

IQAC Meeting

Date : 14/06/2022

Time : 2.15 pm

Venue : PTA Hall

Purpose : Meeting of IQAC Core Members, Head of the Departments and IQAC Department Co-ordinators for discussing the action plan for the departments to be implemented by August 2022.

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

Attendance : 1) Fr. Anto NJ

2) Iaison Joseph

3) Tomon Jose

4) Kanupvased.mh

5) Nithin Jose

6) Anima P

7) Tomon Maltiaw

8) Saberib George

9) Sbeirin V George

10) Bibis Antony

11) Joice Tom J

12) Dr. Raninol Stephen

13) Dr. Praveen Alan

14) Neethu Baby

15) Dr. Tania Francis

16) Deepa Malay

17) Aswari M

18) Remya K.

19) Dr. Sunil Jose

20) Dr. Aparna Aravindalakshmi M.

21) Dr. Arunaksharam N

22) Dr. Meenal Mathew

23) Dr. Dapse P Selvar

24) Malu Mohan

- 25) Anjana Mathew
 26) Shobha CV
 27) Dr. Shifa Gajidhaem
 28) Dr. Rohini Sreekumar
 29) Tyothilakshmi KN
 30) Anu Gigi
 31) Dr. Anush Kurian
 32) Saritha Ic
 33) Sneha Lucy Soy
 34) Fx. Sunil M. Antony
 35) Dr. Asha Mathew

~~Anjana~~
~~Shobha~~
~~Shifa~~
~~Rohini~~
~~Tyothi~~
~~Anu~~
~~Anush~~
~~Saritha~~
~~Sneha~~
~~Sunil~~
~~Asha Mathew~~

Agenda 1 : Action plan for the Departments to be implemented by August 2022

The IQAC Core Committee insisted the members of the College to start with the works for NAAC and as such an action plan was formulated for the month of August. Instructions were given to the teachers regarding the activities to be conducted in the nearest days. The HOD and Department IQAC Coordinators were entrusted with duties to be completed with immediate effect. Guidelines for questions based on criterions were provided by IQAC core team. The important guidelines provided are as follows :

For analysing the average percentage of students enrolled in the value added courses for imparting transferrable and life skills offered during last five years, the Committee has framed guidelines such as -

- 30 hours course required (as done earlier)
- Certificate to be issued by COE (as done earlier)
- Syllabus to be prepared for new courses
- Examinations to be conducted (as done earlier) but the marksheets to be kept by the concerned teachers.
- Attendance register to be maintained with the signature

of the students on a daily basis (as done earlier)

- Every year a student has to do a course (UG & PG of all batches) It was emphasized that those who join other value added programmes offered centrally or by other departments need not join that offered by the department.
- Online mode can also be implemented
- A small fund may be granted to the departments
- For the new admission batches a small amount may be additionally collected towards this.
- Those courses which are already in operation and passed by the statutory bodies may be continued.
- Proposals of new programmes should be kept in the statutory body meetings for the approval.
- There shall be a general co-ordinator for Certificate and Value-added Courses.

Dg. Sherin V. George, faculty of Psychology who is a core member of IQAC is entrusted the responsibility of monitoring the smooth functioning of this section.

For the question on "Percentage of students undertaking field projects/internships / student projects

Only certain changes were made in conducting these activities. But to make aware of these activities for the fresh appointees, the IQAC Director Fr. Anto NJ explained about it in detail.

The main points emphasized are as follows :

- All the students, both UG & PG shall do either field projects/internships or student projects
- If it is a field project, there should be permission letter from Principal, photographs & reports in the given format. If the field project has been scheduled in the final year it may be prepared to first or second years.
- For student projects there shall be a minimum of 15 pages

- The deadline for the submission is September.
- Dr. Sherin V. George, the criterion co-ordinator is entrusted the duty.

For the question on "The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners, the Committee insisted to continue the same practice with minute changes to make it a foolproof system.

- Test to be conducted in the depts for all batches online or offline.

- Keep the documents of the examination conducted in the dept including score report, question paper, answer sheet etc

- Identify 3 levels of learners, viz - low, average & advanced
- Prepare list of 3 categories.
- Organize programmes for their improvement
- Finally submit a report of the special programmes organized for them at the dept level.
- For every programme there shall be an attendance record with the signature of the students.
- Photographs are also mandatory.

Mr. Nithin Jose, faculty of Commerce dept who is in charge of criterion 2 is given the responsibility to look into the operations

For the question on "Ratio of students to mentor for academic and other related issues

Together with the tutorial system, Mentor : Mentee system will also be continued in every departments. Mr. Nithin Jose, faculty of Commerce who is in charge of criterion 2 is entrusted the duty of monitoring this system. The points mentioned by the IQAC core team in the meeting is as follows

- There shall be student mentors in 1:20 range
- Mentorship may be planned across disciplines.

- Every teacher maintains a Mentor Book
- Mentor book will be supplied by IQAC
- Every teacher shall convene meetings of his/her mentees in regular intervals and minutes of those meetings shall be recorded in the mentor book.
- Personally meet students and record the meeting of the students by asking them to put the signature in the mentor's book
- Mentorship will continue till the batch passes out
- Principal issues notification assigning mentorship
- At the same time tutorial system prevails.

For the Question on "Preparation and adherence of Academic Calendars and Teaching plans by the institution the instructions given are :-

- Common academic calendar for the college will be prepared
- Each Dept should prepare their academic calendar in compatible with the College Academic Calendar.
- Preparation of teaching plans by every teacher and it should be in connection with the course outcome

For the Question on "Pass percentage of students , the instructions given are :-

- Entrust the tutors to take necessary follow ups to ensure their timely completion of the programme .
- Persuade students to clear the back papers . For achieving this give them counselling and other remedial coaching for them . Also arrange meetings with the parents .

For the Question on "Average percentage of departments having research projects funded by Govt & non-govt agencies , the College emphasized to have atleast one project for every dept . Also all the reports / project work of the students should undergo plagiarism check .

For the Question on "Number of extension programs

- IQAC insisted to have the following system
- Every department shall conduct a minimum of 4 extension programmes for every batch
 - Documents should be submitted to IQAC in time.

Deadlines for the activities mentioned above :

- ① Value added courses - Name of the value added courses newly started should be handed over to IQAC before 20th June, 2022 and the course should be completed by the end of August
- ② Regarding field projects/internships/student projects, the submission time of the report is scheduled as September 3rd week.
- ③ For identifying the level of students, tests to be conducted for all batches and the list to be handed over to IQAC by August 15.
- ④ Mentor : Mentee - The diary of mentor-mentee should be distributed to the mentors by first week of July.
- ⑤ Academic calendar to be prepared by the first week of July.

Agenda 2 : General Discussions and Miscellaneous Details : The meeting started at 2.15 pm. The IQAC Director Fr. Anto NJ welcomed the gathering. The Principal of the college Dr. Bobby Jose chaired the meeting. All the above said matters were discussed in detail and suggestions and recommendations were given by the IQAC Director in consultation with the members. The IQAC Core Member Dr. Asha Mathew delivered the vote of thanks.

Closing time of the meeting : 4.30 pm



IQAC Meeting

Date : 22/6/2022

Time : 2.15 pm

Venue : PTA Hall

Purpose : Meeting of IQAC core Members, Head of the Departments and IQAC Department Co-ordinators for discussing the progress of activities implemented in the month of June.

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

- Attendance :
- 1) Fr. Anto NJ
 - 2) Fr. Dr. Sunil Jose
 - 3) Fr. Baby Augustine
 - 4) Jaison Joseph
 - 5) Nithin Jose
 - 6) Anima. P
 - 7) Tomon Mathew
 - 8) Sathvik George
 - 9) Bibin Antony
 - 10) Dr. Azurals haran
 - 11) Joyce Tom J
 - 12) Remya K
 - 13) Dr. Radimol Stephen
 - 14) Dr. Prince Alen
 - 15) Veethu Baby
 - 16) Deepa Mathew
 - 17) Dr. Tamia Francis
 - 18) Sheain V George
 - 19) Gowri M
 - 20) Tomon Jose
 - 21) Dr. Aparna Aravindakshan M.
 - 22) Dr. Herel Mathew
 - 23) Dr. Usha P. el Mathew
 - 24) Malu Mohan
 - 25) Anjana Mathew

Fr. Anto NJ

Fr. Sunil Jose

Fr. Baby Augustine

Jaison Joseph

Nithin Jose

Anima. P

Tomon Mathew

Sathvik George

Bibin Antony

Dr. Azurals haran

Joyce Tom J

Remya K

Dr. Radimol Stephen

Dr. Prince Alen

Veethu Baby

Deepa Mathew

Dr. Tamia Francis

Sheain V George

Gowri M

Tomon Jose

Dr. Aparna Aravindakshan M.

Dr. Herel Mathew

Dr. Usha P. el Mathew

Malu Mohan

Anjana Mathew

- 26) Shobha ✓ ~~Shobha~~
 27) Dr. Shiju Vargothaman ~~Suj~~
 28) Dr. Prakini Sreekumar ~~Prakini~~
 29) Tyothilakshmi KN ~~Jinib~~
 30) Dr. Anush Khetan ~~Anush~~
 31) Anu Gigi ~~AT~~
 32) Saritha KC ~~Sar~~
 33) Sneha Lucy Soy ~~Sneha~~
 34) Fr. Sunil M. Antony ~~Sunil~~
 35) Shaji A C Supt ~~Shaji~~
 36) Dr. Asha Mathew ~~Asha Mathew~~

Agenda 1 : Evaluation of the progress of activities conducted by the departments in the month of June.

The IQAC Director Fr. Anto NJ gave a brief description about the activities initiated by each department. Mentor - Mentee Diary was distributed to the Departments and all the departments have started their works. The Department IQAC Co-ordinators were given instructions about the documents to be submitted to IQAC after the completion of each programmes. The Committee also emphasized the need of starting certain programmes at the earliest.

Agenda 2 : Allocation of funds to Departments for NAAC preparation

To undertake various activities in preparation for NAAC accreditation of the College in the department level, financial support is essential and the following allocations are made for the departments.

- There shall be a ceiling for each head of expenditure
- The allocation of funds will be made in consideration with the Administrator of the College
- For other programmes proposed by IQAC from time to time and

departments initiatives for NAAC approved by the IQAC, financial support may be extended.

Those departments who can save the amount for different heads utilizing our own resources can initiate other programmes and projects which would be beneficial from NAAC point of view.

- A brief proposal for each programmes has to be submitted to the IQAC and the amount will be released on the approval of the same.

- Once the programme is implemented, the required documents (IQAC will provide the list) along with the account of expenditure shall be submitted to the IQAC.

- The amount allocated for different programmes is also an indication of the expected dimension of the same.

Agenda 3 : Collection of missing data

As part of SSR preparation, the department co-ordinators are entrusted to collect the missing data of the progression of 2016-17 batch, both UG and PG. The deadline for the collection is July 15, 2022.

Agenda 4 : Selection of students to the IQAC team

Two students preferably one boy and one girl from each II sem UG programmes and one student each from II sem PG, to IQAC student wing should be selected and the list of students should be handed over to IQAC by July 10th, 2022.

Agenda 5 : General Discussions : The IQAC Director Fr. Anto NJ welcomed the gathering and the Principal Dr. Bobby Jose chaired the meeting. Dr. Asha Mathew, the IQAC Core Member delivered the vote of thanks.

Closing time of the meeting : 4.15 pm



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

IQAC Meeting

Date : 29/6/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of Department Coordinators to review the progress of NAAC work.

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

- Attendance :
- 1) Fr. Anto N J
 - 2) Dr. Asha Mathew
 - 3) Liaison Joseph
 - 4) Kenuprasad. M K
 - 5) Nitish Jose
 - 6) Anima. P
 7. Dr Arunaksharan N
 8. Dr Gowri Mathew
 9. Salleebath George
 10. Bibin Antony
 11. Shebin V George
 12. Joyce Tom J
 13. Dr. Raninol Stephen
 14. Remya K.
 15. Rose Alex
 16. Neethu Baby

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Agenda 1 : Allocation of fund to departments
for conducting various activities

The following guidelines are provided for the above said matter.

- There shall be a ceiling for each head of expenditure
- For other programmes proposed by IQAC from time to time and department initiatives for NAAC approved by the IQAC, financial support may be extended
- Those departments who can save the amount for different

heads utilizing our own resources can initiate other programmes and projects which would be beneficial from NAAC point of view.

- A brief proposal for each programme has to be submitted in the IQAC and the amount will be released on the approval of the same.
- Once the programme is implemented, the required documents (IQAC will provide) along with the account of the expenditure shall be submitted to the IQAC.
- The amount allocated for different programmes is also an indication of the expected dimension of the same.

Agenda 2 : IPR Awareness Programme :

The IQAC in collaboration with the Department of Zoology is planning to organize a series of IPR Awareness programmes. The main objective of IPR awareness programme is to grant protection to creators of innovative intellectual creations. Intellectual Property Rights serve the important purpose of ensuring that creators will be recognized for their efforts and protected from infringement. As IPR is considered to be more important in the present scenario, a general awareness on this concept should be given to the students.

So the IQAC in collaboration with the National IP Awareness Mission and Government of India has decided to organize IPR Awareness sessions. The duty of organizing this series of programmes is entrusted to the Department of Zoology. The IQAC Director F. & A. Anto M.T had given complete permission to the Department of Zoology for the conduct of this programme.

Agenda 3 : Participatory Rural Appraisal (PRA) Workshop in collaboration with STARS: An initiative of IQAC to make students involve in social extension activity during their Degree programme period. This Participatory Rural Appraisal is an assessment and learning approach that places emphasis on empowering local people to assume an active role in analyzing their own living conditions problems and potentials in order to seek for a change of their situation. The beneficiaries of this event will be the MSW students and the charge of conducting this programme is for the Department of Media & Studies. This PRA workshop will be organized in association with an NGO - STARS.

Agenda 4 : Awareness and Blood Screening Programme :

As part of enhancing the number of students in the Social Extension Activities, the IQAC has planned to organize an awareness and blood screening programme for the students and parents of Government Higher Secondary School, Parambil Bazar, Kozhikode. The Blood Donor's Forum of Devagiri College will lead the campaign. The main aim of this programme is to find out how well organs such as your kidneys, liver, heart or thyroid are working and it helps to diagnose diseases such as Cancer, diabetes, coronary heart disease and HIV/AIDS. All the students registered with Blood Donors Forum of St. Joseph's College, Devagiri should participate in this campaign. The beneficiaries for this programme will be the parents and the students of Govt Higher Secondary School, Parambil Bazar which will definitely serve the local community.

Agenda 5 : An Awareness Programme Against Drug : Puthulaharikkku Onu Vote

As part of drug awareness programme, the IQAC of St. Joseph's College, Devagiri has decided to organize an awareness among the students against drug use in collaboration with Government of Kerala. This is a Central Govt initiative, implemented by the Ministry of Social Justice and Empowerment under the Nasha Mukt Bharat Abhiyan which aims to raise awareness about substance abuse among youth in India with a particular focus on higher education institutes, university campuses, schools and community engagement. On the basis of this flagship, the District Collector had announced to conduct this campaign and St. Joseph's College, Devagiri accepted this request. The IQAC and MSW of the College will initiate this venture.

Agenda 6 : Organizing a Free Medical check Ups Camp :

The IQAC and Women Cell of St. Joseph's College, Devagiri is planning to organize a free medical check up camp in collaboration with Malabar Hospital, Erannipalam, Kozhikode. The programme aims to help the local people to test ECG, Bloodsugar, Pulmonary Function Test, BMI etc free of cost. All the Women cell members will be assisting and the programme should aim at benefiting the inhabitants of Kozhikode Corporation South region. The responsibility of organizing this programme is entrusted to the Coordinator of Women Cell of St. Joseph's College, Devagiri.

Agenda 7 : Approval of the proposals submitted by various Departments for the conduct of Academic Seminars / Workshops etc :

Department of Physics, Department of Business Management, Department of Hindi, Department of Malayalam, Department of Commerce and Management and Department of Media Studies had submitted proposals for conducting academic related programmes. The IQAC team had carefully verified the aims and objectives and the expected outcome of those events. After thorough verification the IQAC Department Co-ordinators are entrusted with the duty to prepare an expenditure chart and to submit it to IQAC, if they are in need of financial assistance. The IQAC Director, Fr. Anto NJ gave approval to all the proposals submitted by the above mentioned Departments.

Agenda 8 : Preparation of IQAC SSR :

The IQAC Team has decided to spend and concentrate more time and energy for the preparation of SSR. The IQAC Department Co-ordinators are provided with the duty of collecting data pertaining to ample number of questions that comes under the seven criterion. The IQAC Director Fr. Anto NJ explained all those questions in detail. Dr. Asha Mathew, the IQAC Core Committee member explained about the documents to be collected and how it has to be collected. A list mentioning all the points is given to the IQAC Department Co-ordinators. It is strictly insisted by the IQAC Director, that the Department Co-ordinators should adhere to the instructions given by IQAC so as to avoid confusions and to ease the work of data collection.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm. The IQAC Director Fr. Anto NJ welcomed the gathering. The Principal of the College Dr. Boby Jose presided over the meeting. The IQAC Core Members and the IQAC Department Co-ordinators attended the meeting. All the above mentioned matters are discussed in detail and the necessary suggestions and recommendations were given by the IQAC Director Fr. Anto NJ. He also insisted all the IQAC Department Co-ordinators to adhere to the deadlines given to them with regard to date collection. The meeting ended up with the vote of thanks by the IQAC Core Committee member Mr. Nithin Jose.

Closing time of the meeting : 4.35 pm



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

IQAC Meeting

Date : 1/7/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Members
Chair : The Principal

St. Joseph's College, Devagiri
Dr. Bobby Jose

W.M.

