agenda 1: To evaluate the actions taken with regard to the agenda of the previous meeting

Programme Activity Report: As per the decisions taken in the previous meeting, a Programme Documentation Register labeled as Programme / Activity Report is being introduced. It has been noted that the need of maintaining these types of records and its operation mechanisms will be introduced to all the teachers through HODs by The Principal.

Question Bank: With regard to Question

Bank, the Principal and the Vice Principal of College will be visiting all the Departments during Onam vacation to have an evaluation of the Question Bank & to press the need of preparing Question Banks. It is being suggested that the Core Committee members may firstly prepare a Question bank to set a trend and an idea of preparation and later to pass the information to the other faculty members.

Agenda 2: Discussion on bringing about change in the tutorial record format

Tutorial Record: The Committee suggested to scrutinize the format of the present tutorial record and to bring about sufficient changes such as to include the details of P.M. meeting, to introduce a separate page in the tutorial record for HOD and tutor to put their remarks and signatures for each semester. Committee also suggested to have periodical checking of the tutorial records by the LG.

Agenda 3: To review the status of College website

Another suggestion of the Committee is to make the Department Co-ordinators verify the website status of teacher's profile for updation.

Agenda 4: Presentation of the proposal for launching Teachers' Instruction Manual as a new task

Mr. Nithin Jose, the Core member of IGAC presented the proposal for the implementation of a new task. The content coverage of Teachers' Instruction Manual includes decisions taken in the Council meetings, the role of HODs, the responsibilities and duties of the Co-ordinators of clubs and Forums, norms for class tours, instructions with regard to Semester exams etc. After the presentation of the proposal, the Committee discussed this topic in detail and suggested that an enquiry counter should be set up in the office for clearing the doubts regarding examinations and in case of further clarifications a higher authority will be appointed to tackle the same. The Committee entrusted Mr. Nithin Jose, Dr. George Mathew and Dr. Musalee dharan, TK the duty to plan the skeleton framework of this Manual which will be discussed in the coming session.

Agenda 5 : Discussion on starting an Event Management Club in the College

The proposal was submitted by Fr. Sunil M. Antony, a Core Committee Member and it emphasized on starting a club where students will be taking the complete charge of conducting the programmes in the College. Those students from different disciplines who have interest may join the club. It includes an executive body and all the details of this club should be passed to the HODs and if any assistance for conducting departmental programmes arises, they can approach the

executive body. The Committee recommended the presenter to study in detail the need for having an Event Management Club in the College and appointed 12 other core committee members Dr. Aisha Mathew and Dr. Shinu to study about this and the result will be finalized after Onam Vacation.

Agenda 5 : General Discussion

An IQAC Committee Meeting of the Core Committee Members and Department QA Co-ordinators will be held on 10/8/2018, 3:30 (Venue: IQAC Room).

The Department Co-ordinators and the Core-Members meeting of IQAC will be held on the last Wednesday's of every month.

Closing time of the meeting : 5:15 pm



St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of The IQAC core members and Department IQAC Co-ordinators

Date : 10/08/2018

Time : 3.30 pm

Venue : IQAC Room

Chairs : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance : 1) Dr. George Mathew

2) Dr. C.V. Abraham

3) Dr. Paise P. Sebastian

4) Dr. Sathesh George

5) Albert Thomas

6) NITHIN Jose

7) Fr. ANTO NJ

8) Chundakumar J. K.

9) Dr. Shyam V.S.

10) Fr. Sunil M. Antony

11) Cheryl Kattakayam

12) Reeba Liza Koshy

13) Shobha (✓)

14) Neethu Baby

15) Nisha N.P.

16) Shyamasee C. M.

17) P.M. Baby

18) Joice Tom S.

19) Dr. Ashe Mathew

Agenda 1 : To have an evaluation of the previous meeting's agenda and to explain in detail the

decisions taken by the Core Committee to the Department IQAC Co-ordinators with regard to Programme/Activity Report, Tutorial System, Website updation, Teacher's Instruction Manual and Question Bank.

Programme/Activity Report → The Principal explained the need and the mechanism operating a Programme/Activity Report (Registered to the Department Co-ordinators). All the programmes organized by the Departments should get the prior approval of the Principal and it has to be recorded in the Programme/Activity Report. Together with the Programme/Activity Report of the College, the Principal insisted the department co-ordinators to maintain a separate programme register for the Department so that each Department will have a complete detail of the year wise programmes conducted.

Website → Regarding website updation the Department Co-ordinators were instructed to verify the website status of their Department faculty profiles and to identify the missings. The Principal spoke about the details of areas that has to be updated by the Department Co-ordinators and noted that it is the responsibility of the Department Co-ordinators to collect the details from the faculty members and to update the website. The last date for the updation of the website is decided as 27/09/2018.

Teacher's Instruction Manual → The Principal informed the Department Co-ordinators about the mechanism of Teacher's Instruction Manual. As its work is going on, the details will be pre-

sented in the next meeting of IQAC Core Members.

Question Bank → The Principal explained the need of question banks for each subject to the Department Co-ordinators and suggested that the Core Committee members will be preparing the question bank firstly to set a trend and then the task has to be undertaken by the Department IQAC Co-ordinators and finally to the rest of the teachers.

Agenda 2 : Introduction of a checklist which supports the task of website updation.

A checklist which involves the details needed for website was introduced and it was presented by Dr. Muraleedharan T.K, the Core Committee Member of IQAC. Firstly, the Department Co-ordinators should verify whether the details given in Checklist are updated in the website already and if it is updated put a tick mark (✓) for each information. The missings should be identified and it has to be collected from each faculty member by the Department Co-ordinator and the collected informations should be handed over to IQAC. Only if the entire column in the checklist is marked as tick (✓), then the concerned faculty member should under sign the checklist which ensures that the updation is proper till the date of signing the checklist. The Checklist for the Departments will be despatched to the Department Co-ordinators through e-mail.

Agenda 3 : General Discussion

The Principal informed that a copy of the handbook will be circulated for proof reading and for making corrections with regard to faculty's personal details such as name, phone number, e-mail id and so. It was announced that the next meeting of the Department IQAC Co-ordinators together with the IQAC Core Committee Members will be held on 27/09/2018.

Closing time of the Meeting : 4.50 pm



[Signature]

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



ST. JOSEPH'S COLLEGE

AUTONOMOUS College with Potential for Excellence Re accredited with A++ Grade

DEVAGIRI, CALICUT-673008, KERALA

Affiliated to the University of Calicut

ACTION TAKEN REPORT

Ref: IQAC Meetings held in the month of June, July and August (01/06/2018, 06/06/2018, 18/06/2018, 10/07/2018, 15/07/2018, 02/08/2018 and 10/08/2018)

Action taken and the outcomes:

- College hand book was published in the beginning of the academic year and distributed to all the teachers and students.
- In the first general staff meeting conducted in the beginning of the academic year, different administrative responsibilities were assigned to the teachers and the coordinators of various clubs and forums were selected. These assignments were recorded in the college handbook.
- The committee constituted by the College Council prepared a draft of Academic Calendar which was approved by the College Council. The Academic calendar 2018-19 was published in the College Handbook. The IQAC ensured adherence to the academic calendar.
- The Action Plan prepared by the IQAC was approved by the chairman.
- Under the guidance of Admission committee, College Prospectus was updated and both UG and PG admissions were completed as per the schedule.
- Based on the list of requirements for maintenance collected by IQAC from different departments and also the institutional feedback of parents and students, the college administration completed the maintenance work before the College reopens for the new academic year.
- In association with PTA, IQAC organised Induction programme for UG and PG first year students separately. Eminent resource persons delivered orientation talk for parents as well as freshers.
- Class wise sessions were arranged for the freshers to familiarise them with the College, its vision and mission, code of conduct, students portal, curriculum, different clubs and forums, certificate courses offered etc. Principal, Vice Principal, Administrator and Director of Self finance programmes handled the sessions.
- A session was conducted for all first year students to create awareness about the scholarship schemes available for them. Our College has the highest number of beneficiaries of scholarships in the state.
- The ragging prevention committee members visited every class and hostel to make them aware of the consequences of ragging on the campus in the beginning of the academic year. Not a single case of ragging was reported in the year.

(Contd...)