Attendance : 1) Fr. Anto N J

Fr. Anto N J

Dir.

2) Taison Joseph

Asha Mathew

3) Dr. Asha Mathew

Natalie

4) Nitin Jose

Shivani

5) Anima P

Jomon

6) Dr. Arunakshan .n

Fathima

7) Dr. Tomon Mathew

8) Sathesh George

Agenda 1 : Re-constitution of the IQAC Core Committee

The present IQAC Core Committee has decided to re-constitute the composition of IQAC for the academic year 2022-2023. The composition of the IQAC Committee is as follows

Dr. Bobby Jose, Principal (Chairman)

Fr. Anto N J (IQAC Director)

Mr. Taison Joseph (Core Member)

Dr. Asha Mathew (Core Member)

Dr. Remya K (Core Member)

Mr. Nitin Jose (Core Member)

Mr. Joice Tom J (Core Member)

Dr. Sathesh George (Core Member)

Dr. Tomon Mathew (Core Member)

Dr. Arunakshan .n (Core Member)

Dr. Sherin V. George (Core Member)
 Mr. Bibin Antony (Core Member)
 Ms. Anima P (Core Member)
 Fr. Sunil M. Antony (Management Representative)
 Mr. Shaji A.C (Office Superintendent)
 Ms. Aleena Elizabeth John, I.M.com (Student Representative)

Fr. Dr. Sunil Jose (Nominee from local society)
 Dr. Joselet Mathew (Alumni Representative)
 Dr. M.C. Joby (Nominee from the Employers)
 Mr. Jobin Jose (Industrialist)

The Committee will start its operation
in the immediate day itself.

Agenda 2 : MoU with MES Ponnani College

St. Joseph's College, Devagiri has signed an MoU with MES Ponnani College in the light of promoting academic and research activities in the College. This MoU is signed with an expectation of sharing knowledge between the students and teachers and it mainly emphasize on the Science stream programmes.

Agenda 3 : Self Defense Training and Awareness

As part of Women Empowerment and Gender Equity promotion the Women Cell of St. Joseph's College, Devagiri in association with the Kerala Police Self Defense Team and IQAC of the College has planned to conduct a Self Defense Training and Awareness Programme for the females of the College, both faculty members and students. In the present scenario, it is found that the attitude of many towards the women

is negative and as such now a days the violence against women is increasing. So the society itself calls for such a training programme. The IQAC and the Women Cell of St. Joseph's College, Devagiri has decided to organize a capacity development programme for the women category with the assistance of Kerala Police Self Defense Team.

Agenda 4 : International Symposium on Threat Mitigation

The IQAC Committee in collaboration with Intelligence Research Institute, San Diego, USA is planning to organize an international symposium on threat mitigation. The topic chosen for the symposium is "Emerging Threats and Mitigation Opportunities in Environment, Health Care and Security". Threat mitigation is the process used to lessen the extend of a problem or attack by isolating or containing a threat until the problem can be remedied. Threat mitigation is a concept which is frequently used now a days and so the IQAC of St. Joseph's College, Devagiri has decided to make students and teachers of the College aware about the different strategies of threat mitigation. The duty of organizing this symposium is given to Dr. Manoj Mathew, Assistant Professor, Department of Chemistry and P. E. Anto N J, Assistant Professor and IQAC Director of the College.

Agenda 5 : DBT Star Sponsored Soft Skill Development Programme

The IQAC Committee of St. Joseph's College Devagiri in association with Department of Physics has planned to organize a Soft Skill Development

programme on Air Traffic Control. The main aim of this programme is to equip the students to secure job in this field. Exam, career and prospectus will be the major concern of this programme. The programme is supported by the DBT Star Scheme. It will benefit the students from all science stream.

Agenda 6 : DBT Star Scheme sponsored technical awareness programme

The IQAC of St. Joseph's College, Devagiri in association with the Department of Mathematics has planned to conduct a Workshop on GNU Octave for the students of Mathematics programme. GNU Octaves are powerful Mathematics oriented syntax with built-in 2D/3D plotting and visualization tools. These softwares help in industry and academic applications. This is a DBT Star Scheme sponsored programme. The duty of organizing this technical awareness programme is given to Mr. Ashwin K. M and Mr. Jaison Joseph of Department of Mathematics.

The Department of Mathematics has also planned to extend the workshop series to cover Wolfram cloud, Google Analytics and MATLAB. The IQAC Committee encourages to conduct these types of technical awareness programmes by the Departments of the College.

Agenda 7 : Introduction of Capacity Development Programme - Yoga

The IQAC has taken initiative to start Yoga training for the students in the college. As part of Capacity Development Programme, the IQAC decided to conduct a workshop on the basics of yoga and the Physical Education Department is entrusted with the

responsibility of organizing this programme.

Agenda 8 : Evaluation of the SSR preparation work

The IQAC Director Fr. Anto NJ enquired - about the progress of the works done by the criterion Co-ordinators. He also gave suggestions and recommendations for the improvement of quality of the works. The doubts raised by the criterion co-ordinators were cleared by Fr. Anto NJ.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 2.30 pm. Only the Core Committee members attended the meeting. The IQAC Director, Fr. Anto NJ welcomed the members. The Principal of the College Dr. Bobby Jose chaired the meeting. All the above said matters were discussed in detail and the needed suggestions and recommendations were given by the Director of IQAC, Fr. Anto NJ. The meeting got concluded by 4.20 pm and Dr. Asha Mathew, the IQAC Core Committee member delivered the vote of thanks.

Closing time of the meeting : 4.20 pm



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

IQAC Meeting

Date : 21/7/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Members

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Baby Jose

Mrs. W

Attendance : 1) Fr. Anto NJ

Fr. Anto NJ

2) Jaison Joseph

Jaison Joseph

3) Anions P

Anions P

4) Dr. Asha Mathew

Asha Mathew

5) Nitin Joe

Nitin Joe

6) Dr. Arunaksharan A

Arunaksharan A

7) Dr. Jonson Mathew

Jonson Mathew

8) Pathesh George

Pathesh George

9) Shebin V George

Shebin V George

10) Bibis Antony

Bibis Antony

11) Joyce Tom J

Joyce Tom J

12) Fr. Sunil M. Antony

Fr. Sunil M. Antony

Agenda 1 : Research Methodology

The IQAC team has decided to organize a Research Methodology Workshop in association with Department of Psychology. This academic programme provides insight to the students on how to select a research topic, how to frame objectives, how to identify the methodology, analysis and how to write a research report. Research Methodology is classified into qualitative and quantitative. Here we aim to provide sessions on qualitative research. Ms. Deepa Mary Thomas is appointed as the co-ordinator of this programme.

Agenda 2 : IPR Seminar Series

As part of promotion of Intellectual Property Rights and claims nation wide, the IQAC of St. Joseph's College, Devagiri had already started sessions on Intellectual Property Rights. The IQAC team in association with Department of Computer Science has decided to conduct a seminar on Intellectual Property Rights : Basic Concepts. The duty to organize this seminar is given to Ms. Asha Unnikrishnan, Assistant Professor, Department of Computer Science.

Agenda 3 : Programme on Career Building:

The IQAC in association with Department of Commerce and the Placement Cell has planned to organize a Career building programme for the final year Degree students of Commerce Department. The programme aims at promoting higher studies and Career Building particularly concerning IITs in India. As part of providing training programmes for the students to secure admissions in reputed institutions and also to find a satisfactory job in their life, the IQAC has entrusted the Career and Placement Cell of Devagiri to do the needful for the good of the students. Mr. Nitin Jose, Assistant Professor, Department of Commerce and Mr. Don Thomas, the Co-ordinator of Career and Placement Cell of Devagiri is appointed as the Co-ordinators of this programme.

Agenda 4 : Promotion of programmes which encourages cultural integration and social harmony :

As part of improving cultural integration and social harmony, the IQAC takes initiative by organizing several programmes in this light. The IQAC in

association with the Department of Malayalam has planned to conduct a workshop on folk sang in the neighbourhood institutions. These songs are usually about a particular group of people, an event or an experience. They were traditionally performed on folk instruments, never written down and had unknown origins. Because of this, these songs are new for the modern generation and to make them aware of these cultures and traditions, the IQAC in association with Department of Malayalam has planned to conduct this programme in Savio LP School as a social extension activity. Mr. Bibin Antony is given the charge of organizing this programme.

Agenda 5 : Organizing Life Skill Prog. programmes :

The IQAC took initiative in conducting life skill programmes in the College. Various life skills training programmes which involves problem solving, critical thinking, effective communication skills, decision making, creative thinking, interpersonal relationship skills, self-awareness building skills, empathy and coping with stress and emotions. Therefore the IQAC in association with the Department of Social Work has planned to organize a life skill programme on the basic facts about substance use disorders in collaboration with Dale View De-Addiction Center, Trivandrum.

Yet another proposal is submitted by Department of Psychology on Life skills : Trainees Training Programme to IQAC. The Director of IQAC, Fr. Anton Joseph verified the proposal and has given approval for the conduct of the same.

Agenda 6 : Soft Skill Development Programme

The IQAC in association with the Department of Social Work is planning to conduct a two day workshop on Personality Development for the two batches of Social Work students. A Soft Skill Training on Power of Presentation is yet another initiative of IQAC in association with Department of Commerce and Management.

Agenda 7 : Community Sport Stalls : Empowering Local Youth - Best Practice

The IQAC in association with the Department of Physical Education is giving training to a large number of people who are having passion on sports irrespective of age. This is practised for the last few years and this year also the IQAC and the Department of Physical Education is planning to start the training programmes. In light of this decision, the IQAC Director Ex-Anto nif insisted the Physical Education Department to schedule the selection camp for various age groups in the coming week and to start the training at the earliest. This event is considered as one of the best practice of the College which serves a large number of outsiders.

Agenda 8 : Progress of SSR preparation :

The IQAC Director Ex-Anto nif insisted all the criterion co-ordinators to make presentation on their criteria just to evaluate the progress of the work. Also, he asked all the co-ordinators to prepare a list of the documents to be collected from the Departments.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting of the IQAC Core Members started at 2.30 pm. The IQAC Director Fr. Anto M J welcomed the members and the Principal of the College Dr. Baby Jose presided over the meeting. All the above said matters were discussed in detail and the needed suggestions and recommendations were given by Fr. Anto M J. The meeting ended up with the vote of thanks of Dr. Asha Mathew, Assistant Professor and IQAC Core Member, Department of Economics.

Closing time of the meeting : 4.45 pm



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

IQAC Meeting

Date : 9/8/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of the IQAC Core Members

Chair : The Director of IQAC

St. Joseph's College, Devagiri

Fx. Anto n.s

~~Dr. Hemant~~

Attendance :

1) Dr. Asha Mathew

~~Asha Mathew~~

2) Taison Joseph

~~Taison~~

3) Nitin Joe

~~Nitin~~

4) Anima. P

~~Anima~~

5) Dr. Arunaksharan N

~~Dr. Arunaksharan~~

6. Dr. Jonum Walter

~~Jonum~~

7. Sabeeb George

~~Sabeeb~~

8. Bibis Antony

~~Bibis~~

9. Joyce Tom J

~~Joyce~~

Agenda 1 : Recruitment Orientation Programme

Recruitment Orientation is the process of introducing new employees to their work environment and to the Company. This process typically includes an overview of the Company's history, culture and mission as well as a tour of the workplace. IQAC in association with the Career and Placement Cell decided to organize a recruitment orientation programme for the final year students who are about to face Campus Recruitments. They have planned to conduct this orientation in collaboration with Federal Bank Recruitment Authority.

Agenda 2 : Social Extension Programme

under the Scheme "Swachh Sagar Swachhith Sagar

The IQAC in association with the NSS of St. Joseph's College, Devagiri has planned to undertake Social Extension programme under the scheme of Swachh Sagai Surakshith Sagai - "No Water, No Life, No Blue No Green". This type of programme will create an awareness on environment sustainability in the minds of the students. The Swachh Sagai Surakshith Sagai/Clean Coast Safe Sea Campaign is a 75-day citizen led campaign for improving ocean health through collective action. Fr. Anto NJ while introducing this scheme spoke about the importance of the scheme and as citizens of India, we are obliged and responsible to carry these types of programmes. The NSS Co-ordinators Mr. Robin Xavier, Asstt Professor, Department of English and Ms. Neethu Baby, Asstt. Professor, Department of English are entrusted with the responsibility of conducting this programme.

Agenda 3 : Orientation Programme for both UG and PG First Year Students

The IQAC has planned to conduct an Orientation Programme / induction programme for the first year students of both UG and PG of the College. To introduce the vision, mission, operational procedures, rules and regulations etc, this induction programme is a must for the students. Also they get motivation for framing their future careers and so every year, the IQAC conducts this programme for the fresh hands.

Agenda 4 : Career Guidance and Placement Cell Orientation Programme

The IQAC in association with the Career Guidance and Placement Cell is planning to organize

an Orientation Programme which aims at improving the arithmetic skills for competitive exams. In every competitive exams, test of reasoning, arithmetic etc are major areas and so more concentration should be given to these while preparing for competitive exams. The IQAC has taken the initiative to organize this programme for all the final year students of the college as in the coming future days, they will be facing different campus recruitments. So to equip the students to clear these types of exams, IQAC has taken this initiative. The IQAC Director Fr. Anto NJ insisted the Career and Placement Cell Co-ordinators Mr. Jason Joseph and Mr. Nitin Jose to organize the training sessions.

Also in this meeting, discussions on conducting a series of programmes on Career Oriented Training took place and certain areas were pinpointed by the members. It includes refreshment programmes augmenting arithmetic skills for Common Management Tests, "How to face Interview", personality development session etc. The IQAC Director Fr. Anto NJ instructed to organize all these sessions and to complete the entire sessions by the month of December so that the students can confidently appear for competitive exams and job recruitments.

Agenda 5 : Evaluation of the SSR works
 The IQAC Core Committee has decided to conduct Criterion wise presentations in the coming days so as to analyze the progress of the works. Therefore Fr. Anto NJ, the Director of IQAC has insisted all the Criterion Co-ordinators to consolidate the data that they

have received from the Departments and to present an evaluative report on each criterion.

Agenda 6 : General Discussions and Miscellaneous Details

The meeting of IQAC Core Members started at 2.15 pm and the IQAC Core Committee Member Dr. Asha Mathew welcomed the gathering. The Director of IQAC, Fr. Anto NJ chaired the meeting. All the above said matters were discussed in detail and suggestions and recommendations were given by the Director. The meeting got concluded by the vote of thanks rendered by Mr. Jaison Joseph, the IQAC Core Committee Member.

Closing Time of the Meeting : 4.00 pm



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

IQAC Meeting

Date : 25/8/2022

Time : 2.30 pm

Venue : PTA Hall

Purpose : Meeting of Core Members and IQAC Department Co-ordinators

Chair : The Principal of the College
Dr. Baby Jose

Mrs.

- Attendance :
- 1) Fr. Anto N J
 - 2) Iaison Joseph
 - 3) Dr. Asha Mathew
 - 4) Kanuprasad.mh
 - 5) Nitin Jose
 - 6) Anima. P
 - 7) Dr. Arunaksharan N
 8. Jonson Mathew
 9. Salheesh George
 10. Shebin V George
 11. Bibis Antony
 12. Joice Tom S
 13. Remya K.
 14. Dr. Radineel Stephen

Fr. Anto N J

Asha Mathew

D.

Nitin

Anima

Dr. Arunaksharan N

Jonson

Salheesh

Shebin V

Bibis

Joice

Remya

Dr. Radineel

Stephen

Agenda 1 : Signing of MoU with Futurea Labs Technologies LLP, Calicut

The IQAC has planned to sign an MoU with Futurea Labs Technologies LLP, Calicut. The main aim of signing this MoU is to provide provisions for industrial training for the students, to conduct industrial visits to have students placements and to organize seminars, workshops which help to update the recent technology trends. The IQAC Director Fr. Anto N J opined that these types of MoU will be very beneficial for the students.

of the College

Agenda 2 : Teacher Induction Programme

The IQAC has decided to conduct a Teacher Induction Programme for the entire teachers of St. Joseph's College, Devagiri in association with the Virginia Common Wealth University, Richmond, USA. The main agenda for organising this induction programme is to make the teachers aware of the teaching style followed in VCU in comparison with Indian teaching. The intent of this teacher induction programme is to provide a systematic structure of support for the beginning teachers. The Director of IQAC, Fr. Anto NJ stated that this type of induction programme will definitely help the teachers to adopt the good practices from other countries. The resource persons for the same will be arranged from VCU and the number of days planned for this programme is three days.

Agenda 3 : Orientation Programme for the students

The IQAC is planning to conduct an Orientation Programme for the students in association with the Virginia Common Wealth University, Richmond, USA. The main objective of conducting the programme is to make students aware of the VCU transfer programmes. The students can choose their career in accordance to the VCU transfer programmes. The IQAC is planning to bring the resource persons from us. The programme is specifically for the students of MA Economics, M.Com, M.Sc Statistics and BBA (Honours) in the Degree level. Fr. Sunil. M. An-

Manu Antony is appointed as the Co-ordinator for organizing this programme.

Agenda 4 : Competitive Exam Training Programme

The IQAC in collaboration with the Careers Guidance and Placement cell has planned to conduct a competitive Exam Training Programme for the students who had already registered in the cell. The theme of the training will be "How to crack competitive exams after graduation at the national level / state level". This programme will be initiated by Devagiri Civil Service Academy, who is having a tie up with ALS, New Delhi. The Co-ordinator of Devagiri Civil Service Academy, Mr. Manu Antony will organize this training programme.

Agenda 5 : Anti-Drug Orientation Programme

The IQAC in collaboration with the NSS Units and Kerala State Excise Department is planning to organize an Anti-Drug Orientation Programme for all the students of the College. The main aim of organizing this programme is to make the students aware of the impact of substance use. Ms. Neethu Baby and Ms. Robin Xavier, the NSS Co-ordinators of Unit 16 and 100 is appointed as the organizers of this programme.

Agenda 6 : Evaluation of the SSR work

As per the previous meeting's decision, the Criterion Co-ordinators were asked to present the progress of the work. As such in Today's meeting, the

presentation was made by Criterion 1 co-ordinator Mr. Sherin V. George. He presented the progress of the work and the Director of IQAC, Fr. Anto NJ pointed out the corrections to be made and he gave certain suggestions for improving the quality of the work.

Agenda 7 : General Discussions and Miscellaneous Details

The meeting is scheduled at 2.30 pm. Only the IQAC Core Members and Department Co-ordinators attended the meeting. The IQAC Director Fr. Anto NJ welcomed the gathering and the Principal of the College Dr. Baby Jose chaired the meeting. All the above said matters were discussed in detail and suggestions and recommendations were given by Fr. Anto NJ, the Director of IQAC. The meeting got concluded by 4pm and Mr. Fallon Joseph, the IQAC Core Committee Member delivered the vote of thanks.

Closing time of the meeting : 4.15 pm



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IQAC Meeting

Date : 14/9/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Committee Members

Chair : The Director of IQAC

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~~Parthasarathy~~

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Jaison Joseph

Jaison

3) Nitin Jose

Nitin

4) Anima P

Anima

5) Dr. Arunakheran N

Arun

6) Dr. Tomm Mathew

Tom

7. Sathesh George

Sathesh

8. Joyce Tom J

Joyce

Agenda 1 : MoU signing with Pratham Education Foundation.

The IQAC of St. Joseph's College, Devagiri as the second party has signed an agreement with Pratham Education Foundation as the first party. The main objective of signing the contract is to conduct activities related to the Annual Status of Education Report (ASER) 2022 in Kozhikode of Kerala from September to October. The first party has agreed to cover the entire costs of completing this survey directly by its own means and resources and second party has agreed to help in collecting ASER related data.

Agenda 2 : Implementation of Soft Skill Training Programme

The IQAC in association with Commerce and Management has decided to organize a soft skill training

programme for the first year B.Com CA and B.Com Finance. The training programme will be for 3 days and the resource persons for training is scheduled to be the Talent US Institute for Transformation. The main objective of organizing this soft skill training programme is to teach the students the transition skills bridging School with College. It was found that the students after their plus two programme find it difficult to cope up with the system of Colleges when they join Collegiate Education. So a training to bridge the gap between the School and College is essential and in the light of this need the IQAC decided to organize such a programme. The duty of organizing this training programme is entrusted on Department of Commerce and Management.

Agenda 3 : MoU with Lumiere Academy of Financial Management LLP

With the aim of conducting ample number of Certificate Courses for the students as part of their Degree Programmes and PG programmes, the IQAC of St. Joseph's College, Devagiri has planned to sign an MoU with Lumiere Academy of Financial Management LLP. Certificate Courses are mandatory and every student should do at least one course per year and so IQAC has taken initiative to sign agreements with institutions which will assist in giving training to the students and automatically they will be securing job skills and soft skills to build a good career in their future.

Agenda 4 : Residential programme for interpersonal skill enhancement

The IQAC team has planned to conduct a residential camp for enhancing interpersonal skills.

Interpersonal skills is considered as one of the most important soft skill that one should secure while living in a group. With this view, the IQAC has planned to organize a two day residential programme. The Committee suggested to organize a series of programmes to cover the entire first year students. The first programme based on interpersonal skills will be organized for the students of BA English Language and Literature and Functional English. Therefore the IQAC Committee gave the responsibility of organizing the first series to Department of Language and Literature.

Agenda 5 : Preparation for SSR and its evaluation

The IQAC has fixed certain target on the completion of certain works related to documentation for SSR. The IQAC Director Fr. Ato NJ enquired about the progress of work. The IQAC Director mentioned about the collection of data pertaining to publications and for collecting, a template made by the IQAC Committee will be send to all the faculty members. They have to furnish the details and have to submit the supporting documents. As per the decision taken in the IQAC meeting earlier the chance of presenting the questions based on criterion goes to Mr. Within Jose the co-ordinator of criterion 2. After the presentation it was found out that a huge gap exists in areas like OBE, LMS etc which has to be given importance in the coming days. The IQAC Committee suggested to fill this lacuna and gave instructions to be implemented

in the coming days.

Agenda 6 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm and the IQAC Core Committee member Mr. Nitin Jose welcomed the Core members. The Director of IQAC Fr. Anto NJ chaired the meeting. All the above mentioned matters were discussed in detail and the IQAC Committee gave suggestions for improvement. Finally certain recommendations were given by the IQAC Director Fr. Anto NJ for enhancing the quality of the works done. The meeting got concluded by the vote of thanks of Dr. Asha Mathew, IQAC Core Committee Member and Assistant Professor, Department of Economics.

Closing time of the meeting : 4.30 pm



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Devagiri, Calicut-673 008

IQAC Meeting

Date : 23/9/2022

Time : 2.30 pm

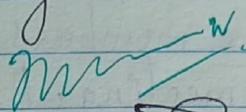
Venue : IQAC Room

Purpose : Meeting of the IQAC Core Committee

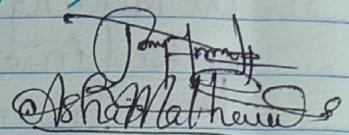
Chair : The Principal

St Joseph's College, Devagiri

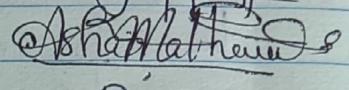
Dr. Bobby Jose



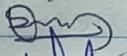
Attendance : 1) Fr. Antoni J



2) Dr. Asha Mathew



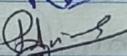
3) Jaison Joseph



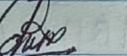
4) Nitin Jose



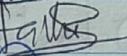
5) Anima. P



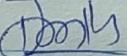
6) Dr. Arunaksharan N



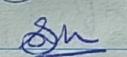
7) Salbeesh George



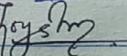
8) Dr. Jonin Mathew



9) Shebin V George



10. Joyce Tom J



Agenda 1 : Signing of MoU with Pro-violence Women's College, Calicut

The IQAC of St. Joseph's College, Devagiri has planned to sign an MoU with the neighbouring institute Providence Women's College, Calicut. The aim of signing this agreement is to help the students to undertake internship. Also the students who get aspire scholarships has to do their projects under the guidance of another faculty from other institutions. In light of this, the student from Providence College and St. Joseph's College interchangingly do their projects under the guidance of the teachers in both the Colleges. Student exchange is the main aim of signing this MoU with Providence Women's College, Calicut.

Agenda 2 : Verification of PBAs for faculty promotion

The IQAC team of St. Joseph's College, Devagiri has made it mandatory to conduct the verification of PBAs for faculty promotion. For faculty promotion, the teachers are asked to submit the performance based appraisal and all those documents should be verified in detail by the IQAC. Only after getting the approval from IQAC, these documents could be sent to the University for further processing.

Agenda 3 : Orientation Programme for the entire faculty members of the College

The IQAC is planning to arrange an orientation programme for the entire faculty members of the College. The main aim of organising this programme is to make the teachers aware of the different approaches to quality publications. The IQAC aims at increasing the number of publications from the teaching fraternity. The quality of the publications always matters and the IQAC insist to publish in scopus indexed journals, h-indexed journals, pub-med or in UGC care listed journals. So IQAC decided to give an orientation regarding how to publish articles in reputed journals.

Agenda 4 : Conduct of Academic Council and Board of Studies Meeting

The IQAC Committee has given suggestions regarding the conduct of Board of Studies meetings in all the disciplines. It is being instructed by the IQAC to organize Bos meeting by all the departments in the month of September and to submit the report to IQAC. The external members should be

Informed about the Bos meeting and invitations has to be send to them via email. It is decided to complete the Bos meetings by the end of September and it is advised to conduct Academic Council meetings in the month of October. The duty of organizing the Bos meetings of all the Departments are entrusted on the Heads of the Departments. They will be assisted by the Academic Co-ordinators Dr. Joy Joseph and Dr. Sahathanan Velluva. Also two technical staffs will also be given the duty to assist the academic co-ordinators.

Agenda 5 : Introduction of life skill programme

As part of introducing life skill programmes, the IQAC in association with Aster Mira's Hospital and MVR Cancer Centre is planning to organize a Cancer Awareness Programme and how to keep your body healthy. The duty of organizing this programme is entrusted to the Department of Social Work and the Women Cell of St. Joseph's College, Devagiri. The IQAC is planning to conduct a series of programme with regard to this topic.

Agenda 6 : Presentation of Departmental credentials in IQAC

As per the earlier decisions taken in the meeting of IQAC, the Department IQAC Co-ordinators are asked to present the credentials in IQAC. The Director of IQAC Fr. Anto NJ has prepared a schedule of the presentations to be done by each Department Co-ordinator. From next meeting onwards, the Department Co-ordinators will be presenting the progress report.

Agenda 7 : Evaluation of the SSR work

The IQAC Director Fr. Anto NJ enquired about the progress of the SSR work. Today it was the turn of Criterion 3 Co-ordinator to make the presentation. After presentation discussions on all aspects took place and finally the IQAC Director Fr. Anto NJ gave certain suggestions and recommendations.

Agenda 8 : General Discussions and Miscellaneous Details

The meeting started at 2.30 pm and the Director of IQAC Fr. Anto NJ welcomed the gathering. The Principal of the College Dr. Baby Jose chaired the meeting. The above said matters were discussed in detail and the needed suggestions and recommendations were given by the IQAC Committee members and the Director of IQAC Fr. Anto NJ. The meeting ended up with the vote of thanks by Dr. Asha Mathews, the IQAC Core Committee Member.

Closing time of the meeting : 4.00 pm



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

IQAC Meeting

Date : 5/10/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : Meeting of the IQAC Core Committee

Chair : The Director of IQAC

St. Joseph's College, Devagiri
Fr. Anto NJ

~~Particulars~~

Attendance : 1) Jaison Joseph

~~Dr.~~

2) Nithin Jose

~~No~~

3) Anima P

~~Dr.~~

4) Dr. Asha Mathew

~~Asha Mathew~~

5) Dr. Arunakaran N

~~Arun~~

6) Salheesh George

~~Salheesh~~

7) Dr Shebin V George

~~Dr~~

8) Ms. Neethu Baby

~~Neethu~~

9) Tomas Mathew

~~Tomas~~

10. Bibin Antony

~~Bibin~~

11. Remya K

~~Remya~~

Agenda 1 : Conduct of Finance Committee

Meeting :

The IQAC team insisted to conduct the Finance Committee Meeting at the earliest. The charge of organizing the meeting is given to Dr. Joy Joseph, the academic co-ordinator. Fr. Anto NJ, the IQAC Director and the Finance Committee member agreed to send the invitation to all the internal and the external members.

Agenda 2 : Introduction of Skill Development Programme

The IQAC in association with the Depart-

ment of Computer Science and Department of Business Management has planned to conduct a skill development programme for the students of BCA, BSc Computers Science and Mathematics, BBA and Sports Management. It is planned to organize a residential camp and the duty of organizing this Skill Enhancement Programme is given to Department of Business Management and Department of Computer Science.

Agenda 3 : Sanction for undertaking Vocational Skill Development Project

The IQAC team verified the proposal submitted by the NSS Units of St. Joseph's College, Devagiri with regard to a vocational skill development project. STARS in association with Malayala Manorama and St. Joseph's College, Devagiri is planning to conduct a Training on paper bag making. After verifying the proposal the IQAC sanctioned the project as it provides vocational knowledge to the students.

Agenda 4 : Rural Education Camp

The Social Work Department of St. Joseph's College, Devagiri in association with the IQAC has planned to conduct a Seven Day Camp in Pulpally, Malakkara. The main agenda of organizing this rural camp is to educate the rural community, to give them E-literacy. The entire duty of organizing this rural camp is for the NSSW Department and the Co-ordinator is Mrs. George Kalliyil and Mr. Alan Biju.

Agenda 5 : Preparation of Mentor - Mentee Diary

The IQAC took initiative to prepare the Men-

Mentor-Mentee Diary for this academic year. Already the discussions of framing the pattern of the Diary went on last week and the QAC Director, Fr. Anto NJ appointed Dr. Asha Mathew as the Co-ordinator for Mentor-Mentee Diary preparation. The process of printing the Diary is going on and the financial aspects of printing is dealt by the Administrator of the College, Fr. Bony Augustine.

Agenda 6 : Preparation of College Hand Book and distribution

The IQAC took initiative in preparing the college Hand Book. Dr. Asha Mathew, Assistant Professor, Department of Economics is appointed as the Chief Editor of Hand Book and Dr. Remya K, Assistant Professor, Department of English as the Sub Editor of Hand Book. Eighty percent of the work is completed and the Editors presented the slides of the matters included in the handbook today in this meeting. The Committee decided to complete the entire processing by 15th of October and to distribute the hand book to the entire students of the College.

Agenda 7 : Governance of the College

As part of governance of the College, the IQAC team decided to conduct periodical departmental visits by the Manager of the College and to submit a self appraisal to the Manager. The IQAC found that this will foster the participation and consensus and also the Principal will ensure accountability and transparency.

Agenda 8 : Presentation of Department Credentials in IQAC

As part of preparation of SSR, the IQAC committee has decided to conduct department presentations on their credentials. In this meeting two Departments were asked to present. Ms. Neethu Baby, IQAC Department Co-ordinator, representing Department of English and Dr. Asha Mathew, IQAC Department Co-ordinator representing Department of Economics presented their Department's report. Ms. Neethu Baby is a special invitee in this meeting as it is the meeting of core members only. There were certain grey areas in the reports presented and so the IQAC Director Fr. Anto NJ gave suggestions to improve the quality of operations. Consultancy and publications were the grey areas pointed out by the IQAC members.

Agenda 9 : Evaluation of the SSR works.

After the presentations of the Department Credentials by the IQAC Department Co-ordinators, the IQAC Director Fr. Anto NJ enquired about the progress of work done by the Criteria Co-ordinators. The Director Fr. Anto NJ gave certain suggestions for improving the quality of the same. It is found that data collected from the Departments are having lots of missings and errors and so it is pointed out that the IQAC Department Co-ordinators should be more careful and vigilant in collecting data and should be aware of what types of documents can be collected as proof. The IQAC Director Fr. Anto NJ advised to increase the pace of work so as to complete it at the earliest.

Agenda 10 : General Discussions and

Miscellaneous Details

The meeting started at 2.30 pm and the venue of the meeting is IQAC Room. The Core Committee meeting consisted of all IQAC Core Members and also there is a special invitee to present the Department credentials. The IQAC Core Committee Member Mr. Jaison Joseph welcomed the gathering and the IQAC Director Fr. Anto NJ chaired the meeting. All the above said matters were discussed in detail and necessary suggestions and recommendations were given by the Director, Fr. Anto NJ. The got concluded by the vote of thanks of Mr. Nitin Jose, the IQAC Core Committee Member.

Closing time of the meeting : 4.20 pm



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Devagiri, Calicut-673 008

IQAC Meeting

Date : 13/10/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : The IQAC Core Committee Meeting
Chair : The Principal

St. Joseph's College, Devagiri
Dr. Boby Jose

Mrs. W.

Attendance : 1) Fr. Anton J

*D. Anton J.
Asst. Mathew*

2) Dr. Asha Mathew

Asha Mathew

3) Jaison Joseph

Jaison Joseph

4) Nitin Joe

Nitin Joe

5) Anima. P

Anima. P

6) Dr. Arunakharan N

Arunakharan N

7) Sabeebh George

Sabeebh George

8) Ms. Shobha C V

Shobha C V

9) Ms. Aparna Aravindakshan M

Aparna Aravindakshan M

10. Dr. Donum Milten

Donum Milten

Agenda 1 : Signing of MoU with St. Berchmans College, Changanassery, Kerala

The IQAC of St. Joseph's College, Devagiri has planned to sign an MoU with St. Berchmans College, Changanassery, Kerala. The aim of signing this agreement is to help the students to undertake internships. Also the students can do their projects under the guidance of another faculty from other institutions. In light of this, the students from St. Berchmans College, Changanassery and St. Joseph's College, Devagiri interchangeably do their projects under the guidance of the teachers in both the Colleges. Student exchange is the main aim of signing this MoU with St. Berchman's College, Changa-

nassery, Kerala.

Agenda 2 : Conduct of Governing Council Meeting

The IQAC took initiative to organize the Governing Council Meeting in the beginning of the month of November. The responsibility of organizing the Governing Council is entrusted to Dr. Joy Joseph, the Academic Co-ordinator. The invitations for the members should be sent by the mid of this month itself.

Agenda 3 : Say Yes to Life and No to Drugs - An IQAC Initiative

The IQAC in association with the Anti narcotics club and Women Cell and Kerala Police has planned to organize a Campaign on "Say Yes to Life and No to Drugs". In the present scenario, this type of campaign are important as it will help in creating an awareness among the young generation regarding the negative impact of substance use. Dr. Fisha Jacob, the Women Cell Co-ordinator and Dr. Soumya Vargheese, the Anti narcotics club Convenor of St. Joseph's College, Devagiri are given the responsibility to organize this programme.

Agenda 4 : Setting up the list of faculty members who are eligible for seed money

The IQAC has already invited applications from faculty members who are willing to initiate project works and publications. These faculty members are in need of financial assistance. So the IQAC will be preparing a list of the teachers after verifying their applications and will be publishing it in the beginning of next month. Fr. Ato N J, the IQAC

Director and Fr. Bonny Augustine, The Administrator are in charge of seed money.