- Punching system was introduced to ensure the timely reporting of the supporting staff of the college. ID tags of different colours were introduced to different batches of students to easily identify their batch. Reminders are sent to teachers through messages if real time attendance entry is not timely done.
- Hundred percentage Real-time attendance entries were ensured. Attendance report was made available online for students to follow it on a daily basis.
- IQAC distributed well structured tutorial records to the Tutors of first year batches soon after the admission. The record which contains the basis personal information about the students help the teachers to know their background, academic and non academic.
- The regulations and Curriculum of both UG and PG programmes were restructured and implemented w.e.f. 2019 Admission.
- Along with the revision of Curriculum College prepared programme outcomes, programme specific outcomes, and course outcomes and published in the college website.
- We collected feedback on curriculum from all the stakeholders and analysed by IQAC. The report of the IQAC was submitted to the subject experts in BoS and Academic Council.
- Selected teachers from different disciplines were sent to attend short term courses on curriculum restructuring.
- Meetings of all the Boards of Studies were conducted twice during the academic year that lead to the revision of the regulations and curriculum of both UG and PG
- IQAC organised a department wise half day internal workshop in which the Teaching plans prepared by the teachers were finalised after serious discussions.
- Students were organised under the guidance of teachers to extend a helping hand to the people living in flood affected zones. Village adoption process initiated to adopt villages.
- Nine more faculty members were awarded Research Guide ship during the academic year. Eighteen new research Scholars enrolled in different disciplines.

Devagiri

28/08/2018

IQAC Coordinator

Principal

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



IQAC Meeting

Purpose : Periodical meeting of The IQAC Core Members

Date : 5/09/2018

Time : 2.30 pm

Venue : IQAC Room

Chair : The IQAC Co-ordinator.
Dr. George Mathew

Attendance :

- 1) Mr. ANTO N J
- 2) Albert Thomas
- 3) Murugesan J.K.
- 4) Mr. Sunil M Antony
- 5) Sathya George
- 6) Joyce Tom J
- 7) Sharm V.S.
- 8) K.V. Abraham
- 9) Nithin Jose
- 10) Asha Mathew

Agenda 1 : To evaluate the actions taken with regard to the agenda of the previous meeting and the presentation of the skelton framework of Teachers Manual.

As per the decisions taken in the previous meeting, a skelton framework of the Teachers Manual was presented by Mr. Nithin Jose, The Core Member of IQAC. The topics to be incorporated in the Teachers Manual were discussed and 38 items were listed. They include : 1) Preface - Principal 2) Admission -

process 3) Disciplinary rules - for teachers and students 4) Teachers - service matters 5) Controller of Examinations 6) Semester repeat 7) Inter-college transfer of students 8) Internal marks 9) Attendance management system 10) Composition and powers of statutory body 11) Other bodies - Composition, duties and powers 12) Clubs and forums - mission, vision, objectives, selection procedure 13) Students support programmes 14) Tutorial system 15) Faculty information management system 16) Study tour camps, visits 17) College Union Election 18) Requirements management system 19) Examination office 20) Question bank 21) Common programmes 22) Programmes of Departments 23) Department meetings & mandatory agenda 24) Freshers day, sent off & social 25) Students portal and its facilities 26) Staff Login and its facilities 27) Website updating 28) Parking 29) Dean - Responsibilities 30) Head of the Department - Responsibilities 31) Faculty - Responsibilities 32) Library 33) Computer labs and laboratories 34) Hostels 35) Scholarships 36) Employees Co-operative Society 37) Student Enquiry 38) Instructions to those availing funds from external agencies.

The Committee decided to prioritize the above said items and each item will be handed over to the faculty members and the work has to be started. Finally, by the end of the academic year, the entire work done with regard to each item will be consolidated fully to

make a Teachers Manual.

As per the Committee's decision, first priority was given to the Controller of Examinations work and internal marks, then to the attendance management system, clubs and forums and committees, Question bank and study tour.

To collect the needed informations with regard to the Teachers Manual in respect of items like clubs, Forums and Committees and Scholarships a questionnaire will be prepared and will be distributed among the co-ordinators. And as such each IQAC Core member was assigned the duty in-charge of preparing the basic things needed for the Teachers Manual. The duty assigned are

- Internal mark & attendance - Fr. Anto NJ
- Internal examination conducting - Mr. Albert
- Clubs, Forums, Committees & Scholarships -

Dr. Shine V.S, Dr. Balheesh George and
Mr. Joice Tom

- Question Bank - Dr. Muraliedharan T.K
- Examination Office & Controller of Examinations - Dr. George Mathew
- Study Tour & Library - Dr. C.V. Abraham

The questionnaires filled by these people for gathering informations will be discussed and checked in the next meeting. Suggestions will be incorporated and finally the duty will be entrusted on the co-ordinators.

Agenda 2: Updation of the AQAR file

The Co-ordinators should check whether the details given by them with regard to AQAR file

is updated and all the informations given are right and complete. They should check whether the activities in the month of April and May are also included in the AQAR file.

Agenda 3 :- Introduction of a new whatsapp group for NAAC IQAC

A new whatsapp named as NAAC 2023 was introduced for the purpose of sharing IQAC informations only. Firstly it will be introduced among the core-members, then to the Dept Co-ordinators and finally to the staff members. The details to be posted has to be send to the Admin. The older IQAC whatsapp group will be revamped and the new one 'NAAC 2023' will be operated in coming days.

Closing time of the Meeting : 4.15 pm



[Signature]

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

Date : 12/09/2018

Time : 3.45 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Bibichen M. Thomas

Attendance :

- 1) Dr. George Mathew
- 2) Dr. Pathmesb George
- 3) Joice Tom J
- 4) E.V. Abraham
- 5) Muraloodharan T.K.
- 6) Albert Thomas
- 7) Shinu V.S.
- 8) Fr. ANTO N.J
- 9) Fr. Sumil M Antony
- 10) Dr. Asha Mathew
- 11) Nithin Jose

(Signatures of attendees)

Agenda 1 :- To have an evaluation of the previous meetings agenda and to discuss about the actions taken with regard to the implementation of Teacher's Instruction Manual

In the previous meeting held on 5/9/2018, for the preparation of the Teacher's Instruction Manual, the core members were assigned certain duties for collecting the informations to be added in the Manual. As per the duty allocation made in the previous meeting, Dr. Shinu V.S presented in detail the questionnaire prepared for collecting

the informations on Clubs, Forums, Committees and Scholarships. A common format for the questionnaire was adopted with respect to all the clubs and forums. Yet another questionnaire was also prepared for the Committees, i.e., to collect the informations with respect to different Committees in the College.

Dr. Shinu V.S also presented a format of the questionnaire which aims at collecting informations regarding the different scholarships given to the students in the College. In the discussions, certain suggestions for the improvement of the questionnaire came up. The important suggestions were - Separate section for explaining the Student Welfare Scholarship in the Teacher's Manual, separate section for the scholarships given by the Management and should be titled as Management Scholarship.

For the distribution of the questionnaire to collect the informations, the meeting of the Co-ordinators of the clubs and forums and Committees will be held on the coming days.

Hard copy of the questionnaire will be provided to the Co-ordinators and a soft copy of the same will be send to the Co-ordinators. They have to fill in the needed informations and should return it to the IGAEC.

Study Tour :- Dr. C.V. Abraham presented the format of the questionnaire with respect to the study tour details.

The core members suggested that the number of ~~tour~~ days for tour should be mentioned

specifically as how many days and how many nights for tour. They also suggested that the entire details of the tour programme such as the no. of days and nights, the places of visit, the accommodation details, the tour package teams details, the no. of students going, their address, phone number etc has to be given to the Principal and the Principal should approve it only after verification. A complete draft based on the suggestions will be prepared and presented by Dr. V. Abraham in the next meeting.

College library :- The format for the questionnaire to collect the informations on College Library was presented by Dr. V. Abraham. The Core Committee members suggested to incorporate certain details such as the procedures regarding the purchase of the books, the role, the duties and the responsibilities of the Library Advisory Councils. It was recommended that the details of the Xerox section also should be included the item of College Library in the Teachers' Instruction Manual.

Agenda 2 : General Discussion

The questionnaire format for attendance management system, Controller of Examinations and Internal examinations will be discussed in the next core-members meeting. The meeting of the Co-ordinators of clubs, forums and committees has to be called for in the coming days for the distribution of questionnaire.

Closing time of the Meeting : 5:20

PRINCIPAL

IQAC Meeting

Purpose : Periodical meeting of the IQAC core members and Department IQAC Co-ordinators

Date : 28/09/2018

Time : 3.30 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance : 1) Dr. George Mathew

2) Fr. Anto N J

3) Chandy Kattakayam

4) Joice Tom J

5) Dr. Sathesh George

6) Dr. Debi P. Sankar

7) Ravi S. Z.

8) Rev. Fr. Abraham

9) Sangeetha M.V.

10) Neethu Baby

11) Anu Anna Varadese

12) Swathy K.S.

13) Richa Poojary

14) Anur Alexander

15) Shyamasekhar C. M

16) P. M. Baby

17) Nithin Jose

18) Dr. Shree V.S.

19) Dr. Asha Mathew

20) Fr. Sunil M. Anthony

21) Valbert Thomas

[Signatures]

Agenda 1 :- To review the status of website updation with reference to the faculty profile.

As per the previous meetings agenda and the decisions taken in the previous meetings, the updation of faculty profile in the College Website was completed successfully. The details needed for the College Website with regard to the faculty members were updated till this date of 28/9/2018. The Principal of the College Dr. Sibichen M. Thomas appreciated the IQAC Core members, the Dept Co-ordinators and all other faculty members for their earnest co-operation and dedication.

Agenda 2 :- To have an evaluation of the documents collected from each Department for the submission of AQAR - 2017-2018.

The documents collected from the Departments by the IQAC included two set of files - the individual profile and the Department profile.

The entire documents submitted were verified by the IQAC team and the missings were identified. As it was noted that majority of the documents submitted did not contain the supporting evidences/proof, the Department Co-ordinators were given the task to complete this process. For this, the individual files were given to the IQAC Dept Co-ordinators and were asked to provide all the supporting documents for the stated facts and to hand it over to IQAC.

The entire questions in the AQAR were once again discussed by the IQAC Co-ordinator Dr. George Mathew to clear off all the doubts regarding which all items need proof and what all documents has

to be surrendered. As such with reference to individual profile, the questions were discussed in detail and it was pointed out that a photocopy of all the supporting documents has to be submitted to IQAC as proof for the statements they have mentioned in their profile.

In the case of workshops or seminars attended, going as resource persons etc. Copy of letter or certificate has to be attached. For the membership in different bodies, the membership card's copy has to be submitted.

In case of the positions held in the College, as Co-ordinator etc, the Principal will be issuing a Certificate provided he/she has to submit the report of that club/Forum for that academic year. A common certificate format will be prepared for this by the IQAC.

With reference to publications, the copy of the first page which contains the details such as the name, the title, the month and year and the number, the Journal, the ISSN no etc has to be submitted.

Department Profile :- The details that are needed for AQAR 2017-2018 with regard to each Departments were also discussed in detail.

With regard to the question of placement details, it was being pointed out that some proof like the ID card of the working institution, copy of the appointment letter or even a letter from the authority stating that he/she is working in that organisation has to be attached.

For progression details, the name of the student, the course undergoing and the institution details has to be noted. No need of any other proofs. With reference to the NET holders, the copy of their Certificate is a must. In case of students appearing for competitive exams, just indicate their names, the exam and the number of applicants. Regarding the sports merits, details will be collected from the Physical Education Dept directly by the IBAC. In case of MOUs, the copy of the contract signed has to be produced. For internship, the letter from the institution from where the students have undergone internship has to be attached.

With reference to the programmes organized by the Departments, they should provide a detailed report of the event, a brochure copy, the copy of the list of participants and photos. In the case of Alumni meetings, as it was conducted commonly as part of College event, the Departments should produce only the report of the event. The photos will be recorded from the common pool.

In case of the Research Departments, only the details of the Research Scholars registered under the guides - their name, their date of registration, number, guide, topic has to be given. The rest documents has to be kept in the Department with the HOD, as he is the custodian of the Research Centre and a copy of the same to be kept with the guide also.

With regard to scholarships, the entire details will be collected from the College

Office.

In case of awards/recognitions copy of the Certificates has to be attached. With reference to the Social initiatives/extension activities of the Department, a report indicating all the details like the event, the date, the list of beneficiaries together with the photos has to be given.

Each and every question in the Questionnaire was discussed in detail to clarify the doubts.

Agenda 3 :- General Discussion

A dead line for the completion of The Department profile and submitting it to IQAC was given by the Principal. Two weeks time with a targeted date as 12/10/2018 was announced for the completion of this project.

With regard to the individual profile, the Dept IQAC Co-ordinators were asked to distribute the file to the faculty members and receive it back with all the needed documents. They are asked to submit it to IQAC by the next meeting of the IQAC Core members and IQAC department co-ordinators.

The meeting also stressed the need for the updation of Department profile in the College website. The Dept IQAC Co-ordinators are asked to mail the details to the IQAC for the updation at the earliest convenience - a maximum of two weeks time.



Closing time of The Meeting : 4.30 pm

[Signature]

IQAC Meeting

Purpose : Periodical meeting of the IQAC Core members

Date : 17/10/2018

Time : 3.30 pm

Venue : IQAC Room

Chair : The Vice Principal, St. Joseph's College
Fr. Anto NJ

Attendance : 1) Dr. Asha Mathew

2) Dr. V. Abraham

3) Nithin Jose

4) Fr. Samuel M. Anthony

5) Joyce Tom J

6) Albert Thomas

7) Dr. George Mathew

8) Shibu VS

9) Sathesh George

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Agenda 1 : Documentation in five minutes

A new system of documenting the data by IQAC was explained by the core member of IQAC Dr. Muralidharan TK. This system will help the IQAC to collect the data pertaining to all the activities that will take place in the Campus. The format for documentation was being explained to the Committee members & was discussed in detail. A form will be kept in the Principals Room which has to be filled by the Coordinators of the programme and that filled in applications will be documented and after the

programme the Co-ordinators should submit a report of the same to the IQAC Co-ordinators in charge of this criterion.

Agenda 2 : Inviting proposals for conducting seminars/workshops on various fields.

The IQAC Committee invited proposals from all the depts for conducting seminars/workshops on various fields by all the departments. The IQAC Committee also decided to conduct visit in all the depts for giving guidance to the faculty members regarding the submission of proposal for seminars & minor/major projects. Another agenda of the visit should be to encourage teachers & research scholars to apply for awards in various fields. Similarly the Committee recommended to give financial support for the teachers to make publications.

Agenda 3 : Organize PTA Meetings

The Committee in association with the PTA decided to conduct semester wise PTA meetings of all disciplines for 1st, 2nd and 3rd year students where the end sem results will be provided to the parents to know their ward's performance.

Agenda 4 : Screening of students for B-Zone & other fests

As part of promoting extra curricular sports of the students, the IQAC Committee give guidelines to form a fine arts committee & this committee is entrusted to look into the screening

of the talented students. The IQAC Core Committee also decided to ask the dept co-ordinators to submit the report of all non-academic activities of the dept including the association activities so as to ensure the active participation of student council.

Agenda 5 : Guidance for starting capability enhancement & development schemes.

The Committee also invited proposals from departments to start capability enhancement schemes.

Agenda 6 : Starting of guidance for competitive examinations.

As it is the need of this competitive scenario, the IQAC Committee decided to start guidance for competitive examinations like Civil Service examinations, other UPSC, PSC exams.

Agenda 7 : Faculty Development Programmes

A common decision was taken with regard to the conduct of Faculty Development Programs. The core members were entrusted & they should arrange atleast 5 programs in accordance to the availability of teachers and time.

Time of the meeting : 5.20 pm



[Signature]
PRINCIPAL

IQAC Meeting

Purpose: Periodical meeting of the IQAC Core

Date: 24/11/2018

Time: 3.30 pm

Venue: IQAC Room

Chair: The Principal, St-Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance:

- 1) Fr. ANTO A.S
- 2) Dr. Asha Mathew
- 3) Fr. Sunil M Antony
- 4) Joice Tom J
- 5) Nithin Jose
- 6) G.V. Abraham
- 7) Albert Thoms
- 8) Dr. George Mathew
- 9) Shini V.S

(Signatures)
~~Fr. Anthonys~~
~~Dr. Asha Mathew~~
~~Fr. Sunil M. Antony~~
~~Joice Tom J~~
~~Nithin Jose~~
~~G.V. Abraham~~
~~Albert Thoms~~
~~Dr. George Mathew~~
~~Shini V.S~~

Agenda 1: Introduction of mandatory social service in the Curriculum.