Agenda 5 : Anti Corruption Awareness Programme

The IQAC took initiative to organize an Anti Corruption Awareness Programme for the students and the public in association with Vigilance and Anti Corruption Department Government of Kerala. Undetected and unchecked corruption in the public sectors can cause serious damage including undermining public trust in Government, wasting public resources and money. These programmes are important in the present context. The NSS Co-ordinator Mr. Robin Xavier is given the charge of organizing this programme.

Agenda 6 : Evaluation of Programme Outcome, Programme Specific Outcome and Course Outcome by IQAC.

The objectives and aims of teaching each course is already indicated in the Curriculum and it is the responsibility of all course teachers to check whether the outcome mentioned in the Syllabus is achieved or not. The IQAC had already instructed the HOD of every Department to submit an evaluation report on how far the outcomes has been achieved through the curriculum. As the odd semesters are completed, the IQAC requested the HODs to submit the report of the outcomes to IQAC.

Agenda 7 : Presentation of Department credentials in IQAC

As part of preparation of SSIR, the IQAC Committee has decided to conduct department presentations on their credentials. In this meeting two Departments were asked to present. Ms. Ashokha CV, IQAC Department Co-ordinator representing Department of Commerce and Ms. Aparna Aravindakshan, IQAC Department Co-ordinator representing Dep-

Department of Mathematics presented their department's report. Ms. Shobha CV and Dr. Aphaena Aravindakshan were special invitees in this meeting as it is meeting of the core members only. The grey areas identified were The student progression and consultancy. The IQAC Director Fr. Anto NJ gave instructions to the Department Co-ordinators.

Agenda 8 : Evaluation of The SSR work

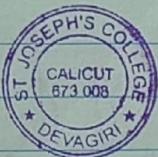
The IQAC Director Fr. Anto NJ enquired about the status of IQAC work. He asked every criterion Co-ordinators to explain about the progress of the work. The third criterion co-ordinator Mr. Joice Tom J presented the status of the work. After presenting Mr. Joice Tom J stated that the Departments should concentrate more on research activities and should try to make more publications in reputed journals indexed by Scopus, Pub-Med, H-index or UGC care listed Journals. Also the College should frame a policy to increase the number of Social Extension which comes under the Third criterion. For making all the students involve in Social Extension other than the NSS and NCC activities, the College has taken an initiative to start Social Service Programme which gives an opportunity for the other students who are not members of NCC and NSS. Each department will be having a co-ordinator and Ms. Aphaena P, Assistant Professor, Department of Physics is given the charge of organizing the Social Service Programmes (SSP).

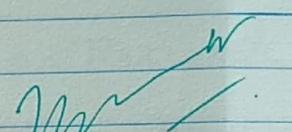
Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm. The

IQAC Director Fr. Anto NJ welcomed the gathering. The Principal Dr. Baby Jose chaired the meeting. Other than the IQAC Core Members two special invitees Ms Shobha CV and Ms. Aparna Aravindakshan attended the meeting as they were assigned the duty to present the department credentials. All the matters mentioned above were discussed in detail and necessary suggestions and recommendations were provided by the Director of IQAC, Fr. Anto NJ. The meeting got concluded with the vote of thanks of Dr. Asha Matthew, the IQAC Core Committee Member.

Closing time of the meeting : 11:40 pm




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

IQAC Meeting

Date : 21/10/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Committee members

Chair : The Director of IQAC

St.-Joseph's College, Devagiri
F.E. Anto N.J.

Parimooji

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Taison Joseph

Taison

3) Nitin Joe

Nitin

4) Anima. P

Anima

5). Dr. Arunakshan N

Arunkshan

6. Dr. Jonson William

Jonson

7) Salbeesh George

Salbeesh

8 Shebin V George

Shebin

Agenda 1 : Signing of MoU with St. Aloysious College, Mangaluru

The IQAC of St. Joseph's College, Devagiri has planned to sign an MoU with St. Aloysious College, Mangaluru. The aim of signing this agreement is to help the students to undertake internships. In light of this, the students of St. Aloysious College, Mangaluru and St. Joseph's College, Devagiri interchangeably do their activities under the guidance of the teachers in both the colleges. Student exchange is the main aim of signing this MoU with St. Aloysious College Mangaluru.

Agenda 2 : VCU - Agreement Renewal

The IQAC of St. Joseph's College, Devagiri has planned to renew the agreement already made by the

Virginia Common Wealth University, Richmond, USA
 The main aim of renewing the agreement is to have student exchange and faculty exchange activities. The College aims to send more students to undertake VCU programmes and the provision is provided for the students who are studying BBA (Honours), MSc Statistics, M.Com and MA Economics.

Agenda 3 : Signing of MoU with St-Pete's College, Kolenchery, Kerala.

The IQAC of St-Joseph's College, Devagiri has decided to sign an MoU with St-Pete's College, Kolenchery. The main aim of signing this MoU is to conduct lots of collaborative activities including student exchange, faculty exchange etc.

Agenda 4 : Conduct of seminar on Research Methodology

The Department of Malayalam has submitted a proposal to IQAC to conduct a seminar on Research Methodology. A research methodology gives research legitimacy and provides scientifically sound findings. It also provides a detailed plan that helps to keep researchers on track, making the process smooth, effective and manageable. Methodology is crucial for any disciplines. Therefore the Department of Malayalam has decided to organize a seminar for their students. Viewing the importance of this topic the IQAC of St-Joseph's College, Devagiri has given approval for the conduct of the same.

Mrs. Bibin Antony, Assistant Professor, Department of Malayalam is appointed as the co-ordinator of this seminar on Research Methodology.

Agenda 5 : Three Day National Workshop on Linear Algebra and Matrix Theory

The Department of Statistics and the IQAC of St. Joseph's College, Devagiri has decided to organize a three day national workshop on Linear Algebra and Matrix Theory. The Department is planning to have resource persons from reputed institutions abroad. The programme is meant for the students of Mathematics PG and Statistics also. It is stated that these types of workshops will definitely create exposure to the students so that it will help them to frame their plans for the future. Mr. Tomon Tose, Assistant Professor, Department of Statistics is assigned the duty of organising this national workshop.

Agenda 6 : NET/JRF Orientation Programme

The IQAC has taken initiative to organize NET/JRF Orientation Programme for the PG students. Giving students training for qualifying competitive exams is considered as one of the main objective and is the best practice of the College. Every year this coaching is conducted under the initiative of the IQAC team.

Agenda 7 : Capacity Development Programme

The IQAC in association with Department of Business Management and Department of Psychology is planning to organize Capacity Development Programme. Department of Psychology is planning to conduct a capacity Development Programme on Psychoanalytic Psychotherapy. Ms. Deepa Mary Thomas is given the charge of organizing this programme.

Also Department of Business Management has planned to conduct a two day residential camp on student upskilling and to extend it to advanced level. The Department HOD, Ms. Sneha Lucy Joy is given the charge of organizing this programme.

Agenda 8 : Evaluation of the SSR work

The IQAC Director Fr. Anto NJ enquired about the progress of IQAC work. The fourth criterion co-ordinator Mr. Taison Joseph presented the progress of the work. He has given certain suggestions regarding the infrastructural changes and updatations that has to be made. He has prepared a list of areas that requires modifications and changes and submitted that list to the IQAC Director Fr. Anto NJ for the approval.

After discussion with the core members Fr. Anto NJ decided to handover the list prepared by Mr. Taison Joseph to the Administrator of the College, Fr. Bony Augustine. Also it is suggested to convert all the classrooms to smart classrooms.

Agenda 9 : General Discussions and Miscellaneous Details

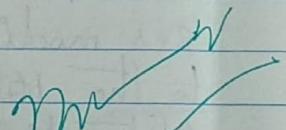
The IQAC Director Fr. Anto NJ led the meeting of the core members. The meeting started at 2.30 pm. The IQAC Core Committee Member Mr. Nitin Jose welcomed the gathering. Fr. Anto NJ chaired the meeting. All the above said matters were discussed in detail and the necessary suggestions and recommendations were given by the IQAC Director.

Also, the IQAC Director Fr. Anto NJ insisted all the criterion co-ordinators to start the collection of documents essential for the SSR. There are certain

areas where continuous drive is essential to get the data, especially student progression. So continuous effort is needed and Fr Ato NJ has asked the co-ordinators to adopt all methods to get the data. Certain guidelines were given by the IQAC Director for improving the quality of the work. The meeting ended up at 3.30 pm and Dr. Ashe Mathew, the IQAC Core Committee member delivered the vote of thanks.

Closing time of the meeting : 3.30 pm




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

IQAC Meeting

Date : 3/11/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : The IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Bobby Jose

Meeting

Participants
Asha Mathew

Dr.
Nithin

Princy
Dolly

Felix
Carrie
SJ

- Attendance :
- 1) Fr. Anto N J
 - 2) Dr. Asha Mathew
 - 3) Jaison Joseph
 - 4) Nithin Jose
 - 5) Princy P
 - 6) Dolly Mathew
 - 7) Salteeth George
 - 8). Dr. Arunakharan N
 - 9) Dr. Prince Alex
 - 10) Dr. Ranimol Stephen

Agenda 1 : VII Kerala Social Work Practitioners Congress and National Conference 2022 :

The IQAC in collaboration with the Kerala Association of Professional Social Workers (KAPS) and Department of Social Work, St. Joseph's College, Devagiri has jointly planned to organize the VII Kerala Social Work Practitioners Congress and National Conference 2022. The main objective of organizing this programme is to identify the response of social workers towards drug abuse among children and youth. The co-ordinator of the programme will be Dr. Akreesh Kurian, HoD, Department of MSW and Ms. Anu Gigi, Assistant Professor, Department of MSW.

Agenda 2 : Conduct of Eye Check-up Camp for Students, Teachers and Residences

The IQAC team, as part of Social Extension Activity is planning to conduct an eye check up camp for the students and teachers of St. Joseph's College, Devagiri and the residences of East Devagiri. The programme will be organized in collaboration with Trinity Eye Hospital, Kozhikode.

Agenda 3 : Workshop on Research Me. thodology

The IQAC and the Department of Business Management has decided to conduct a workshop on Research Methodology for the final year students of Business Management. As the final year students has to do their projects, it is necessary to have the basics of research methodology. Mr. Manu Antony, the HOD of Department of Business Management will be the Co-ordinator of this Workshop.

Agenda 4 : Signing of MoU with District Collector, Kozhikode - Department of District Social Justice

The IQAC team has planned to sign an MoU with the District Collector, Kozhikode for the Department of District Social Justice. The College always welcomes programmes which concentrates more on the moral values which will help to build a disciplined young generation with human values. So the College is aiming to organize ample numbers of programmes with the Department of Social Justice in the coming days.

Agenda 5 : Discussion on giving financial assistance for the Departments to conduct seminars/workshops on IPR and Research Methodology

The Director of IQAC, Fr. Anto NJ described about the importance and need of organizing seminars/workshops on IPR and Research Methodology. It was decided to submit an application to IQAC by the Departments stating the requirements for organizing the programme. After thorough screening and verification by the Committee the amount will be given to the co-ordinator of that event. Also, the co-ordinators should submit the report, photographs, brochure, attendance and vouchers to IQAC after the completion of the programme.

Agenda 6 : Discussion on giving seed money to the faculty members

The IQAC team decided to invite applications from the teachers of various disciplines who were willing to do research promotion activities. The College in promoting research activities decided to provide seed money for attending international/national workshops, conferences and seminars and also for taking up of minor and major projects. The Committee decided to sanction a minimum amount of twenty thousand rupees as a minimum ceiling per teacher in a year. The amount will be sanctioned only after a thorough screening of the proposals submitted by the faculty members. The amount may vary in accordance to the nature of work undertaken.

Agenda 7 : Presentation of the Department credentials by the IQAC Department Co-ordinators

The IQAC Committee, for the last few months,

is making the Department Co-ordinators prepare a presentation on the Department credentials. In this meeting Dr. Prince Alex, Assistant Professor representing the Department of Physics and Dr. Ranimol Stephen, Assistant Professor representing the Department of Chemistry has presented their Department credentials. Dr. Prince Alex and Dr. Ranimol Stephen are the special invitees of this meeting as it is the meeting of core members only. There were certain grey areas in the reports presented by them and also certain appreciable areas. The IQAC Director Fr. Anto NJ gave suggestions to improve the quality of operations. He also advised to concentrate more on research works and consultancies.

Agenda 8 : Distribution of tutorial records to the Departments-

The duty of managing the process of Tutorial Records was established on the PTA Secretary of St. Joseph's College, Devagiri, Mr. Achin P (Assistant Professor, Department of Commerce). The tutorial records were pointed in the usual prescribed format. The IQAC Director instructed the technical staff Mr. Vijay EM and Mr. Anoop Crige to distribute the same to the Department heads.

Agenda 9 : Evaluation of the SSR work :

The IQAC Director Fr. Anto NJ discussed about the progress of the SSR works. He enquired about the status of the data collection that is progressing. He asked all the criterion co-ordinators to put effort in this matter. He has instructed the fifth criterion co-ordinator Dr. Asha Mathew to present it in the next meeting.

Agenda 10 : General Discussions and Miscellaneous Details.

The meeting started at 2.15 pm. The Director of IQAC, Fr. Anto A.I.J welcomed the members of IQAC. The Principal of the College, Dr. Boby Jose chaired the meeting. Other than the core members two special invitees were there to present the department credentials - Dr. Prince Alex and Dr. Ranimol Stephen. All the above said matters were discussed by the members and the IQAC Director Fr. Anto A.I.J gave valuable suggestions and recommendations wherever necessary. The meeting got concluded with the vote of thanks by Mr. Jaison Joseph, the IQAC Core Committee member.

Closing time of the meeting : 4.30 pm



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

IQAC Meeting

Date : 22/11/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : The Meeting of the IQAC Core Committee
Chair : The Director of IQAC

Fx. Anto NJ

~~Parliamentary~~

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Jaison Jose

Jain

3) Nitin Tax

Nit

4) Anima P

Ani

5) Sonam Mathew

Sonu

6) Sabbeesh George

Sabeesh

7). Dr. Arunaksharan N

Arunksharan

8) Shebin V George

Shebin

9). Bibin Antony

Bibin

Agenda 1 : Submission of the final list of value added courses to be conducted this academic year

As per the earlier meetings agenda every department was asked to submit the final list of the value added courses to be conducted this academic year for various batches. The IQAC verified the entire list submitted by different departments and recommended to present it before the Board of Studies of the concerned programmes for approval if it is not yet approved.

Agenda 2 : Conduct of sports and cultural Events

The IQAC under the guidance of the Principal of the College, Dr-Bobby Jose decided to prepare a schedule for the conduct of sports and cultural programmes.

For that, instructions are framed for giving the duty of organizing these programmes to the Physical Education Department and the Fine Arts Club. The IQAC Committee to ensure the quality of the functioning of the institute equal importance is given to academic and non-academic activities. The Committee decided to give instructions to the Co-ordinators Fr. Bonny Augustine and Ms. Shiny K. Mathew to prepare a skeleton framework on the events to be conducted in the College this academic year. The dead line fixed for the submission of skeleton framework is the last week of November.

Agenda 3 : Honey Bee Maintenance - Capacity Development Programme

The IQAC in association with Department of Zoology has decided to organize a Capacity Development Programme on Honey Bee Maintenance. The committee is planning to organize this programme with DBT Star Sponsorship. This programme will serve as a self employment Training programme for the youth. Apiculture is the scientific method of rearing honey bees. Apiculture or beekeeping is the care and management of honey bees for the production of honey and wax. The Co-ordinators for this programme will be Dr. Vineesh P J, Assistant Professor, Department of Zoology and Dr. Tisha Jacob, Assistant Professor, Department of Zoology.

Agenda 4 : Conduct of Life Skill Training Programme

The IQAC and the Department of Psychology in association with Amal College of Advanced Studies, Nilambur has decided to organize a life skill

training programme for the students of Psychology on "Battling Stress with Effective Strategies and Anti-stokes". The main aim of this training programme is to provide a practical approach on how to tackle stress in life and how through counselling one can help other person to get relieved from stress. The Co-ordinators of this training programme will be Dr. Shein V. George, Assistant Professor, Department of Psychology and Ms. Deepa Mary Thomas, Assistant Professor, Department of Psychology.

Agenda 5 : Professional Orientation and Soft Skill Development Programme

The IQAC and the Department of Computer Science in association with Info Campus has planned to organize a Professional Orientation and Soft Skill Development Programme. The main aim of organizing this programme is to analyze the scope of IT networking and latest technology courses and to make the students aware of the softskills for job readiness. The Co-ordinators assigned are Mr. Asha Unnikrishnan, Assistant Professor, Department of Computer Science and Mr. Kanuprasad, Assistant Professor, Department of Computer Science.

Agenda 6 : SSR work evaluation :

F. A. to N.J, the Director of IQAC enquired about the progress of the SSR work to the IQAC team members. Certain areas were given more concentration especially that of student progression as it requires the assistance of other teachers in the Department. The Director asked to complete the progression drive at the earliest.

Agenda 7 : General discussions and miscellaneous details

The meeting started at 2.30 pm. The IQAC Core Committee member Dr. Asha Mathew welcomed the members. The IQAC Director Fr. Anto NJ chaired the meeting. All the above said matters were discussed in detail and the needed suggestions and recommendations were provided by the Director, Fr. Anto NJ.

Closing time of the meeting : 4.00 pm



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

IQAC Meeting

Date : 7/12/2022

Time : 2.30 pm

Venue : IQAC Room

Purpose : The Meeting of the IQAC Core Committee
Chair : The Director of IQAC

St. Joseph's College, Devagiri
Fr. Anto NJ

Participants

Attendance : 1) Taison Joseph

Dan

2) Anima P

Blu

3. Dr. Jomon Mathew

Books

4) Salbeesh George

Father

5). Dr. Arunakshan N

Chase

6) Nitin Jose

Nitin

7) Dr. Asha Mathew

Asha Mathew

8) Dr. Delsa P. Sebastian

Delsa

9) Ms. Joice Tom J

Joice

10) Shebin V George

Shebin

11) Remya K.