As part of framing the draft for syllabus revision of UG & PG, the Committee recommended to include compulsory social service in the Curriculum for the next academic year. The Committee also recommended to promote social extension activities to sensitize the students to social issues & holistic development. For this the dept of MSHI, NSS, NCC were entrusted to take part in this. Also to undertake projects that contribute more to local community.

Agenda 2 : Preparatory work to start an ecosystem for starting incubation centre.

The Committee decided to convene a visit to IIM by faculty members of the College and to have an interaction with the incubation cell co-ordinator of IIM to know about the process & procedures of starting incubation centre which helps in promoting innovations. Mr. Charly Kallakayam was given the charge to arrange this programme in consultation with the IIM faculty.

Agenda 3 : MoU & Linkages

Certain departments (Chemistry, Business Management) were given the charge to take up this initiative before the end of this academic year.

Agenda 4 : Counselling Centre & Students' Internal Grievance Redressal Cell Operations.

The IDAC Committee decided to introduce a Students' internal grievance redressal cell in which all the students in this College can register any sort of complaints - infrastructure conditions, sexual harassments, academic issues etc. To reduce the stress related aspects of the students, the Counselling centre, though already in operation, was restructured & counselling was done to the students when ever in need.

Agenda 5 : Disciplinary Actions

The IDAC Committee suggested to implement social beneficial activities practice as

part of disciplinary actions on students for minor cases. As such planting of trees in the Campus, visiting old age homes & helping them are some of such practices.

Agenda 6 : Organizing programmes of universal values.

The Committee gave instruction to the Coordinators of NSS, NCC, & other clubs & forums to organize programmes of universal values in the Campus or to conduct programmes outside as part of extension activity and to submit the report of all the activities to IQAC.

Agenda 7 : Application for new programme to be launched in the next academic year.

IQAC Committee, in discussing in detail about the UG & PG regulations also recommended to submit the proposals for ratification with reference to launching of new programmes in the next academic year.

Agenda 8 : Consultancy Services

The committee suggested to have a common policy for all the disciplines engaged in consultancy & decided to make a draft of the same to be submitted to the Governing Council.

Time of the meeting : 5.30 pm



[Signature]
PRINCIPAL

IQAC Meeting

Purpose: Periodical Meeting of Core Members

Date: 12/12/2018

Time: 3.30 pm

Venue: IQAC Room

Chair: The Principal, St. Joseph's College, Devagiri

Dr. Libichen M. Thomas

Attendance:

- 1) Fr. ANTO M J
- 2) Dr. Asha Mathew
- 3) Nithin Jose
- 4) Dr. V. Abraham
- 5) Fr. Sunil M Antony
- 6) Joice Tom J
- 7) Robert Thomas
- 8) Dr. George Mathew

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Agenda 1: Certificate Courses for the enhancement of skill development

To enhance skill development & employability, the IQAC Committee recommended to have certain certificate courses for the students. As such a draft for the same were invited from different disciplines to be submitted to the Governing Council & Academic Council for the approval.

Agenda 2: Evaluation of the end sem results

To have an evaluation of the academic performance of the students, the IQAC in association with the CoE discussed about the pass

percentage of students in the end semesters. The Committee also made an evaluation of the results, graded the students and evaluated them.

Agenda 3 : Collection of feedback on teaching & learning from students.

The IQAC Committee took initiative to prepare the online feedback on teaching & learning. The IQAC prepared a schedule of different classes regarding the date & time of taking the feedback. The IQAC also recommended to submit the evaluation report of the same to the apex authority for suggesting improvements.

Agenda 4 : Conduct of online student satisfaction survey.

The Committee entrusted Fr. Anto M.J. to conduct online student satisfaction survey for the final year degree students before the end of January and to submit the report to the Principal.

Agenda 5 : Campus Placement

The IQAC Committee recommended the Career Guidance Cell to invite more companies & institutions for campus placement drives. And also they recommended to organize training programmes for the students to equip them to succeed in these drives. The entire responsibility is handed over to Fr. Sunil M. Anthony, the co-ordinator of Career Guidance.

Cell. IQAC will be monitoring in detail the operations of the Career Guidance Cell.

Agenda 6 : Alumni Association Meeting

The IQAC Committee suggested to conduct alumni meetings in the month of February department wise & to submit the report to IQAC.

Agenda 7 : NIRF evaluation

The Committee submitted NIRF report on 27/11/2018. After submission the Committee reviewed the entire details and had an evaluation of the areas in which emphasis has to be given.

Agenda 8 : Examination grievances

The Committee decided to recommend the CoE to submit the report of the examination grievances of students registered if any and the solutions taken by them.

Agenda 9 : Institutional feedback

The institutional feedback will be collected from the final year students in the month of January & the final consolidated report will be submitted to the Principal by the IQAC for analysis. Finally it will be submitted to the College Council.

Time of the meeting : 5.30 pm





ST. JOSEPH'S COLLEGE

AUTONOMOUS College with Potential for Excellence Re accredited with A⁺ Grade

DEVAGIRI, CALICUT-673008, KERALA

Affiliated to the University of Calicut

ACTION TAKEN REPORT

Ref: IQAC Meetings held in the month of September, October, November and December (05/09/2018, 12/09/2018, 28/09/2018, 17/10/2018, 24/11/2018 and 12/12/2018)

Action taken and the outcomes:

- The important modules of the Teachers' Manual have been completed and distributed to the faculty.
- Internal examinations of both UG and PG were conducted as per the Academic Calendar. Results were published on time and displayed on notice board.
- Walk with Scholar programme and Scholar Support programmes were successfully implemented. Forty seven students completed this programme. Additional skill programmes were also conducted.
- The net working system was upgraded by replacing the old devices. New broadband connection was hired for alternative connectivity. The bandwidth was increased to more than 50 MBPS. Wi-Fi coverage was extended to the whole campus. A satellite system was introduced for live online interactive classes for civil service.
- All the classrooms have been equipped with LCD projectors. Seven rooms have been upgraded to smart classrooms.
- A few more modules were added to the College website.
- The software namely, KOHA, D-Space and Greenstone were upgraded. College subscribed ACS during this year. The subscription of N-list and other E-journals were renewed.
- Guidelines for the preparation of question bank was prepared and distributed to the teachers concerned. Software was developed for this purpose. Twenty five percentages of question papers this academic year were prepared from the Question Bank.
- A hassle free Union Election was conducted this year. Department of Economics was entrusted to conduct the election.
- In the College Council meetings which were held after the publication of results evaluated the results, identified the weak segments and recommended suggestions for improvement.
- Bridge courses were conducted. Details of remedial classes were recorded in the Remedial record books.
- College started Civil Service Coaching for the students. Scholar Support programme implemented.
- Online student's feedback was conducted at the end of semesters and the report was submitted to principal for further action.

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- Internal Assessment Grievance Redressal cell was constituted. Grievances were timely addressed
- A Google format for conducting online student satisfaction survey was prepared and conducted among the final year degree and PG students. A report of the same was prepared by IQAC and submitted to the Principal.
- 49 seminars/workshops at regional/state/ national/international levels were conducted during the academic year.
- IQAC visited every department and briefed about different schemes where the faculty members can submit research proposals. Twenty Four teachers submitted proposals for minor projects. Three proposals for major projects were also submitted.
- An amount for 'seed money for the promotion of research' was set apart in the Budget of the college this year.
- An Interactive Session on Business Incubation was organised for the students. A proposal to start an incubation centre in the college was submitted to RUSA.
- Twelve Teachers received various awards and recognitions from different agencies.
- College announced incentives to teachers for publications under RUSA project.
- Different Clubs and Forums organised Twenty eight extension programmes during the academic year.
- College signed three more MoUs during this academic year. Ninety students completed their internships from various institutes during this academic year.
- College procured a five more software namely Chemcraft, Microsoft windows, SPSS, Statistical Software, E-views during this year.
- College started 'Devagiri Live Media' Studio which would be mainly utilised by the department of Media Studies.
- Two workshops on research methodology were conducted for Research Scholars
- Civil Service Coaching Started. NET coaching was provided free of cost to PG students of Arts, Science and Commerce streams. Programmes on career and soft skill development were conducted periodically by the Career Guidance Cell.
- Language Lab was upgraded. An external team was entrusted to enhance the communicative and interview skill of the students and to train them for GD. Sessions on Yoga and meditation were conducted inviting experts from outside. A facility for giving personal counselling to the students was arranged hiring a professional psychologist.
- An Internal Complaints committee was constituted to address the grievances of the students and employees.
- Class-wise PTA meetings in addition to General body meeting were conducted. Departments gave the report of the semester results and attendance to the parents. Forty Five PTA meetings were conducted during the academic year.

(Contd....)

- A committee headed by a faculty member selected the students for participation in University cultural competitions. The college bagged overall championship in B-Zone.
- Students Union took leadership in conducting College Arts Fest and Sports Fest. Fourteen different programmes were organised by the Union this year. Ninety six of our students are members of twenty three different committees in the College.
- The hiring of the campus automation software was renewed.
- A new system namely, 'documents in five minutes' were introduced by IQAC in order to collect and file the data from the departments.
- College Website is updated on regular basis.
- College scored 82nd rank in NIRF conducted by MHRD.
- Facilities for waste segregations and disposal were provided. Campus was declared plastic free and green campus. A butterfly garden and green landscaping was set up on the campus.
- IQAC developed the practice of suggesting proactive and positive disciplinary actions to the students like planting and maintaining the trees on the campus.
- Different Clubs and forums have been entrusted to see to that days of national importance are properly celebrated on the campus. These occasions were used to inculcate universal, human and national integration values in the minds of students.
- The Manager, Principal, IQAC Director and the administrator of the College visited the departments in both the semesters, interacted with them, verified the files and gave instructions to the faculty members. Principal convenes the meeting of non teaching staff every month to follow up the office procedures.

Devagiri

19/12/2018

IQAC Coordinator

Principal

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



IQAC Meeting

Purpose : Periodical meeting of the IQAC Core Members

Date : 10/1/2019

Time : 3.40 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance :

1) Dr. George Mathew

2) Fr. ANTO N J

3) Joyce Tom J

4) Dr. Sharmila S

5) Nithin Jose

6) Dr. C.V. Abraham

7) Dr. Sathesh George

8) Albert Thomas

9) Dr. Asha Mathew

10) Fr. Sunil M Antony

Agenda 1 :- Introducing the Manual for Self-Study Report (SSR - latest format) of Autonomous Colleges to the IQAC Core members

A copy of the Manual for Self Study Report was given to the core members to get acquainted with the new format. Fr. Anto N J, the Vice Principal of the College and the IQAC core member gave a brief description about the SSR format. The guidelines for assessment and accreditation were discussed. The IQAC Core Committee viewed in detail the Quality indicator framework. The

assessment process, the procedural details, the calculation of institutional CGPA were also discussed. Fr. Anto N.T explained the Quality Indicator Framework (QIF) taking into consideration each and every criterion. The seven criteria to serve as basis for assessment were discussed. As such the committee went through each criterion i.e. - Curricular aspects, Teaching Learning and Evaluation, Research, Innovations and Extensions, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management and Institutional values & Best Practices. The seven criteria along with their key indicators were looked into.

The Committee decided to allocate the work among the core members on the basis of the seven criteria that serves the ^{ground} basis for assessment. The members were asked to have a detailed study on the criteria allotted for them, the key indicators of that criteria, the calculations etc. Also they were asked to identify the present status of the college on the basis of criteria, suggest short term and long term mechanisms to attain the target scores and also for framing strategies to update the required data for Self-Study Report.

As per the Committee's decision the seven criteria were divided among the core members for progressing the work and to achieve the goal. The core member in charge for handling criterion 1: Curricular aspects is Dr. C. V. Abraham. Teaching, Learning and

Evaluation is assigned to Fr. Sunil M. Antony and Mr. Nithin Jose. Third criterion, Research, Innovations and Extensions will be handled by Dr. Sathesh George and Dr. Shivan V. S. Infrastructure and Learning Resources is given to Mr. Albert Thomas. The fifth criteria, Student Support and Progression is assigned to Dr. Muralidharan T. and Dr. Asha Mathew. Governance, Leadership and Management will be handled by Dr. George Mathew and Mr. Joice Tom J. Fr. Anto N.J. will deal with the last criterion - Institutional Values and Best Practices. The Core Committee members who are in charge of these criteria are asked to have a rough framework of how they are planning to deal with these criteria and to present it in the next meeting which will be held in the coming week itself.

Agenda 2: General Discussion

An evaluation of the Question bank work was done and the committee decided to speed up this activity and to complete it at the earliest. For assuring the internal quality of the conduct of examinations, the committee also suggested to have complete centralized valuation for both UG and PG and suggested to present it in the College Council for ratification.



Closing time of the meeting : 4.40 pm

IQAC Meeting

Purpose : Periodical meeting of the IQAC core members

Date : 17/1/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance : 1) Dr. George Mathew

2) Joyce Tom S

3) Albert Thomas

4. Sathiesh George

5. Shibu V.S.

6. Nithin Jose

7. Fr. ANTO N.J

8. Aloha Mathew

9. Fr. Sumil M Antony

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Agenda 1 : Presentation of criteria which forms the basis for assessment of Higher Education Institutions according to the latest format by core members (Criterion 2)

As per the decisions taken in the previous meeting, the core members had to present the criteria and its key indicators, the present status of the college with reference to the criteria, the short run and long run mechanisms for progressing the works etc in detail. As such criterion 2 - Teaching, Learning and Evaluation was presented by the core member of IQAC Mr. Nithin Jose. Seven key indicators and its sub compo-

nents were discussed in detail by the committee. Suggestions were invited from each member and will be consolidated for putting it into operation in the coming future days. The suggestions pointed out are -

To increase the percentage of students from other states and countries, provide facilities such as scholarships, feeships, free accommodation for the students and give more advertisements so that the name of the college reaches every nook and corner. They also suggested to give emphasis on North-East areas and to provide admissions in self financing courses.

Regarding the demand ratio, it should be undertaken only on the basis of government norms. Government norms should be strictly followed in the case of reservations also.

To assess the learning levels of the students and to organize special programmes for advanced and slow learners, an online entrance examination of plus two basis based on the core, complementary and language has to be introduced. After identifying their academic levels, programmes such as bridge courses, WLS and SSP has to be given more emphasis.

With reference to the student teacher ratio and the percentage of differently abled students, Government or the University norms has to be followed. More emphasis should be given to adopt student centric method for enhancing learning experiences and more teachers should be encouraged to use the ICT methods for

teaching.

To tackle the academic and stress related issues the tutorial system, counselling and the grievance redressal cells operations should be utilized.

In framing the academic calendar format, it is suggested that almost all the activities to be finished in that academic year should be mentioned and every teacher should give a teaching plan record to IQAC showing the split up of syllabus taken during that semester, the duration and the method of teaching.

Every year updation has to be done with reference to the percentage of full time teachers, teachers with PhD and the year of experience of full time teachers. The list has to be uploaded.

With reference to the awards for full time teachers from state/national/international level, a criteria will be fixed and the applications will be invited from the teachers by IQAC and IQAC will be nominating their names.

To bring about diversity in the case of teaching feasibility, teachers from other states also will be considered in the coming future years for appointment.

For timely declaration of the end sem exam results, the committee emphasized the need for centralized valuation camp for both UG and PG. The complaints on examinations and evaluations will be completely dealt by the internal examination grievance redressal cell. Documents on the percentage of grievances and revaluation mark differences has to be maintained. Continuous internal assessment on the

examination management system has to be conducted and needed changes has to be made.

With regard to 100% automation of the entire division of examination, bar coding system has to be introduced and the needed facilities has to be brought about for successful operation.

While preparing the teaching plan for each course the teacher should be assigned the duty to identify the course outcomes & what knowledge, skill and attitudes should be inculcated in a student after the completion of a particular course and altogether after the completion of a programme also. To evaluate the outcome, measures such as continuous internal evaluation of a student's performance, mentoring by the tutor, making students to attend different programmes outside the college which adds to their efficiency etc can be utilized. Every year examination results should be documented completely by the examination wing to calculate the pass percentage and all.

Online student satisfaction survey to be conducted on teaching and learning process. For that the present online evaluation system to be continued and the entire database of the current students should be shared with ABAAC. These are the suggestions given by the core members on Criterion Based working schedule.