Riya

Agenda 1 : Signing of MoU with Saint Gits
College of Applied Sciences, Pathamuttom, Kottayam,
Kerala, India

The IQAC has decided to sign an MoU with Saint Gits College of Applied Sciences, Pathamuttom, Kottayam, Kerala. The main aim of signing this contract is to promote research. It also aims at providing internships and also to promote student and faculty exchanges. Yet another objective of signing the MoU is the promotion of integrated studies for related studies.

Agenda 2 : Career Opportunity @ Reserve
Bank of India

The IQAC in association with the Employment Training cell, HRMD, RBI Theevananthapuram has planned to organize an orientation session for final year female students. The main objective of training the females of the College is to give them an opportunity to work in the apex bodies. It was found that the percentage of females working in these sectors are comparatively low and to promote the role of women, the HRMD cell of RBI has started an initiative to train the women category. As such, the IQAC of St. Joseph's College, Devagiri also invited this RBI cell to the College by submitting a proposal. They have granted permission in conducting this programme and the College is planning to organize this training programme for the final year female students by the mid of December. The Co-ordinator for this programme will be Dr. Asha Mathew, Assistant Professor, Department of Economics.

Agenda 3 : Conduct of 54th Calicut University Athletic Meet

The College is planning to conduct the 54th Calicut University Athletic Meet 2022-2023. The proposal to organize the same is submitted to IQAC and as part of conducting sports and cultural activities in the College, the IQAC in this meeting decided to give permission to the Department of Physical Education to organize the 54th Calicut University Athletic Meet in this College. The Department of Physical Education will be in charge of this meet and Fr. Body Augustine, Assistant Professor, Department of Physical Education will be the co-ordinator.

Agenda 4 : IPR Awareness Campaign

The IQAC of St-Joseph's College, Devagiri decided to organize an "IPR Awareness Training programme" for the students and the teachers of the college in association with National Intellectual Property Awareness Mission (NIPAM 2.0). IPR awareness is critical to shaping an environment conducive to intellectual property and ensuring that everyone respects each other's intellectual property. The most common types of Intellectual Property Rights include patents, copyrights, trade marks, trade secrets and industrial designs. It aims to protect and reward the efforts and investments made by creators, inventions and innovations by granting them exclusive rights over their intellectual creations. In education also this is more important. So students should be given an awareness on this topic. This need was explained by Fr. Anto NJ in detail. The Committee decided to conduct this awareness programmes by the mid of December.

Agenda 5 : Book purchase for the Library

In order to purchase academic books and reference books for library, the IQAC asked every Department Head to provide a list of needed books belonging to their curriculum. Also together with the academic texts, Departments were also asked to give the list of reference books. The book purchase duty is being assigned to the Librarian - in - charge of the College Mr. Tomson AJ. All Departments were given instruction to prepare the list of books and hand it over to IQAC on or before the Christmas vacation.

Agenda 6 : Scholarship Awareness

The representative of IQAC together

with the nodal office of scholarships will thoroughly explain the scholarship schemes to the students especially the first year students of both UG and PG. Under the guidance of the Director of IQAC, Fr. Anto NJ, the IQAC decided to conduct an awareness campaign on the importance and different schemes of scholarships, both Government and Non-Government. This duty of conducting awareness campaign was held upon the nodal office of Scholarship of the College Dr. Asha Mathew, Assistant Professor, Department of Economics. Also it is being mentioned that the students should be encouraged and assisted by the nodal office, so that at least more than half of the students will be getting scholarships in accordance to their capability. It was also stated that the students who are already getting scholarships should be made aware regarding the renewal of the scholarships in the coming years.

~~Agenda ≠ : Department credential presentation by Department of Botany and Department of Zoology~~

As per the decisions taken in the previous meetings, the turn for presenting the Department credentials is for the Department of Botany and Department of Zoology. The presentations were done by Dr. Delse. P. Sebastian, the IQAC Department Co-ordinator of Botany Department and Mr. Joyce Tom J, the IQAC Department Co-ordinator of Zoology Department. The IQAC team earnestly listened to the presentations and discussed in detail the matter presented. Also they gave suggestions in improving different segments. The Committee congratulated both the IQAC Department Co-ordinators for their dedication and hard work.

Agenda 8 : Evaluation of the SSR work :

The IQAC Director Fr. Anto NJ enquired all the criterion co-ordinators regarding the pace of SSR work. Each criterion co-ordinator explained in detail the progress of the work and the difficulties that they are facing while collecting the data. After the discussion, the IQAC Director Fr. Anto NJ addressed the IQAC Core Committee members.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 2.30 pm and the IQAC Core Committee member Dr. Asha Mathew welcomed the gathering. The Director of IQAC, Fr. Anto NJ chaired the meeting. All the above said matters were discussed in detail and necessary suggestions and recommendations were given by the Director for the improvement of its quality. The meeting got ended up with the vote of thanks by Mr. Within Jose, the IQAC Core Committee member.

Closing time of the meeting : 4.50 pm



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M
PRINCIPAL
St. Joseph's College (Autonomous)
Devagiri, Calicut-873 008

IQAC Meeting

Date : 21/12/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Committee Members and the IQAC Department Co-ordinators

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Bobby Jose

[Signature]

- Attendance :
- 1) Fr. Anto N T
 - 2) Dr. Asha Mathew
 - 3) Jaison Joseph
 - 4) Kanuprasad. M H
 - 5) Nitthi Jose
 - 6) Anima P
 - 7) Dr. Soniya Miller
 - 8) Dr. Arunaksharan JV
 - 9) Sabeeb George
 - 10). Bibim Antony
 - 11) Fr. Sunil M. Antony

[Signature]
Asha Mathew

[Signature]
Jaison

[Signature]
Kanuprasad

[Signature]
Nithi

[Signature]
Anima

[Signature]
Sonia

[Signature]
Bibim

[Signature]
Sunil

Agenda I : National Conclave on Re-thinking Pathways to Bridging the Skill Gap

The IQAC Team of St. Joseph's College, Devagiri in association with the Institute of Management (IOMA, US) and Vidyamya School of Management Studies has planned to organize a national conclave on 'Re-thinking Pathways to Bridging the Skill Gap'. The programme is arranged for the faculty members of Commerce and Management from various colleges and Higher Secondary Schools. These programmes will help in knowing about the latest technologies and its scope in the present scenario. This training will help to

implement an upskilling strategy, get better at recognizing potential, improve the recruiting game, embrace flexibility and learn how to develop an employee training programme and hire for the soft skills that you need to succeed etc. The Co-ordinator for this Training programme is Mr. Tinto Sebastian, Assistant Professor, St. Joseph's College, Devagiri.

Agenda 2 : Orientation for PSC, SSC, RRB and IBPS

The IQAC Team and the College Union 2022-2023 in association with CUBIT Academy has planned to organize an orientation for the final year students on how to prepare for PSC, SSC, RRB and IBPS. The final year students are eagerly waiting to get placed and for them a training on the basics of how to approach these competitive exams are important. With a view to help the students to build confidence in appearing for the competitive exams, the College Union which comprises of the representatives of the students and the IQAC team planned to conduct this orientation by the beginning of the month of January.

Agenda 3 : Gender Awareness Programme

The Women Cell of St. Joseph's College, Devagiri and IQAC in association with Department of Women and Child Development has planned to organize a Gender Awareness Programme for the students of the college. A request was given to the Department of Women and Child Development. On the basis of the positive response from

From their side, the IQAC with the Women Cell of St. Joseph's College, Devagiri decided to conduct a 'Gender Equity programme'. It aims at increasing general sensitivity, understanding and knowledge about gender inequality. Also as part of this programme the Women Cell of the College has decided to install a sanitary pad vending machine and incinerator. It is found that as majority of the students in this College are females, increase in the number of sanitary pad vending machine and incinerator is a must.

Agenda 4 : Career Orientation and Motivational talk

The IQAC in association with the Department of Chemistry is planning to organize a career orientation and motivational talk for the final year students of the College. The Career and Placement Cell of Devagiri also supports this venture and they also plan to conduct a pre-employment & pre-placement talk by ICICI Prudential who always come to St. Joseph's College, Devagiri for conducting campus job drives. The Co-ordinator of these training programmes will be Mr. Don Thomas, the placement cell co-ordinator of St. Joseph's College, Devagiri.

Agenda 5 : Collection of documents on value added / Certificate Courses from the IQAC Department Co-ordinators

As stated in the earlier meetings, the IQAC Department Co-ordinators are asked to complete the value added course for the current academic

year by the end of December. So, after the completion they are supposed to submit all the documents to IQAC. It should include the copy of the syllabus, brochure, attendance report and any other related documents.

Agenda 6 : Preparation for NIRF

The IQAC team discussed about the term plates that has to be filled in for participation in NIRF. Fr. Anto NJ, the Director of IQAC, insisted to speed up the documentation process as it is very emergency. He also instructed all the core committee members to work earnestly so as to improve the rank in NIRF. St. Joseph's College, Devagiri always made it mandatory to participate in NIRF ranking from the time of its inception. The College always aimed at getting a high rank and in all the years, the college is in the list of top hundred Colleges. So it is the responsibility of every member to keep this prestigious status safe and to make improvement in it. It was already instructed by the IQAC to consolidate the data in accordance to the term plates indicated in NIRF and to collect the data pertaining to grey areas at the earliest. The duty of consolidating the data is entrusted on the Director of IQAC Fr. Anto NJ, Dr. Asha Mathew and Mr. Jaison Joseph, the core committee members and Mr. Vijay RM and Mr. Anoop Gigi, the technical staff.

Agenda 7 : General Discussions and Miscellaneous Details.

The meeting started at 2.15 pm. The IQAC Director Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Bobby Jose chaired the meeting. The IQAC core members and certain

IQAC Department Co-ordinators attended the meeting. All the above said matters were discussed in detail and the necessary suggestions and recommendations are given by Fr. Anto NNT, the Director of IQAC. He also asked all the criterion co-ordinators to contribute earnestly to the SSR preparations. The meeting ended up at 1:00 pm and Mr. Nitin Jose delivered the vote of thanks.

Closing time of the meeting : 1:00 pm



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PRINCIPAL
St. Joseph's College (Autonomous)
Devagiri, Calicut-873 008

IQAC Meeting

Date : 04/01/2023

Time : 2.30 pm

Venue : IQAC Room

Purpose : The IQAC Core Committee and IQAC Department Co-ordinators Meeting

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Baby Jose

M.

Attendance : 1) Fr. Anto N J

Francois

Din

2) Jaison Joseph

Jaison

3) Anima P

Anima

4) Dr. Asha Mathew

Asha Mathew

5) Ms. Saritha K C

Saritha

6) Ms. Aswani Muzaleedhaan

Aswani

7) Kenuprasel m h

Kenuprasel

8) Nitin Jose

Nitin

9). Dr. Arunakurian N

Arunakurian

10. Tomon Mathew

Tomon

11. Salheesh George

Salheesh

12) Shebin V George

Shebin

13). Bibin Antony

Bibin

14) Joyce Tom J

Joyce

15) Remya K

Remya

16. Dr. Ravindra Stephen

Stephen

17. Drs. Praveen Alin

Praveen

18. Neethu Baby

Neethu

19. Sneha Lucy Soy

Sneha

20. Fr. Sunil M. Antony

Sunil

Agenda :

Agenda 1 : Online Recruitment Orienta-

The IQAC team and Devagiri Career Guidance and

Placement Cell has planned to organize an orientation for the final year ugr students in association with Federal Bank. The Federal Bank is a campus recruitment based employer partner. The aim of arranging this training is to equip the final year students for Campus Recruitment.

Agenda 2 : Signing of MoU with Common Facility Service Centre, Manjeri, Malappuram

The IQAC and the Department of Chemistry of St-Joseph's College, Devagiri has planned to enter into an MoU with The Common Facility Service Center (Department of Industries and Commerce, Kerala). The main aim of entering into MoU with this institute is to utilize the laboratory facilities for Training the students of Department of Chemistry by availing the testing facilities of this institute who comes into agreement. Through this, the students of Devagiri will be able to do internships and projects in association with the Common Facility Service Centre, Manjeri, Malappuram.

Agenda 3 : Signing of MoU with Dr. Sheeba Veluthoor Founder and MD, Core Valleys, Mini Industrial Estate, Calicut

The IQAC Team has decided to sign an MoU with Dr. Sheeba Veluthoor, Founder and MD, Core Valleys Mini Industrial Estate, Calicut. The main aim of signing the MoU is knowledge sharing. It also helps in promoting industrial training and visits and to make the students aware of the recent up-dates in technology.

Agenda 4 : Orientation on LMS - Professional Development Training for the non-teaching staff of the College.

The IQAC has taken initiative to conduct a Professional Development Training for the non-teaching staff of the College on Learning Management System. LMS is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses. The College is already following this system, but the main aim of this training is to make the staff well equipped with the recent updates in this field. This will help them in rendering the services at ease and to increase the efficiency.

Agenda 5 : Submission of reports by the Clubs and Forums.

The College is having ample number of clubs and forums functioning for the enhancement of efficiency and talents of the students. A great number of activities are undertaken by these clubs and forums. There are certain prominent clubs functioning such as NSS, NCC-Army and Naval Wing, Womens Welfare cell, Fine Arts club, Blood Donors club, Bhoomitha sene, Career Guidance and Placement cell, Young innovators club, Devagiri Incubation Start up / Business Incubation cell etc. The IQAC as part of preparation of SSR decided to insist the co-ordinators of all club and forums to submit their reports soon after the Christmas vacation. They should submit the detailed reports together with the brochure, attendance (if needed) and geo-tagged photos of the events conducted to IQAC. The IQAC will be verifying the entire documents and if any corrections needed, The IQAC

will inform them.

Agenda 6 : Collection of documents on Value Added / Certificate Courses from the IQAC Department Co-ordinators

As stated in the earlier meetings, the IQAC Department Co-ordinators are asked to complete the Value Added Courses for the current academic year by the end of January. More than 80% of the Departments completed their entire work. The remaining Departments who failed to submit the documents were given one week time to complete the entire process. It is instructed to submit the copy of the syllabus, brochure, attendance report and any other related documents.

Agenda 7 : Evaluations of the results of I sem UG programmes and previous semesters :

The Controller of Examinations has published the result of I sem UG programmes. The IQAC Committee firstly made an evaluation regarding the results. Majority of the Departments had scored a very high pass percentage. Only few departments showed an unsatisfactory pass percentage. The IQAC decided to call a meeting of the teachers of those departments and to enquire about the reasons for such an unsatisfactory report. Also certain mechanisms of identifying the difficulties faced by the students also should be adopted to bring about an improvement in this aspect. On the other hand there were ample number of students with outstanding performance. The IQAC decided to honour these students with 'outstanding' status. IQAC also instructed to conduct remedial

coaching in a wide range so as to get rid of this aspect.

Agenda 8 : Preparation of the list of infrastructures to be developed and maintained

The IQAC Committee invited proposals from the IQAC Department Co-ordinators for expansion of infrastructure facilities and to maintain the facilities. Those who are in need of any additional equipments and those who want to have any services with regard to the already existing infrastructures should intimate IQAC about the need. The IQAC will forward their proposals after close verification and will submit it to the Administrator of the College. Fr. Anto NJ, the Director of IQAC, therefore asked the Department Co-ordinators to prepare a list of whatever services they need and to submit it to IQAC on or before 15th of February.

Agenda 9 : Department Credential Presentation by Department of Malayalam and Department of Statistics

The two departments who were given the duty to present the Department credentials were Department of Malayalam and Department of Statistics. Both These Departments have PG courses only. So the activities conducted by them is quite small when compared to that of other Departments. Ms. Aswani Muralidharan, Assistant Professor of Department of Statistics presented the credentials. The main highlight of the presentation was the area of consultancy. Department of Statistics is doing a wide range of consultancy and is generating a good amount of revenue. Fr. Anto NJ, the

Director of IQAC appreciated this endeavour of the Department and insisted to continue it further. In case of Department of Malayalam Ms. Saritha K.C, Assistant Professor, presented the Department credentials. They had conducted lots of academic related programmes which helped the students to gain a lot.

Agenda 10 : Completion of the SSP programme
 It is made mandatory that all the students in the College who are not engaged in NSS or NCC activities should do some social services in an academic year. So all the remaining students who are not volunteers of NSS and NCC are members of Social Service Programmes. All the Department Co-ordinators are asked to send the students to do some social services before the commencement of their exams. A co-ordinator is appointed in every Department and it is the responsibility of the co-ordinators either to frame a social service in association with some NGOs, or even students can opt to get involved in individual services also. After the completion of twelve days social service with two credits, they have to submit the report to the Department Co-ordinator. If the students are engaged in Social Service individually, they should get the completion certificate from the concerned authority. Those students who submit their reports regarding the SSP work will be given a completion certificate by the College. This SSP programme has a Co-ordinator for the College and Ms. Afzana N of Department of Physics is the Co-ordinator. The IQAC Director F. A. Anto NJ instructed the Department IQAC Co-ordinators to finish the process by the end of the month of February.

Agenda 11 : General Discussions and Miscellaneous Details

The meeting was held at IQAC room and started at 2.30 pm. The IQAC Director Fr-Anto NJ welcomed the gathering. The Principal of the College, Dr. Bobby Jose chaired the meeting. All the internal members of Core Committee and the IQAC Department Co-ordinators participated in the meeting. All the above said agenda were discussed in detail and suggestions whatever needed is given by the IQAC Director Fr.Anto NJ. The meeting got ended up with the vote of thanks by Dr-Asha Mathew, the IQAC Core Committee Member.