Next meeting is scheduled on 22/1/2019 (Tuesday) to discuss the remaining criteria.

Closing time of the meeting : 5.20 pm

IQAC Meeting

Purpose : Periodical meeting of the IQAC
Core Members

Date : 22/1/2019

Time : 3.50 pm

Venue : IQAC Room

Chair : The Vice-Principal, St. Joseph's College, Devagiri
Fr. Anto N.J.

Attendance : 1) Joyce Tom J

2) Albert Thomas

3) Bathresh George

4) Rhina V.S.

5) Grace Mathew

6) Althin Jose

7) Asha Mathew

8) Fr. Samuel M. Antony

Joyce Tom J

Albert Thomas

Bathresh George

Rhina V.S.

Grace Mathew

Althin Jose

Asha Mathew

Fr. Samuel M. Antony

Agenda 1 : Presentation of criteria which forms the basis for assessment of Higher Education Institutions according to the latest format by core members (Criterion 3).

The criterion 3 - Research, innovations and extension was handled by core members of IQAC, Dr. Rhina V.S. and Dr. Bathresh George. The Committee discussed in detail each of the key indicators and invited suggestions from all the members. The suggestions given by the core members can be listed below.

With reference to a well defined policy for promotion of research the committee decided to consult it with the Research Advisory Committee.

and to entrust them to make valuable changes in the present system and to discuss the different methods through which seed money can be raised for research.

In the case of international fellowship for advanced studies / research, the IQAC core members will be identifying the sources of fellowships and communicate it to the teachers. In the case of Science subjects it will be handled by Dr. Shibu V. and Dr. Balheesh George. But in the case of Arts, Commerce and Languages the HOD can nominate any one person from the Department, preferably a person with guideship to tackle this section.

The committee suggested to do the needed renovations with regard to the existing facilities like green house, museum, medical laboratory, research statistical data base etc.

With reference to the resource mobilisation for research, more industries, corporate houses, international bodies etc has to be identified for getting maximum grants for research projects and also encourage the teachers to get involved in research projects funded both by the government and non-government agencies.

In the case of key indicator describing innovation ecosystem, emphasis was given for the establishment of incubation centre. It was decided that each and every department in the college should plan about the areas in which they can support the start ups. The Committee also decided to concentrate more on conducting workshops or seminars on Intellectual Property Rights.

In the case of research publications and awards the Committee has decided to frame a code of ethics to check malpractices and plagiarism in research. The institution will install the mechanism of plagiarism. To increase the number of publications in UGC recognized Journal, the UGC will be taking the latest list of UGC approved Journals and will be distributing it among the teachers and asking them to publish either in Journals or else go for book publishing. The Committee also noted that the entire International and National seminars conducted with the financial assistance of RUSA can be published as seminar proceedings with ISBN Number.

Decisions with regard to framing policies for consultancy, it will be discussed in the governing Council and the needed changes will be incorporated.

The committee indicated a fact that every departments, NSS, NCC, Blood donors and several other communities should concentrate more on extension activities both by the teachers and by the students. In the case of collaborations the number of internships, job training, project work, MOUs etc has to be increased. The main duty with regard to this will be entrusted on Research advisory body. The detailed study on this criterion will be done in the coming future days for making a framework.

Next meeting is scheduled on 24th Thursday of January to discuss the remaining criteria.
Closing time of the meeting : 5.15 pm



IQAC Meeting

Purpose : Periodical meeting of the IQAC core members

Date : 24/1/2019

Time : 4.10 p.m

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance : 1) Fr. ANTO A J

2) Nitkin Jose

3) Dr. Shivan V. S

4) Grace Tom J

5) Dr. Asha Mathew

6) Fr. Sunil M Antony

7) R.V. Abraham

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Agenda 1 : Presentation of criteria which forms the basis for assessment of Higher Education Institutions according to the latest format by core members (Criterion 5)

Student Support and Progression which formed the basis for assessment was presented by IQAC Core Member Dr. Asha Mathew. All the key indicators were discussed in detail and suggestions were invited from the part of the IQAC core members.

With reference to the average percentage of students benefitted by scholarships and feeships provided by the Government and the institution, the Committee analyzed the present situation and discussed about the different methods of raising the number of beneficiaries. It was being pointed out that an awareness programme

has to be organized for the 1 sem UG and 1 sem PG students so as to familiarize with the different scholarships. Efforts should be made for identifying new scholarships and sponsors. The faculty in charge of the scholarship section should take efforts to increase the number of students registering for both public and private scholarships. The Committee also suggested the need for giving an offer letter and also receive an acceptance letter from the beneficiary.

With regard to the capability enhancement and development schemes, almost all the schemes are practised in the college and only certain improvements has to be brought about in this regard. The need for starting bridge courses were also discussed and it was highlighted that the SSP programme can be counted under the category of Remedial Coaching.

To assess the percentage of students benefited for competitive examinations and career counselling, the Committee suggested to encourage more students to join the training programmes and also to invite more organizations and companies for placement. This duty will be entrusted on the Career Guidance Cell of the College.

In the case of the percentage of students benefited by Vocational Education and Training (VET), as there is no VET courses in the College, the Committee suggested to have a thorough study on whether VET is essential or not.

To assess the transparency for timely redressal of student grievances including ragging

and sexual harassment, the Committee suggests to continue the same system that is followed in the College and to upload the minutes and details of the student grievances registered.

To track the placement details, student progression to higher education, the details of student qualifying in state/national/international level examinations, a mechanism has been introduced. A google form questionnaire survey has been developed which traces all the needed informations and a trial to check its success will be conducted among the IQAC members itself and in the coming days its reviews and suggestions will be invited.

To track the student participation and activities such as sports, cultural, student council, committee etc, the co-ordinators of each bodies will be entrusted to have a systematic record keeping of the same.

With regard to the key indicator - alumni engagement, the Committee suggested to open up new chapters and to encourage more involvement of alumni both in financial & non financial matters. The present system will be continued but more emphasize should be to encourage the alumni contribution. The report and the minutes details has to be uploaded.

The Committee suggested to frame an action plan with reference to Criterion v.



Closing time of the meeting : 5.25 pm

Principal
St. Joseph's College (Autonomous)
Devagiri, Calicut-673 003

IQAC Meeting

Purpose : Periodical meeting of the IQAC core members

Date : 30/1/2019

Time : 3:45 pm

Venue : IQAC Room

Chair : The Vice Principal, St. Joseph's College, Devanagiri
Fr. Anto NJ

Attendance :

- 1) Dr. George Mathew
- 2) Dr. C.V. Abraham
- 3) Dr. Shivan V.J.
- 4) Dr. Sabeeeb George
- 5) Albert Thomas
- 6) Isaac Tom J
- 7) Nithin Jose
- 8) Dr. Asha Mathew
- 9) Fr. Simil M Antony

Agenda 1 : Presentation of criteria which forms the basis for assessment of Higher Education Institutions according to the latest format by core members (Criterion 1)

Criterion 1 which covers the curricular aspects was presented by the IQAC core member Dr. C.V. Abraham. Each and every key indicators were discussed in detail.

Regarding the percentage of programmes where syllabus revisions were carried out, the committee decided to have a list of the entire programmes where syllabus revision has taken place and they also discussed the scope of having

more programmes in which syllabus revision is essential.

With reference to the percentage of courses having focus on employability / entrepreneurship / skill development, the Committee decided to identify which all courses running presently contribute to these aspects. They also suggested to think of at least one course in a programme which focuses on employability and to give recommendations to the Board of Studies.

Under the key indicator - academic flexibility, the Committee recommended to decide about which all new courses can be introduced and to make a detailed action plan and should be kept for ratification in the Academic Council / Board of Studies.

In case of involvement of cross cutting issues like gender, environment etc in curriculum the committee suggested to give recommendations to the Board of Studies and incorporate these courses and also to have value added courses which impart life skills.

Agenda 2 : General Discussion

Everybody in the core committee was asked to do the trial of the student progression online tracking system at the earliest.

Next meeting is scheduled on 1st Feb. 2019 to discuss the remaining criteria.

Time of the meeting : 5.30 pm



PRINCIPAL

IQAC Meeting

Purpose : Periodical meeting of the IQAC core members

Date : 1/02/2019

Time : 3.45 pm

Venue : Manager's Room (New Block)

Chair : The Vice-Principal, St. Joseph's College, Devagiri
Fr. Anto NJ

Attendance : 1) NITHIN JOSE

2) SATHEESH GEORGE

3) George Mathew

4) Joice Tom J

5) Fr. Sunil M Antony

6) Asha Mathew

7) Co-V. Abraham

8) Albert Thomas

Agenda 1 : Presentation of Criteria 4 and 6 which forms the basis for assessment of Higher Education Institutions according to the latest format by core members.

Criterion 4 which deals with infrastructure and learning resources was presented by IQAC core member Mr. Albert Thomas and Criterion 6 was presented by Dr. George Mathew.

The Committee decided to make a list of the existing infrastructural facilities and to look into it in detail in which all areas renovations are essential and how much budget allocation has to be made in each of the segments.

With regard to the library as a learning source, the committee pointed out to have a detailed discussion with the librarian of the College and to make a skeleton framework on what all changes has to be brought about in the coming future years. Similarly the maintenance of IT infrastructure and Campus infrastructure has to be done promptly and the budget allocations for these segments has to be specifically mentioned.

Criterion VI - Governance, Leadership and Management was discussed thoroughly. It was noted that institutional vision and mission has to be fulfilled in all the activities undertaken by the institution. A case study has to be identified from the present system where decentralization is practiced. Whenever any activities are undertaken, there should be a strategic plan and deployment documents. It was noted that e-governance is already in practice in almost all the areas, but some improvements has to be made.

With regard to the faculty empowerment strategies, the committee decided to identify all the welfare measures for teaching and non-teaching staff. The operations of the co-operative society of the Devagiri Employees, the quarters etc can be included in this category. The Committee also suggested to have an employee oriented insurance policy which covers all the employees both the teaching and non-teaching of the College. It is also decided to have more

professional development/administrative training programme in the coming years and also encourage the teachers to attend more of these programmes.

Suggestions were also given regarding the internal and external financial audits.

The Committee also evaluated the work performance of the IQAC and gave suggestions on the areas where improvement and concentration is more essential.

Finally it is being decided to frame action plan for each of these criteria by the coordinators and to submit it on 5/2/2019.

Agenda 2 : General Discussion

Together with the action plan preparation, the Committee decided to concentrate more on the A&AR format as the academic year will be over by March and all the details has to be collected and consolidated by IQAC within this short span of time.

Next meeting is scheduled on 5th February of this to discuss the remaining criteria and about the A&AR.

Closing Time of the meeting : 5.30 pm



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PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose: Periodical meeting of the IQAC core members

Date: 11/2/2019

Time: 3.45 pm

Venue: IQAC Room

Chair: The Vice Principal, St. Joseph's College, Dev...

Fr. Anto NJ

Attendance: 1) Dr. George Mathan
2) Dr. Asha Mathew
3) Sathish George
4) Nithin Jose
5) Fr. Sunil M Antony
6) Joice Tom J

[Signatures]

Agenda 1: A briefing of Criterion 2 - Teaching, Learning and Evaluation, which forms the basis for assessment of Higher Education Institutions

Due to certain technical difficulties, the meeting did not take place as mentioned earlier on 5th February of 2019. Mr. Nithin Jose, IQAC core member explained about certain measures which would help in improving the teaching learning and evaluation aspects. The Committee suggested to give more awareness on MOOC Courses among the students and the teachers. To have a finished output, a system approach has to be operated in every field. Similarly together with the system approach, a standard operating procedure should be followed. To promote the participation of students in all activities, a quality circle mechanism

should be adopted where the tutor with 3 or 4 students will be leading the entire group.

Industrial visit or Institutions visit connected with that discipline has to be encouraged.

Regarding the learning outcome, every programme should have a learning outcome. Every faculty should prepare a teaching plan & it is mandatory. Course objective, learning outcome, knowledge level, skill should be clearly indicated while preparing a teaching plan.

The Committee also emphasized the need for having the LMS mechanism where the study materials are made available through a digitized system.

Agenda 2: General discussions

Criterion wise AQAR format was distributed among the Core members. The Committee has insisted the core members to prepare a format for collecting the data needed, to furnish the AQAR. Similarly they have discussed about the Student Satisfaction Survey (SSS) which has to be conducted within a short span of time. So the Committee has decided to frame a questionnaire for conducting the same.

Next meeting is scheduled on 14/2/2019 and all the core members are asked to submit the format of each criterion given to them to collect the data for preparing AQAR for this year.



Closing time of the meeting : 5:00 pm

IQAC Meeting

Purpose : Periodical meeting of the IQAC
Core members

Date : 15/2/2019

Time : 3.45 pm

Venue : IQAC Room

Chair : The Vice Principal, St. Joseph's College,
Fr. Anto N.J. *Devalathi*

Attendance : 1) Dr. George Mathew
2) Nithin Jose
3) Sathesh George
4) Joice Tom J
5) Dr. Sharmila S.
6) Albert Thomas
7) Dr. Asha Mathew
8) Fr. Sumil M Antony

Agenda 1 : Discussion on conducting
a one day seminar on Intellectual Property Rights
by IQAC

The main agenda of the meeting was to discuss about the procedures of conducting a one day seminar on Intellectual Property Right. The IQAC took the initiative to conduct the seminar on this topic. The committee decided to call Dr. C.R. Elsy, Professor and Co-ordinator of IPR cell, Kerala Agricultural University, Agricultural Research Station, Mannuthy as the resource person. Dr. Sathesh George was given the charge of Organizing Secretary. It was decided to conduct this seminar

on 25th of February. Neighbouring Colleges IQAC Co-ordinators, Research Scholars, the PG students of Botany, Zoology, Maths, Commerce and Economics of the parent college and the research scholars and faculty of the parent college would be the invitees.

The Committee also decided to arrange yet another training programme for the faculty based on MOOC.

Agenda 2: Briefing of the format of Student Satisfaction Survey

The format of the Student Satisfaction Survey was briefed by Dr. Asha Mathew. Together with this the operations of the Devagiri Family Directory for tracking the student progression was also discussed. After inviting the approval of The Committee it was decided to launch the Devagiri Family Directory online submissions on 18/2/2019. Every final year UG & PG students were given ^{instructions} to submit their details for Devagiri Family Directory and together with this Student Satisfaction Survey was also introduced.

A time schedule will be set for doing the above mentioned programmes and the staff will be given instructions to do the same.

Agenda 3: AQAR preparation

In the last meeting criterion wise AQAR format was distributed among the

core members. The core members were asked to prepare questions based on their criteria for furnishing the AQAR. The prepared questions were discussed and those who haven't finished preparation were given one more week time.

The Committee decided to consolidate all the questions given by the members and then to distribute it to IQAC department co-ordinators and the co-ordinators of different clubs and forums for furnishing the details needed for AQAR.

Agenda #1: General discussion

The committee decided to give emphasis for the preparation of sixth sem question bank.

Closing time of the meeting : 5.00 pm



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PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

IQAC Meeting

Purpose: Periodical meeting of the IQAC Core Members

Date: 5/3/2019

Time: 3:45 pm

Venue: IQAC Room

Chair: The Vice Principal, St. Joseph's College, Devagiri
Fr. Anto NJ

Attendance: 1) Dr. George Mathew

2) Robert Thomas

3) Sathesh George

4) Nitin Jose

5) Dr. P.V. Abraham

6) R. Suresh M. Antony

7) Dr. Asha Mathew

8) Joice Tom J

Fr. Anto NJ

John

Sathesh

Nitin

Dr. P.V. Abraham

R. Suresh M. Antony

Dr. Asha Mathew

Joice Tom J

Agenda 1: Discussion on collecting the document for the preparation of AQAR for this academic year.

The Committee decided to organize a meeting of the department IQAC Co-ordinators on 7/3/2019. A soft copy of the AQAR format will be sent to the department IQAC Co-ordinators and a hard copy of the same will be given to them in the meeting. In the meeting Mr. Nitin Jose and Dr. Asha Mathew will be explaining the details to be submitted to the department IQAC Co-ordinators. The files with all the supporting documents has to be returned

to the IQAC on or before 15/3/2019. The IQAC core members will be verifying the files given from the departments and if any misslags arises, the department co-ordinator will be intimated. They can rectify the error and can re-submit the same on or before 22/3/2019.