Closing time of the meeting : 4.15 pm



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

IQAC Meeting

Date : 25/01/2023

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Committee

Chair : The Director of IQAC

St. Joseph's College, Devagiri
Fr. Anto NJ

(Signature)

Attendance : 1) Dr Asha Mathew

Asha Mathew

2) Iason Joseph

Iason

3) Nithin Joe

Nithin

4) Dr. Jonson Malles

Jonson

5. Sabbeesh George

Sabbeesh

6) Animee P

Animee

7) Ms. Sneha Lucy Joy

Sneha

8) Ms. Anjana Mathew

Anjana

9). Dr. Arunakaran N

Arunakaran

10). Bibis Antony

Bibis

11) Fr. Sunil M. Antony

Sunil

Agenda 1 : Rhytham 2023 : Deshiya Sam
skarika Saahithyolsavam

The IQAC Team in collaboration with the Department of Malayalam is planning to organize a Deshiya Samskrithika Saahithyolsavam. It aims at conducting a series of academic and cultural integrations programmes. This help in giving an awareness to the students about the cultural heritage of our country. The Department of Malayalam is planning to conduct this programme every year. Ms. Saritha JC, Assistant Professor, Department of Malayalam is appointed as the Co-ordinator of this programme.

Agenda 2 : Two day residential camp for students under HDPE, a project under Kerala Police

The IQAC Team in association with the Department of Social Work and CAP (the foundation of life and children and Police) is planning to organize a two day residential camp for the students under HOPE a project under Kerala Police. The Co-ordinator of the programme will be Dr. Sanathanan Vellwa, Academic Co-ordinator, St Joseph's College, Devagiri. It is a social extension programme which aims at 'Mission Be the Tomorrow'.

Agenda 3 : Social Extension Activity in association with District Collectorate

The IQAC Team and the NSS of the College has planned to collaborate with District Collectorate for organizing a nature based programme 'a nest for the birds and drinking water for the birds in this summer'. The District Collectorate has introduced a nature well being scheme which includes all the nature supportive measures. The NSS of St. Joseph's College, Devagiri accepted the request of the District Collectorate and has decided to place nests and drinking water for the birds in the campus. The coming five months are hot seasons and the living things in the earth finds it difficult to survive because of the non-availability of food and water. So it is a concern of all human beings to protect nature and its creatures. With this view, the NSS of the College has decided to participate in the Social Extension Programme of the Kozhikode District Collectorate.

Agenda 4 : Uploading of Documents in

AISHE portal

All India Survey on Higher Education is a national survey of higher educational institutions conducted by the Ministry of Education. The main aim is to identify all the institutions of the higher learning in the country. St. Joseph's College, Devagiri also participate in this survey and for that data has to be uploaded. It is the responsibility of IQAC to collect the appropriate data and to submit it for AISHE. The nodal officer Mr. Joice Tom T Assistant Professor, Department of Zoology, under the guidance of IQAC has started collecting data for uploading. Timely adherence to data collection and submission in portal is maintained by IQAC. Fr. Pinto NJ, IQAC Director Dr. Asha Mathew, IQAC Core Committee Member, Mr. Jason Joseph IQAC Core Committee Member and Mr. Vijay EM, Technical staff are the people who are given the charge to handle the process.

Agenda 5 : Purchase of new plagiarism checker

Already the College is having a plagiarism checker for identifying the percentage of copying by the students in the project. The IQAC has recommended to implement an authenticated plagiarism checker and suggested to purchase "turnitin". The College is also having a grammar checker and the IQAC has recommended to purchase the new version of the checker. It is strictly instructed by the IQAC to implement the plagiarism check for the projects conducted by the PG final years and research scholars. All the Department IQAC Co-ordinators were given instructions to look into this matter. It is in the final year that the students have projects. By the end of March,

before the submission of the final proof of the project, the students are requested to take the plagiarism percentage of their projects. The main aim of making the students do this process is to enhance the quality of the projects. This plagiarism check services will be made available in the College Library. So Fr. Anto N.J the Director of IQAC gave instructions to the Librarian Mr. Tomson A.T and he is entrusted the duty to give assistance to the teachers in this aspect. Also those students and teachers who wish to make paper publications can also use the plagiarism checker installed in the library computer.

Agenda 6 : Celebrating the Commemorative Days

The IQAC pointed out that the trend of celebrating commemorative days by the Department should be encouraged. It is not only the responsibility of NSS, NCC and clubs and Forums alone to celebrate these days. So it was suggested that every Department as per their need should encourage the conduct of such programmes.

Agenda 7 : Government Scholarship Renewal

The main aim of the Scholarship nodal office in St. Joseph's College, Devagiri is to give an awareness on different schemes and to make maximum number of students selected for different scholarships. The nodal office under the guidance of the Principal decided to organize an awareness programme for the students to explain the different schemes. Also the renewal of already applied scholarship should be done timely.

The section clerk who handles scholarship has the responsibility to inform the students about the renewal. So the IQAC Committee in order to make maximum participation asked the nodal officer to do a follow up in this matter and to increase the number of students availing the scholarship. Also the IQAC Committee recommended to prepare brochures and charts describing the different schemes and to create knowledge among the students, by exhibiting it on the notice board.

Agenda 8 : Department credential presentation
by Department of Commerce and Management and Department of Language and Literature

In this meeting, the Department of Commerce and Management and Department of Language and Literature IQAC Department Co-ordinators were asked to present their credentials. The IQAC Department Co-ordinator Ms. Sneha Lucy Joy spoke about the merits achieved by the Department and also she explained about the grey areas they are having. Ms. Anjana Mathew, Assistant Professor and IQAC Department Co-ordinator of Department of Language and Literature explained about their credentials. She mentioned about all the activities organized by the Department and also pointed out the demerit that they have. The result published with reference to the last semester was not satisfactory for the Functional English Programme. So they have decided to provide remedial teaching for those students who are poor in their studies. A schedule has been prepared to start the remedial coaching.

Agenda 9 : General Discussions and

Miscellaneous Details

The meeting started at 2.15 pm. The IQAC Core Committee member Dr. Asha Mathew welcomed the members. The Director of IQAC, Fr. Anto NJ chaired the meeting. Together with the Core Committee members two special invitees also were there in the meeting, the IQAC Department Co-ordinators Ms. Sneha Lucy Joy representing the Department of Commerce and Management and Ms. Anjana Mathew representing the Department of Language and Literature. All the above said matters were discussed in detail and necessary recommendations and suggestions were given by the IQAC Director Fr. Anto NJ. The meeting got ended up by the vote of thanks of Mr. Jason Joseph, IQAC Core Committee member.

Closing time of the meeting : 4.10 pm



N
PRINCIPAL
St. Joseph's College (Autonomous)
Devagiri, Calicut-603 008

IQAC Meeting

Date : 7/2/2023

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Committee
and the IQAC Department Co-ordinators

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Boby Jose

M

Dr. Boby Jose
Asha Mathew

Tom

Nithin

DOMB

Anima

Parveen

Fathima

Sb

Alma

Jaysh

Raj

- Attendance :
- 1) Fr. Anto N J
 - 2) Dr. Asha Mathew
 - 3) Jain Joseph
 - 4) Kenuprasad. K H
 - 5) Nithin Jose
 - 6) Tomon Mathew
 - 7) Anima P
 - 8). Dr. Arunakumar N
 - 9) Sabeeb George
 - 10) Shebin V George
 - 11). Bibin Antony
 - 12) Joyce Tom J
 - 13) Remya K

Agenda 1 : Signing of MoU with Prominent

A Perfect Solution

The IQAC Team in association with Prominent
A Perfect Solution is planning to organize a series of
programmes and activities and so has decided to enter
into an MoU. The main aim of signing this MoU is to
help the students to get an exposure in their fields by
undertaking field visits, industrial training and also
to organize invited lectures, placement of trained stud-
ents etc.

Agenda 2 : Gender Awareness Programme

Department of Social Work has planned to organize a Gender Awareness Programme in collaboration with Railway Child Helpdesk, Kothikode as part of Women's Day Celebration. This awareness programme aims at providing gender awareness among the public and so it can also be converted as a social extension programme also. Ms. Anu Gigi, Assistant Professor, Department of Social Work will be the co-ordinator of this programme.

Also in collaboration with RASH and LSGD, the Department of Social Work and the NCC Naval Wing has planned to organize gender awareness programmes as part of International women's day.

Agenda 3 : Basic Life Support Programme

The ISAC team and the Department of Physical Education in collaboration with the George Washington University and MIMS School has planned to organize a basic life support programme for all the students of St. Joseph's College, Devagiri. This programme trains participants to promptly recognize several life-threatening emergencies, give high quality chest compressions, deliver appropriate ventilations and provide early use of an AED. These types of training will definitely help one person to act during emergency situations in order to safeguard one's life.

Every year in collaboration with MIMS St. Joseph's College, Devagiri is conducting this training programme for the entire students of the college, batch by batch. This year the programme co-ordinators will be Ms. Rekha Jose, Assistant Professor, Department of Physical Education.

Agenda 4 : Capacity Development Programme.

The IQAC and Department of Computer Science in collaboration with IEDC Devagiri has planned to organize Training sessions which will help in the enhancement of the technical know-how of the students.

The Innovation and Entrepreneurship Development Centres are platforms set up in Engineering, Management, Arts and Science Colleges and Polytechnics with an aim to provide students an opportunity to experiment and innovate. The main objective is to create entrepreneurial culture in the parent institution and other institutions in the region and to promote the objectives of NSTEDB, including programmes related to women and weaker sections of the society. The co-ordinators for this Capacity Development is Mr. Kanuprasad Assistant Professor, Department of Computer Science and Mr. Jaison Joseph, Associate Professor, Department of Mathematics.

Agenda 5 : Professional Development/ Administrative Training Programme

To increase the professional efficiency of the non-teaching staff and to make them thorough with Google Apps and OBE, a two day professional development programme is proposed by the IQAC Committee. The IQAC of St. Joseph's College, Devagiri decided to arrange a training on the basics of Google Apps and its Operations. It was being pointed out that these apps will help in doing the tasks very easier, in data organizing, documenting and data filtering. It helps in having a systematic working atmosphere and is easy to handle also. So IQAC pointed out,

that giving such a training will help in increasing the efficiency of the office workers. Ms. Tomon Jose Assistant Professor, Department of Statistics is appointed as the Co-ordinator for organizing this programme. The deadline given for conducting this professional development programme is mid of March.

Agenda 6 : Inviting applications for Management scholarship

The Principal of St. Joseph's College, Devagiri announced the invitation for Management Scholarship - Fr. Joseph Paikada Memorial Scholarship. The students who find it difficult to bear the fees of education is eligible for the Management Scholarship. The IQAC Committee gave the charge of Management Scholarship to Fr. Sunil M. Antony, the Director of Self Financing, St. Joseph's College, Devagiri.

They also suggested to invite the application through a google link. All the students from every discipline and all years of study (1st year, 2nd year and 3rd year) can apply. After receiving the applications, the duty of finalizing the list will be given to the Management Representatives of the College. It is being decided to publish the list by the end of March and to give the scholarship amount to the eligible candidates during College Day celebration. The charge of preparing the list is entrusted to a committee comprising of 3 members - Fr. Sunil M. Antony, the Director of Self Financing as the Co-ordinator, Fr. Antoni J, the IQAC Director and Fr. Paul Kursekkattil, the Manager of the college as the members of the Committee.

Agenda 7 : Conduct of programmes promoting social and cultural harmony

The IQAC Director Fr. Anto NJ instructed all the IQAC Department Co-ordinators to organize programmes emphasizing social and cultural harmony. As such all the Departments has already organized ample number of programmes with the same objective. The IQAC Team has given direction to collect the documents related to the programmes which promotes social and cultural harmony.

The IQAC team advised the Department Co-ordinators to prepare brochures and reports with geo-tagged photos for the already observed programmes.

Agenda 8 : Updation of College Website

The IQAC team recommended to do updations of the College Website. It was found that many matters are missing in the website especially certain merits gained in this academic year. So the IQAC team decided to bring about changes and for this operation they formed a committee with Fr. Anto NJ as the Co-ordinator and Mr. Nitin Jose as the core member. A technical staff also is included in the Committee. It is the responsibility of the Committee to look into the suggestions given by the faculty members regarding College Website.

Agenda 9 : Evaluation of the SSR work

The IQAC Director Fr. Anto NJ enquired about the progress of SSR preparation to the criterion co-ordinators. He asked to complete the data collection of scholarships by the end of this month especially the Government Scholarships. The Committee will

filed the documents already collected and the Director of IQAC Fr. Anto NJ gave suggestions to improve the quality of the submitted data. There were missings in the data collected and so it is advised to fill in all the gaps by the coming month. Each criterion co-ordinators were asked to concentrate more on SSR work.

Agenda 10 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm and the Director of IQAC Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Boby Jose presided over the meeting. All the above mentioned matters were discussed in detail and the Director gave necessary suggestions and recommendations. The meeting got concluded with the vote of thanks of Fr. Nitin Jose, the IQAC Core Committee member.

Closing time of the meeting : 4.45 pm



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

IQAC Meeting

Date : 23/2/2023

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Members

Chair : The Director of IQAC

St-Joseph's College, Devagiri
Ex. Anto N J

Anto N J

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Jaison Joseph

Jaison

3) Nitin Tom

Nitin

4) Dr. Arunakshanaravu

Arunakshanaravu

5. Dr. Jonson Mathew

Jonson

6. Sabeebh George

Sabeebh

7. Shesin V George

Shesin

8. Bibin Antony

Bibin

9) Ms. Anima P

Anima

10) Ms. Swapthy K.S

Swapthy

11). Joyce Tom J

Joyce

12) Fr. Sunil M. Antony

Sunil

Agenda 1 : Signing of MoU with Aster Mims Hospital, Calicut

The IQAC team of St. Joseph's College Devagiri has planned to enter into an MoU with Aster Mims Hospital, Calicut. The main purpose of signing this MoU is to provide Basic Life Support (BLS) for the entire students of the college. BLS generally refers to the type of care that first-responders, healthcare providers and public safety professionals provide to anyone who is experiencing cardiac arrest, respiratory distress or an obstructed airway. So it is good to know about the basics.

of life because it helps in meeting emergency situations. The College has decided to give this training to all the students every year and to make them well equipped to become the ambassadors of this programme. This is considered as one of the best practices adopted by the College. The duty of organizing this programme is for the Physical Education Department.

Agenda 2 : Signing of MoU with Rajagiri College of Social Sciences, Kochi, Kerala.

The IQAC team of St. Joseph's College, Devagiri has decided to sign an MoU with Rajagiri College of Social Sciences, Kochi, Kerala. The main purpose of signing the MoU is to enhance the option of research and to provide the students good opportunities to do their internships in a reputed institution. Also it aims at promoting faculty exchange services also.

Agenda 3 : Legal Awareness Campaign

The IQAC in association with the Department of Business Management has planned to conduct a legal awareness campaign together with the support of District Legal Service Authority Kozhikode. This programme will be organized as part of World Consumer Rights Day. Also they are planning to organize an online Quiz Competition for the students of Colleges in Kerala as part of World Consumer Rights Day. The Women cell of St. Joseph's College, Devagiri has planned to organize a Seminar on 'Human Rights' by inviting a legal adviser who is well versed in this area.

Agenda 4 : Orientation Programme for

Students on Career Skills

The Career Guidance and Placement cell in association with the Department of Media Studies has planned to organize an orientation programme on career skills and Higher Education Opportunities in Journalism for the students of Department of Media Studies. The aim of organizing such an orientation programme is to provide the students a basic knowledge in the area of journalism. Journalism, now a days provide ample scope for jobs and so a training in this field will help the students to search for new avenues in this present scenario. The charge of organizing this programme falls on Mr. Don Thomas, the Career and Placement cell officer.

Agenda 5 : Coaching Camp for the Blooming Young Sport Stars

The IQAC and the Department of Physical Education has planned to organize a summer coaching camp for badminton, basketball, athletics and football. St. Joseph's College, Devagiri is following this practice for the last few years. This is considered as one of the best practices of the institution. The coaching will be given by the college teachers of Physical Education and the trainees will be employed by the college from outside just for this purpose. Anybody from outside and even our students are given training. Two month summer camp in all these events is a major attraction for those who are having passion for sports. The only aim of conducting the coaching camp is to build sport stars from their locality. The Physical Education Department is in charge of organizing the coaching camp.

Agenda 6 : Happy Hill Project -

Social Extension Activity.

As part of our best practice - "Bridge to Rural Bliss - Village Adoption Programme", under the Unnath Bharath Abhiyan, the college has adopted villages in rural areas of Wayanad. The students from NSS, Master of Social Work and from other disciplines undertake different types of social services such as providing study materials to the students of these areas, EL literacy, providing groceries for the poor etc. The duty of undertaking these types of activities are given to the Master of Social Work and it is under their guidance that the entire activities will be operated. The Department of Computer Science has decided to conduct Cyber Security classes for the public of different wards of Madavoor panchayat of Wayanad District, under the title Swayampooram - 2. The IQAC team has given approval for all the proposals submitted by the committee.

Agenda 7 : Feedback on Curriculum by the final year students

As the final year students classes are about to end, the student feedback on curriculum is to be taken. The Director of IQAC, Fr. Anto NJ demanded to have the feedback collection from the final year students of both UG and PGs by the tutors. The tutors of the classes are requested to give a feedback form to the students and they have to fill it and return it back. The IQAC team will be updating the curriculum feedback form and will distribute it to the tutors. Already the feedback on curriculum is taken from teachers, employees and alumni. After collecting the feedback forms

it will be verified thoroughly by the IQAC team.