An HOD meeting will be called for by the Principal in the coming week to inform about the AQAR format and the academic audit.

Agenda 2 : Discussion on academic audit

The Committee has decided to conduct an academic audit by an external agency on or before the end of this academic year. The tentative date suggested for conducting academic audit is on 27/3/2019. Dr. George Mathew, the IQAC Co-ordinator is given the charge to arrange external experts for the academic audit. The Committee suggested to arrange at least one expert from the University level and one from the autonomous college.

Agenda 3 : Faculty Improvement Programme

A programme for faculty improvement (MOOC based) will be organized by IQAC and Dr. Shinu V.S is given the charge of organizing the programme.



Ending time of the meeting : 4.45 pm

PRINCIPAL

IQAC Meeting

Purpose : Periodical meeting of the IQAC core members and Department IQAC Co-ordinators

Date : 7/03/2019

Time : 3.30 pm

Venue : IQAC Room

Chair : The Principal, St. Joseph's College, Devagiri
Dr. Sibichen M. Thomas

Attendance : 1) Dr. George Mathew

2) ANU ANNA VARONESE

3) Dr. Tania Francis

4) Shwety K S

5) Lecha Sara Koshy

6) Dr. Anyaly Jose

7) Dr. Nijesh K. James

8) Dr. Debe P. Sebastian

9) SHOBHA CV

10) Fr. Smil M. Antony

11) Nithin Jose

12) Dr. Rafi Abraham

13) Dr. Jineer V. S.

14) Neethu Baby

15) Shyammasree C M

16) James Jose

17) Tibin Baby

18) Nisha N P

19) Saritha K C

20) Dr. ANTO A J

21) Dr. Asha Mathew

22) Joice Tom J

23) Father Thomas

Dr. George Mathew

ANU ANNA VARONESE

Dr. Tania Francis

Shwety K S

Lecha Sara Koshy

Dr. Anyaly Jose

Dr. Nijesh K. James

Dr. Debe P. Sebastian

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Fr. Smil M. Antony

Nithin Jose

Dr. Rafi Abraham

Dr. Jineer V. S.

Neethu Baby

Shyammasree C M

James Jose

Tibin Baby

Nisha N P

Saritha K C

Dr. ANTO A J

Dr. Asha Mathew

Joice Tom J

Father Thomas

IQAC Meeting

Purpose : Meeting of the Department IQAC Co-ordinators and Core members

Date : 21/3/2019

Time : 3:40 pm

Venue : IQAC Room

Chair : The Vice-Principal, St. Joseph's College, Devagiri
Fr. Anto N J

Attendance : 1) Fr. George Mathias

2) Dr. Nijesh K James

3) Joyce Tom J

4) Dr. Balvinder George

5) Bibin Baby

6) Shyamasee C M

7) Swathy K S

8) Anjana P Ray

9) Preeti Sree Reshmy

10) Reshma M.K Malayalam

11. Sarathi K.

12. Sangeetha M.V.

13. Neethin Baby

14. Dr. Asha Mathew

15. Albert Thomas

Agenda 1 : Briefing of the documents to be prepared for academic audit

The IQAC Core Committee has prepared a list of the files that has to be prepared concentrated while going for an academic audit. The list of the files to be prepared was supplied to the Dept IQAC co-ordinators. They were asked to follow a

common format. Also the schedule of the external experts for academic audit was given to the co-ordinators so that needed arrangements can be made by all the departments. The Head of the Departments were assigned the duty of preparing a PPT presentation on the department achievements.

The Committee has decided to have two sets of presentations on the day of academic audit. One, highlighting the department details by the HODs of each department and the other highlighting the overall performance details of the College (as a whole) by the Principal.

Agenda 2 : General discussion

The Committee has decided to have a bulk purchase of files for IQAC purposes.

Closing time of the meeting : 4.30 pm



[Signature]
PRINCIPAL
 St. Joseph's College (Autonomous)
 Devagiri, Calicut-673 008

IQAC Meeting

Purpose : Periodical meeting of The IQAC
Core Members & Department IQAC
Co-ordinators

Date : 29/03/2019

Time : 3.10 pm

Venue : IQAC Room

Chair : The Vice Principal
Fr. Anto NJ



- Attendance :
- 1) Dr. Shrus V.S. Shrivastava
 - 2) Fr. Sunil M Antony
 - 3) Nithin Jose
 - 4) Shobitha IV
 - 5) Neethu Baby
 - 6) Reekha Koding
 - 7) Swathy KS
 - 8) Sangeetha M.V.
 - 9) Nishu N.P.
 - 10) Dr. Tania Francis
 - 11) Cheryl Kottakomam
 - 12) Robin Baby
 - 13) Joyce Tom J
 - 14) George Mathew
 - 15) Daise P. Sebastian
 16. Dr. Asha Mathew
 17. C.V. Abhishek
 18. Albert Thomas

Agenda 1 : Evaluation of the academic audit-report

The report of the Academic Audit conducted on 27/3/2019 was presented in the

meeting by IQAC Core member Fr. Anto N.J. He read the comments given by the external experts - 1) Dr. Albones Raj, Director, Students Affairs, Karunya Institute of Technology & Sciences, TN. 2) Dr. Ray J.G. Professor, School of Biosciences, Mahatma Gandhi University, Kottayam.

The Committee discussed in detail each and every comments and suggestions given in the academic audit report and discussed about how it can be incorporated in the coming future years. As per the instructions of the external experts, the IQAC Committee also decided to provide a common format for teaching plan to have uniformity.

The Core Committee thanked the Department Co-ordinators for their whole hearted co-operation and earnest work which helped in gaining a successful position in Academic Audit.

Agenda 2 : General Discussion

As the Principal of the College is going to retire from service on May 31st, the IQAC Committee has decided to organize an 'Adieu' to the Principal in the end of May.

Closing time of the meeting : 4:00 pm



John M. Thang

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



ST. JOSEPH'S COLLEGE

AUTONOMOUS College with Potential for Excellence Re accredited with A⁺ Grade

DEVAGIRI, CALICUT-673008, KERALA

Affiliated to the University of Calicut

ACTION TAKEN REPORT

Ref: IQAC Meetings held in the month of January, February, and March (10/01/2019, 17/01/2019, 22/01/2019, 24/01/2019, 30/01/2019, 01/02/2019, 11/02/2019, 15/02/2019, 05/03/2019, 07/03/2019, 21/03/2019 and 29/03/2019)

- A seminar on IPR was organised by IQAC. Nine programmes on Industry Academia were also organised.
- Every department organised academic and non academic programmes as part of Association Fests. The report about association activities submitted to the IQAC shows the maximum number of students on the campus has got opportunities to showcase their talents.
- Annual general meeting of the Alumni was organised on Feb 14.
- Internal and External Financial audits were conducted.
- IQAC convened meetings of its core committee and department coordinators on regular basis. A total of twenty five meetings were conducted during this academic year.
- Institutional feedback was collected from the final year students. The report of the same has been submitted to the College council
- Four programmes were organised by IQAC in association with Women's Cell for promoting gender equity and women empowerment.
- All the clubs and forums submitted their report to IQAC at the year end. IQAC consolidated the reports and filed them properly.
- Eleven companies visited our campus to conduct placement drive. Sixty seven students got placed in the campus placement drive.
- A Draft of the consultancy policy has been prepared by IQAC to be submitted to the Governing Council.
- Three new UG programmes and One PG programmes will be introduced in the next academic year.
- Mandatory Social Service was introduced in the Curriculum for UG programmes revised during the year which comes into effect from 2019 admission
- Different Boards of Studies proposed twenty certificate courses which were subsequently approved by Academic Council and Governing Body.
- 49 seminars/workshops at regional/state/ national/international levels were conducted during the academic year.
- IQAC organised six faculty development programmes during the academic year.

(Contd....)

- A seminar on MOOC was conducted for the faculty members. More facilities for LMS were installed in the class rooms/seminar halls and E learning resources were made available for the teachers.
- A seminar on IPR was organised by IQAC. Nine programmes on Industry Academia were also organised.
- An Academic Audit was conducted on 27 March 2019 and the committee analysed in detail the suggestions given by the experts of Academic Audit and framed a plan to fill the gaps

Devagiri
30/03/2019


IQAC Coordinator



Principal

PRINCIPAL

St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008