Agenda 8 : Presentation of the Department Credentials by the Department of Computer Science and Department of Media Studies

The Co-ordinator of Department of Media Studies, Ms. Swathy K S presented the achievements and activities organized by the Department. The Committee appreciated their efforts in organizing ample number of academic programmes. The main area to be given concentration in the future days by the Department of Media Studies is the progression. The number of students going for higher studies or for placement is less when compared to other departments. But on the other side, it is quite evident that Media Studies had contributed much for the development of technical skills among the students. They have arranged seminars and workshops which helps in increasing the technical know-how and practical sense of the students. In the case of Department of Computer Science, the presentation done by the IQAC Co-ordinator is quite satisfactory. The IQAC suggested them to think about providing consultancy for the public. The IQAC team after reviewing the Department credentials finally came to the conclusion that these departments play an important role in guiding the institution to a higher level. Ample number of job opportunities are now available for the students who pass these degrees. The IQAC Director, Fr-Anto NJ appreciated the Department IQAC Co-ordinators for their valuable contributions and suggested certain recommendations for the improvement.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm. The Director of IQAC, Fr. Anto NJ chaired the meeting. The IQAC Core Committee member Dr. Asha Mathews welcomed the gathering. All the matters said above are discussed in detail and the IQAC Director Fr. Anto NJ gave suggestions and recommendations for the improvement of the same. The meeting ended up with the vote of thanks by Mr. Within Jose, IQAC Core Committee member.

Closing time of the meeting : 4.40 pm



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

IQAC Meeting

Date : 6/3/2023

Time : 2.15 pm

Venue : IQAC Room

Purpose : The IQAC Core Committee and the IQAC Department Co-ordinators Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Baby Jose

[Signature]

Attendance : 1) Fr. Anto N J

2) Dr. Asha Mathew

3) Taison Joseph

4) Kenuprasel. MU

5) Ms. Sheethal

6) Nitin Jose

7) Dr. Arunaksharan M

8) Dr. Simon Mathew

9) Animesh P

10) Sabbeerb George

11) Bibis Antony

12) Shebin V George

13) Joyce Tom J

14) Remya K

15) Dr. Ronald Stephen

16) Dr. Praveen Alva

17) Neethu Baby

18) Fr. Sunil M. Antony

[Signature]

Asha Mathew

Drs

Sheethal

Nitin

Arunaksharan

Baby

Praveen

Falika

Remya

Shebin

Joyce

Ronald

Sunil

M. Antony

Neethu

Antony

Agenda 1 : Signing of MoU with St.

Teresa's College, Ernakulam, Kerala

The IQAC team of St. Joseph's College, Devagiri has decided to enter into an MoU with St. Teresa's College, Ernakulam, Kerala. The main aim of this

MOU is the promotion of integrated studies, research, faculty and student exchange. Even the students can undergo projects under the guidance of experts in the other institution.

Agenda 2 : Signing of MOU with Nano-Science and Technology

The IQAC team of St-Joseph's College, Devagiri is planning to sign an MOU with Nano Science and Technology Institute. The main objective of signing the MOU is research collaborations, student exchange with partner institutions and to have an integration in activities related to teaching and research.

Agenda 3 : MOU with Sullamussalam Science College, Arrekode, Malappuram

The IQAC of St-Joseph's College, Devagiri has planned to enter into an MOU with Sullamussalam Science College, Arrekode, Malappuram. The main purpose of entering into an agreement is the promotion of research and faculty and student exchange.

Agenda 4 : Evaluation of the operations of the Research Advisory Committee

A Research Advisory Committee is working in St-Joseph's College, Devagiri and its operations are always monitored by the IQAC team. Fr. Anto NJ, Director of IQAC insisted the Research Advisory Committee to concentrate more on publications and also the IQAC team asked the PhD holders to apply for guidance at the earliest. The Committee is given the charge to identify the PhD holders without guidance and to

assist them to do the process and submit it to the University. The IQAC also instructed to fill in the vacancies under all the guides of the institution.

Agenda 5 : Compiling the data for the submission of AAHR

The IQAC is responsible in doing the submission of AAHR, timely. For uploading the AAHR the data pertaining to the last year has to be compiled. The data collection is already being done and if any updation is needed, the IQAC Director Fr. Anto NJ gave suggestion to the IQAC Department Co-ordinators to support the matter to the IQAC team. They can handover the additions and updations and if any editing needed, it can also be incorporated in the coming days. Also the Director instructed the technical staff to compile all the data already given by the faculty members and to identify the missings in the submitted matters. They should report all the missings to the IQAC Team and the Director will be rediscussing those issues to the concerned Department Co-ordinators. As the number of days available is very small everything has to be done in a swift manner and so Fr. Anto NJ, the Director of IQAC requested all the core members and the Department Co-ordinators to earnestly contribute to the entire process at the earliest.

Agenda 6 : Conduct of Academic and Administrative Audit

The IQAC team decided to conduct an academic and administrative audit by inviting external experts from various institutions. The IQAC Director Fr. Anto NJ stated that this academic and administrative audit should be conducted just like doing a mock

visit by NAAC. So it is decided that all the Departments should consolidate all the credentials of these Department and should make a small presentation for the external auditors. Also all the departments should complete all the files in accordance to the instructions given in NAAC. The IQAC Committee decided to arrange three experts from different institutions who are having experiences in this field. To organize this audit, a small committee comprising of the Director of IQAC Fr. Anto NJ and other two core committee members, Dr. Asha Mathew and Ms. Within Jose is appointed. The tentative date for conducting the audit is the end of March. The Committee pointed out that the final confirmation of the date will be made only after consulting with the experts in the panel.

Agenda 7 : Student Feedback on Teachers

As the academic year is about to end the usual policy is to make all the students do the feedback on teacher's performance. It is high time to do the feedback and the entire responsibility of conducting it goes to the IQAC team. The IQAC Committee decided to open the portal for the students to do the feedback on teaching. The IQAC team has made the schedule for opening the portal to each classes and the students will be asked to fill in the feedback form. Only those students having an attendance percentage above seventy five will only be allowed to do the feedback on teachers. The IQAC team decided to insist all the students to complete the feedback by March 30/5 2023. Also it is being decided that

The feedback will be verified by the Principal confidentially and the needed action will be taken whenever and whenever necessary. Feedback procedure is mandatory and it should have high confidentiality also. The custodian of the feedback is the Principal only. It is being recommended that each teacher should verify his/her feedback and should analyze both the merits and demerits of oneself. And he/she should make necessary changes for improving their career.

Agenda 8 : Collection of Geo-tagged photos

There are certain events where the geo-tagged photos are taken. So without spoiling their quality it has to be collected. The IQAC Director, Fr. Anto NJ advised all the IQAC Department Co-ordinators to copy all those photos in a pendrive and to hand it over to IQAC. In case any difficulty arises they can seek the help of the technical staff Mr. Vijay E.M

Agenda 9 : Presentation of Department credentials of Department of Business Management

In this meeting the IQAC Department Co-ordinator of Department of Business Management Ms. Sheetal S presented the department credentials. After the presentation, the IQAC Director Fr. Anto NJ gave certain suggestions to improve certain areas and also he pointed out certain grey areas which shows a negative effect and this includes the pass percentage of the students plus the percentage of students indicating the student progression. It is found that when the exam results are published and while taking into consideration all the previous semesters results, the students with back papers are high in number. So, the Director Fr. Anto NJ instructed the Department to

be cautious and to start with remedial coachings whenever necessary. Also, the Director insisted to call each and every out pass out students to know about their present status and to collect the proof for student progression.

Agenda 10 : General Discussions and Miscellaneous Details

The meeting started at 2.15 pm. The Director of IQAC Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Baby Jose chaired the meeting. The meeting is conducted for the purpose of discussing all the above said matters. Both the core committee members and the IQAC Department Co-ordinators attended the meeting. All the above mentioned matters were discussed in detail and the IQAC Director Fr. Anto NJ gave necessary suggestions and recommendations for improving the quality and for increasing the pace of work. The meeting ended up at 4.45 pm and Dr. Asha Mathew, the IQAC Core Committee Member delivered the vote of thanks.

Closing time of the meeting : 4.45 pm



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

IQAC Meeting

Date : 29/3/2023

Time : 2.30 pm

Venue : PTA Hall

Purpose : Meeting of IQAC Core Committee Members, Head of the Departments and IQAC Department Co-ordinators

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Boby Jose

Mrs. W.

- Attendance :
- 1) Fr. Anto N.J
 - 2) Dr. Asha Mathew
 - 3) Taison Joseph
 - 4) Kanuprasad. M.H
 - 5) Nitin Jose
 6. Jomon Mathew
 - 7). Dr. Arunaksharan N
 8. Salheesb George
 - 9) Animesh P
 - 10) Shebin V George
 - 11) Joyce Tom
 - 12). Bibin Anthony
 - 13) Remya K
 - 14) Dr. Radimol Stephen
 - 15) Dr. Praveen Akin
 16. Deepa Malay
 - 17 Neethu Baby
 - 18) Dr. Tania Francis
 - 19) Aswari. M
 - 20) Jomon Jose
 21. Dr. Fr. Sunil Jose
 - 22) Dr. Meenal Mathew
 23. Dr. Delsel P. Sebastian
 24. Malu Mohan

Fr. Anto N.J
Asha Mathew

Taison Joseph
Nitin Jose

Animesh P

Shebin V George
Joyce Tom

Bibin Anthony
Remya K

Radimol Stephen
Deepa Malay

Neethu Baby
Tania Francis

Aswari. M
Delsel P. Sebastian

Malu Mohan

25. Anjana Mathew
 26. Shobha CV
 27. Dr. Shige Gangadharan
 28. Tyothi Lakshmi. KN
 29. Dr. Rohini Sreekumar
 30. Anu Gopi
 31. Dr. Adleesh Kieran
 32. Dr. M. C. Joby (Employee Nominee) (Online Mode)
 33. Mr. Jobin Jose (Industrialist) (Online Mode)

Agenda 1 : Signing of MoU with Northamps EMV Solutions

The IQAC team of St. Joseph's College, Devagiri has decided to enter into an MoU with Northamps EMV Solutions. Northamps EMV Solution is a partner in transforming our environment. They act as a partner for waste management in institutions in all over Kerala and service provider for Suchitwa Mission, Government of Kerala. They also provide innovative designs for solid and liquid waste management system for the institutions. Therefore the main objective of signing this MoU is to build a green and clean campus and also to provide training to the students and faculty members based on environment protection.

Agenda 2 : Civil Service Summer Training Programme

The IQAC of St. Joseph's College, Devagiri along with the Devagiri Civil Service Academy and St. Berchman's College has planned to conduct a civil Service Summer Training Programme - "Talk on chasing Time and Dreams for a Successful Career" and also "Tips to crack UPSC Examinations - a two day workshop. This

programme will help the students to acquire a basic knowledge on how to approach UPSC exams and what all the preparations that should be made to crack these types of exams. The Devagiri Civil Service Academy Co-ordinator Mr. Manu Antony, Assistant Professor, Department of Commerce and Management is given the charge of organizing this workshop.

Agenda 3 : Social Extension Activity - Social Apostolate and Healthcare

The IQAC team of St. Joseph's College, Devagiri has planned to arrange a Summer Camp as part of Social Extension Activity, Social Apostolate and Healthcare in association with St. Thomas Association for Rural Services (STARS). This programme will be organized under the Happy Hill Project Scheme.

Agenda 4 : Football Coaching Camp - As part of best practice

The College has decided to organize a football coaching camp as part of the best practice of the institution - Community Sport Stars - Empowering Local Youth. The main aim of organizing these types of programmes is to provide a helping hand to the local people who have a passion for sports, but finds it difficult to get a good coaching. So the College has decided to provide a summer camp for the local community which will be conducted in the month of April and May. The responsibility of organizing this camp and giving coaching is entrusted in the hands of Department of Physical Education of St. Joseph's College, Devagiri.

Agenda 5 : Conduct of Green Audit in the Campus

The IQAC of St. Joseph's College, Devagiri has planned to conduct a green audit in the campus. The Green Audit is so important that it determines whether an institution's operations impact the air, water, waste and soil. These audits help the institutions to avoid compliance issues. It aims to identify areas of improvement and suggest measures to reduce environmental impact and enhance sustainability. In the current situation it is mandatory for all higher educational institutions in India to get audited and work on the yearly green audit report outcome. Already a part of Green Audit i.e. Energy Audit also has to be conducted together with this. In order to conduct the audit, it is essential to identify an agency accredited as per ISO 17020 for a recognized standard / criteria for green audits by NABCB or any member of ILAC and the report / certificate carries the logo of the accredited body. So it is the responsibility of the institutions to identify such a licensed authority. The IQAC Director Fr. Anto NJ gave the duty of organizing the green Audit process to Dr. Sathesh George, Assistant Professor, Department of Botany. It is also advised to conduct the audit during time of vacation.

Agenda 6 : Conduct of Energy Audit :

The IQAC team planned to conduct an energy audit in the campus by the end of April. Energy audit is conducted to determine a building's energy efficiency. It means using less energy to do the same jobs. The audit will provide a pic

ture of complete electricity consumption and energy efficiency assessment. So to know about the efficient use of energy in the Campus, the IQAC team decides to conduct an energy audit. It may be handed over to an external agency who do the energy audit.

Agenda 7 : Conduct of Gender Audit

The IQAC Team of St. Joseph's College, Devagiri has decided to conduct Gender Audit in the Campus. It helps to assess and check the institutionalisation of gender equality into organisations including programmes projects and provision of services, structure etc. The major aim of conducting gender audit is that it enhances the collective capacity of the organization to examine the activities from a gender perspective and identify strengths and weaknesses in promoting gender equality issues. With this view, the IQAC team every year conducts gender audit and this year it is insisted to complete the audit by the end of next month. The charge of doing all the processes is given to the Women Cell Co-ordinator Dr. Tisha Jacob, Assistant Professor, Department of Zoology.

Agenda 8 : Faculty Development Programme

The IQAC of St. Joseph's College, Devagiri in collaboration with Northamps Global Ecosolutions Pvt Ltd has planned to organize a six day faculty development programme on "Scientific Waste Management: Challenges and Opportunities". The IQAC Director Fr. Anto NJ insisted all the teachers to attend this faculty development pro-

gramme as it will help the faculty members to guide their students on how to keep their campus clean and green. As per the convenience of the teachers, this FDP will be conducted during the vacation time. Dr. Asha Mathew, IQAC Core Committee member is appointed as the co-ordinator for this programme.

Agenda 9 : Conduct of Alumni Meetings

The IQAC team of St. Joseph's College, Devagiri recommended to have Alumni meetings department wise during the time of vacation. The General Alumni Meet - Devasangamam usually takes place during the month of February. But it is recommended that batch-wise alumni meeting could be conducted by the Departments all alone during the months of April and May. The IQAC team also suggested to honour the retired teachers on these days of alumni meet. So they decided to give instructions to the Department Alumni Co-ordinators and the Heads of the Departments. The membership of the alumni also has to be increased and it is purely the discretion of each department.

Agenda 10 : Evaluation of the SSR work

The IQAC Director Fr. Anton TJ, in this meeting gave a brief report of the progress of the SSR work to the HODs and the IQAC Department Co-ordinators. He pointed out the grey areas were more emphasize should be given in the coming days. Also he instructed to continue the data collection drives especially with reference to student progression and scholarships. He also requested

The HoDs and the Department IQAC Co-ordinators to complete the data collection by the end of May.

Agenda II : General Discussions and Miscellaneous Details

The meeting started at 2.30 pm. The IQAC Director Fr. Anto N.J welcomed the entire members to the meeting. The Principal of the College, Dr. Boby Jose presided over the meeting. The IQAC Core Committee Members, the Head of the Departments and the IQAC Department Co-ordinators attended the meeting. All the above said matters were discussed in detail and recommendations and suggestions were given by the IQAC Director Fr. Anto N.J. He also requested everyone to co-operate in the work of SSR and to help IQAC during the time of vacation. The meeting got concluded with the Vote of Thanks by Dr. Asha Mathew IQAC Core Committee member.

Closing time of the meeting : 5.00 pm



M W
Principal

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

IQAC Meeting

Date : 11/4/2023

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Committee
Chair : The Director of IQAC

St. Joseph's College, Devagiri

Fx. Anto M J

(P.T.J)

Attendance:

- 1) Dr. Asha Mathew
- 2) Ms. Nilthin Jose
- 3) Ms. Anima P
- 4) Ms. Taison Joseph
- 5) Dr. Aranakshemaran N
6. Dr. Jomon Mathew
7. Saberib George
8. Shebin V George
9. Fx. Sunil M. Antony

Asha Mathew

Nilthin

Anima

Taison

Aranakshemaran

Jomon

Saberib

Shebin

Antony

Agenda 1 : Signing of MoU with Central Marine Fisheries Research Institute, Kochi

The IQAC of St. Joseph's College, Devagiri has planned to sign an MoU with Central Marine Fisheries Research Institute, Kochi. The main purpose of entering into an MoU with this reputed institute, is to promote collaborative research activities. The initiative for this plan is worked out by the Department of Zoology. Both the institutions will be signing the agreement in the month of May.

Agenda 2 : Signing of MoU with Archival and Research Project

The IQAC team of St. Joseph's College, Devagiri is planning to enter into an MoU with

Archival and Research Project. The main purpose of this MOU is to promote research collaborations, student exchanges with partner institutions and also to promote integrated studies for related areas.

Agenda 3 : Inspire Camp

The IQAC team of St. Joseph's College, Devagiri in association with IEDC is planning to organize a two day residential camp on entrepreneurship. The camp will be conducted under the caption "Inspire Camp - Fueling ideas, shaping future" via creativity and design thinking. Innovation and Entrepreneurship Development Centres (IEDC) are platforms set up in Arts and Science Colleges with an aim to provide students an opportunity to experiment and innovate.. The IQAC Director Fr. Anto RJ recommended to conduct a series of programmes in association with IEDC as it helps to create entrepreneurial culture in the parent institution and other institutions in the region and to promote the objectives of NSTEDB including programmes related to women and weaker sections of the society. The duty of organizing this residential boot camp is entrusted on IEDC club and Mr. Kanuprasad, Assistant Professor, Department of Computer Science and Mr. Jaison Joseph, Associate Professor, Department of Mathematics are the co-ordinators.

Agenda 4 : Enrichment Programme for Non Teaching Staff of the College

The IQAC team of St. Joseph's College, Devagiri in association with St. Teresa's College (Autonomous), Ernakulam and Xavier Board of Higher Education in India, Kerala (North Region) has

planned to organize an enrichment programme for the non-teaching members of the College. The main purpose of arranging such a programme is to develop their skills and efficiency. Ms. Raichal John, Assistant Professor, Department of English is given the charge to organize this programme.

Agenda 5 : Submission of the data for NIRF

The preparations for participating in NIRF ranking has begun earlier itself. Almost all the documents were collected by this time. As it is high time to upload the data, the IQAC Director Fr. Anto NJ asked the co-ordinators Dr. Asha Mathew and Mr. Jaison Joseph to finish off the process and to submit it at the earliest. He also verified all the collected data and enquired about the areas of grey and missings. To find solutions for the grey areas Fr. Anto NJ had open discussions with the Core Committee members and he gave suggestions regarding the same. The IQAC Team decided to submit the data for NIRF by the end of this week itself. Also Fr. Anto NJ insisted to have a small presentation of the data by the co-ordinators before the submission.

Agenda 6 : Approval of the list of eligible candidates for Management Scholarship

The Management is providing scholarships to a large number of students based on several criteria such as the academic performance, the financial status and other factors. The students will be informed about the scholarship and they will be provided with an online application form. The students

Should apply for this scholarship within the stipulated Time. After the date of receiving the application, it is the Management's decision and within one month time, the list will be published. This process has been already done by the Management and now the verifying is going on. Once the list is ready, it will be passed to the TAC Team for the approval. The TAC has verified the entire list and has given certain suggestions. As per the suggestions given by TAC, the list is remodified. In this meeting, the TAC Team has approved the list of the eligible candidates and by the end of next month, the amount will be given to the candidates.

Agenda 7 : Campus Recruitment Drives

As the final year UG and PG exams are all over, the TAC Core Committee instructed the Devagiri career and Placement Cell to conduct vast level of recruitments for the College students. It is the duty of the Career and Placement Cell to identify reputed companies and to invite them to the campus. The TAC Director Fr. Antonij insisted to have massive recruitments in the campus during the months of April and May for the passing out UG and PG students. Also he advised to conduct coachings for the students to write competition exams and to clear the interview. The TAC team also decided to inform all the placement cell co-ordinators to encourage and train the students to appear for campus recruitments. Motivational talks should be given to them and the outcome should be a satisfactory one. The TAC Director Fr. Antonij stated that the aim of the placement cell of St. Joseph's College, Devagiri is to increase the number of placed students as years passes on.

Agenda 8 : Presentation of Criterion-1, Curricular Aspects

The details of Curricular Aspects were presented by Mr. Taison Joseph and Dr. Asha Mathew. They explained about the programmes offered by the institutions which have focus on employability/entrepreneurship skill development. While explaining in detail each of the questions it was found that the proofs to establish the statements given in qualitative questions are missing. Regarding the feedback on curriculum, the feedback from students, teachers and employees are over. But the feedback from alumni and academic peers are still pending. So more emphasize has to be taken to finish off this process at the earliest. After the presentation, the Director of IQAC Fr. Anto NJ appreciated the efforts of the Co-ordinators. He also identified certain areas which has to be filled in and also suggested certain tips for improvement.

Agenda 9 : Presentation of Criterion 2 : Teaching, Learning and Evaluation

The Criterion 2 Co-ordinators Mr. Nithin Jose and Ms. Anima P presented the teaching, learning and evaluation section. Majority of the questions in this criterion are quantitative in nature. So the major challenge faced in this regard is the data collection and the updation of the data. Also the IQAC Director Fr. Anto NJ instructed to collect the teaching plan from all the teachers by the end of this month. It is found that there are certain areas where more emphasize has to be given as it is difficult to find proof for it. Fr. Anto NJ appreciated Mr. Nithin Jose and Ms. Anima P for their hardwork.

Agenda 10 : General Discussions and His
cellaneous Details

The meeting started at 2.15 pm. Mr. Jaison Joseph, the Core Committee member welcomed the members. The Director of IQAC, Fr. Anto NJ chaired the meeting. All the above stated agenda were discussed in detail and the necessary suggestions and recommendations were given by the Director of IQAC. The meeting got concluded by the vote of thanks rendered by Dr. Asha Mathew, the Core Committee member.

Closing time of the meeting : 4.30 pm



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

IQAC Meeting

Date : 26/4/2023

Time : 10.00 am

Venue : IQAC Room

Purpose : The meeting of IQAC Core Members

Chair : The Director of IQAC

St. Joseph's College, Devagiri
Fr. Anto NJ

~~Jointly~~

Attendance : 1) Dr. Asha Mathew

Dr. Asha Mathew

2) Ms. Taison Joseph

Tais

3) Mr. Tomon Jose

Tom

4) Ms. Nilhin Jose

Nilhi

5) Dr. Arunakshenan or

Arunakshenan

6) Anima. P

Anima

7. Tomon Mathew

Tom

8. Sathesh George

Sathesh

9. Bibin Antony

Bibin

Agenda 1 : Evaluation of the Academic and Administrative External Audit

The Academic and Administrative audit were conducted at the end of March and the report of the external committee is presented by Fr. Anto NJ the IQAC Director. It is quite evident that the auditors have gone through each and every aspects in detail and all the comments are mentioned in the report.

The remarks given by the external experts are so important and crucial and therefore the IQAC Director Fr. Anto NJ insisted that whatever recommendations are given by the external experts it should be taken into consideration and efforts should be taken to rectify those corrections. From the report it is quite evident that there are certain grey areas that has to

be touched and should bring about improvement. The Director of IQAC Fr. Anto NJ after presenting the report advised all institution co-ordinators to look into the matter very seriously and to frame certain decisions so as to rectify all the missings. He also decided to give certain instructions for the IQAC Department Co-ordinators to make publications and to involve in research activities. One of the grey area found is the publications in reputed journals. So the IQAC team decided to encourage all the teachers to publish at least one article during the time of vacation and for publishing, financial assistance will be provided for them when needed. Also the Director of IQAC pointed out to look into the matter of pass percentage of the students and advised that if any student is having back papers in the first and second years, give them special remedial coaching and make them apply for the immediate supplementary exams.

Agenda 2 : Evaluation of the Energy Audit

The Agency which conducted Energy Audit in St. Joseph's College, Devagiri has given report on the energy consumed by the institution. In this meeting, the Director of IQAC Fr. Anto NJ read the report. The report seemed to be quite satisfactory, still certain suggestions for improvement is also given in the report. On the basis of the recommendations given in the report, the IQAC Team has decided to increase the capacity of solar energy extraction. The details will be forwarded to the Administrator of the College Fr. Bony Augustine.

Agenda 3 : Discussion on the Green Audit Report

The IQAC Team had already completed the

Green Audit with the help of an authorised agency. Therefore one of the agenda in this meeting is to have a discussion on the Green Audit Report. Already as per the proposal submitted to the auditing authority under the guidance of Dr. Sathesh George, Assistant Professor, Department of Botany and the Core Committee Member, the auditing agency visited the campus and viewed in detail whether the essential criteria to be fulfilled to get through the Green Audit is available in the campus or not. Certain terms and conditions has to be satisfied to fulfill the status of Green Audit.

After inspecting the campus and viewing and verifying the details submitted by the college, the Green Audit Agency prepared a report of the Green initiatives available in the campus which promotes environment sustainability. It also aims at having an eco-friendly campus and to keep the campus green, neat and clean. The entire campus is following the green protocol and the campus stands for "Go Green Campus" slogan.

The Core Committee members discussed about the areas to be considered for further improvement. Also the IQAC Director Fr. Anto M.T suggested to make students aware of the caption "Go Green Campus". It is only through the students that we can practice this green campus protocol.

Agenda 4 : Renovation of the Library

The IQAC team has suggested some infrastructural needs for the college and one such infrastructural development should take place in the case of library. It is suggested to have a complete renovation of the library block and to bring all the research scholars from all disciplines near to library so that it becomes

easy for the research scholars to do their references.

The IQAC team also suggested to increase the number of reference books in the library. The plagiarism checker is installed in the computer in the library, so there should be one person in charge of plagiarism checker. All these suggestions were listed by the Director, Fr. Anto NJ and will be forwarded to the Administrator of the College, Fr. Bony Augustine.

Agenda 5 : Evaluation of the documents submitted by the NSS and NCC

The IQAC core team has asked both the NSS and NCC to submit their entire reports of the activities conducted by them during the last academic year. The core team verified the files submitted by the NSS and NCC - army and naval wing and found that the extension activities conducted by these clubs are highly appreciable. They have served the society in a good manner. The NCC army and naval wing also celebrated different days of commemoration. They have conducted programmes which built social harmony and cultural integration.

The reports of all these events together with the supporting documents were submitted to IQAC. The IQAC Committee under the guidance of Fr. Anto NJ verified documents and found that certain events conducted does not have proofs and so it has to be incorporated.

Agenda 6 : Conduct of Governing Body Meeting

The IQAC team suggested to organize the Governing Body Meeting in the mid of May. Dr. Joy Joseph, The Academic Co-ordinator is given the charge to undertake the process and to organize

the meeting

Agenda 7 : Presentation of Criterion 3 : Research, Innovation and Extension

The Third criterion charge is given to 3 faculty members - Dr. Arunaksharan, Mr. G. Joyce Tom JT and Mr. Bibin Antony. After the presentation by these three faculty members, it is found that lots of grey areas are there in this criterion. Certain areas which includes questions on international fellowship, number of research guides etc., the result is unsatisfactory.

The IQAC Director Fr. Anto NJ insisted the criterion Co-ordinators to encourage the faculty members to apply for international/national fellowships and also to identify those faculty members with PhD and not applied for guideship. The IQAC will be asking all the PhD holders to apply for guideship. Similarly publications also has to be improved. Consultancy is yet another area that can be improved. It is found that only very few departments are at present providing consultancies. But definitely it could be expanded to other departments also.

Agenda 8 : Presentation of Criterion 4 : Infrastructure and Learning Resources

The IQAC Core Committee member Mr. Jai-Son Joseph presented Criterion 4. He is assisted by Mr. Jonon Jose, Assistant Professor, Department of Statistics. Both the co-ordinators have already done a survey on the necessities and those that has to be maintained. They had prepared a list of all the items and handedover the list to the Administrator of the College Fr. Bony Augustine. As per their list there

are various areas where renovations and maintenance is a must and should be done and cleared in emergency sake.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 10.00 am. The IQAC Core Committee member Mr. Nitin Jose welcomed the gathering. The Director of IQAC Fr-Anto NJ chaired the meeting. All the above mentioned matters were discussed elaborately and necessary suggestions for improvement and recommendations were provided by the Director of IQAC Fr-Anto NJ. The meeting ended up with the vote of thanks delivered by the IQAC Core Committee Member Dr. Asha Mathew.

Closing time of the meeting : 12.15 pm



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

IQAC Meeting

Date : 8/5/2023

Time : 9.30 am

Venue : IQAC Room

Purpose : The IQAC Core Committee Meeting

Chair : The Director of IQAC

St. Joseph's College, Devagiri

Fx. Anto NJ

~~Portsmouth~~

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Dr. Tomon Mathew

Tom

3) Ms. Jaison Joseph

Jain

4) Ms. Nithin Jose

Nithin

5) Anima. P

Anima

6) Dr. Arunasharanav

Arunasharanav

7) Sabbeesh George

Sabbeesh

8) Bibis Antony

Bibis

Agenda 1 : Evaluation of the operations of the Research Advisory Committee

A Research Advisory Committee is working in St. Joseph's College, Devagiri and its operations are always monitored by the IQAC team. Fx. Anto NJ Director of IQAC insisted the Research Advisory Committee to concentrate more on publications and also the IQAC team asked the PhD Holders to apply for guidance and to assist them to do the process and submit it to the University. The IQAC also instructed to fill in the vacancies under all the guides of the institution at the earliest as the University has asked the College to report all the vacancies available in all disciplines.

Agenda 2 : PARAMARSH Scheme and

The mentee College Status

As part of PARAMARTH Scheme, St. Joseph's College, Devagiri is the mentor of five colleges. The IQAC team of St. Joseph's College, Devagiri has took initiative to prepare the mentee colleges for the first cycle of accreditation. Ample number of training programmes were conducted by the Mentor College to equip them to go for accreditation. The IQAC team of mentor college conducted internal audit in these institutions to analyze the progress of NAAC accreditation processing. Finally after conducting a mock visit in these institutions the Mentor College decided to set these institutions for NAAC visit. As per the instructions provided by the mentor college, one of the mentee college recently faced the NAAC visit and scored A+ grade which is a feather on the crown of St. Joseph's College, Devagiri IQAC team. In this meeting the Director of IQAC Fr. Anto NJ shared the joy of winning with all the members and appreciated Dr. Asha Mathew and Mr. Anoop Gigi for their fathomless service rendered in this matter.

Agenda 3 : Submission of AQAR

As the date of submission of AQAR was extended, the IQAC team at that time decided to update all the informations. Now, the date of submission is mid of May (May 15) and so the Director of IQAC Fr. Anto NJ insisted to get ready with all the documents. Dr. Asha Mathew and Mr. Vijay EM is entrusted with the duty to verify all the documents submitted by the Department IQAC Co-ordinators and to find out the missing areas. The tentative date fixed to submit the AQAR is decided as May 13th.

Agenda 4 : Documents related to PTA Meeting

The IQAC instructed the PTA Secretary Mr. Akhil P, Assistant Professor, Department of Commerce to complete the schedule of PTA Meetings of different classes and to submit the related documents to IQAC at the earliest. Also a set of feedback on curriculum which has to be taken from the parents is already given to PTA Secretary. Together with other documents, the IQAC has insisted to submit the curriculum feedback forms filled in by the parents. The entire PTA fund has to be audited and the audit statement also has to be given to IQAC.

Agenda 5 : Submission of all documents to IQAC

The IQAC has insisted the IQAC Department Co-ordinators to submit all the documents in the earliest meeting. As per the instructions given by The IQAC Director Re-Anto NJ, the IQAC Department Co-ordinators has sent the soft copy of the documents to IQAC email. The technical staff Mr. Vijay EM has taken the copy of the same and has filed it. It included the data pertaining to all the seven criteria. The IQAC Committee after accepting the documents opined that they will be verifying each of the documents in detail and if any missings or errors is found, they will inform the Department Co-ordinators. The Department Co-ordinators should always maintain connection with the IQAC Core Committee and in need, should support them.

Agenda 6 : Presentation of Criterion 5

Student Support and Progression

Criterion 5 - Student Support and Progression's presentation is done by Dr. Asha Mathew, IQAC Core Committee Member. She explained in detail the last five years student's progression both in terms of higher studies and placements. It is found that the progression percentage of certain departments in certain years are very poor and she requested the Director of IQAC to call a meeting of the IQAC Department Co-ordinators which are having less percentage. The details of both government and non-government scholarships has been collected, but the percentage is not upto the mark. There are certain missings in the data and it has to be rectified. The data pertaining to the number of students qualifying competitive exams is quite satisfactory, but certain proofs are missing. The details of sports, cultural and academic / technical fest are all listed and the proofs and reports of certain events are collected, but yet to be finished. After the presentation, the Director of IQAC Fr. Anto Neri congratulated Dr. Asha Mathew for her wholehearted effort and hardwork. He promised that he will send a message to all the Department Co-ordinators to work on progression once again.

Agenda 7 : Presentation of Criterion 6 - Governance Leadership and Management

This criterion includes questions related to NEP and majority are qualitative questions. Dr. Johnson Mathew is given the charge of Criterion 7. He gave a brief description of e-governance, the welfare measures for both teaching and non-teaching, FDP programmes, strategies for mobilisation of funds, internal and external financial audits, administrative and academic audits etc. After the presentation it is found that more emphasize has to be given in framing long term

policy. Already the institution is having a short term and long term policies. But these policies has to be updated in accordance to the NEP. So the IQAC team recommended to have a workshop of NEP criteria so that everybody involved in the operations of the college may get an idea of the new concept. The Director of IQAC Fr. Anto NJ entrusted Dr. Jomon Mathew to identify certain experts in the field of NEP and to arrange a workshop/seminar on this area. Finally Fr. Anto NJ appreciated the efforts taken by Dr. Jomon Mathew in investing time to do these activities.

Agenda 8 : Evaluation of the SSR Work

The IQAC team jointly spends time for the work of preparing SSR. Whatever document is collected and submitted by the criterion co-ordinators from IQAC Department Co-ordinators are entered into the template format by the technical staffs Mr. Vijay EM and Ms. Anoop Chigi. This process is continued. Those co-ordinators who submit their documents in hard copy format is filed and kept in IQAC and the custodian of those files is Mr. Abhinav Palat. The IQAC Director Fr. Anto NJ instructed the technical staff regarding the file management. A ledger book has to be kept in IQAC so as to enter the details of documents submitted to IQAC. Fr. Anto NJ enquired about the progress of other criterion to its co-ordinators. He requested all the criterion co-ordinators to support and to increase the pace of work.

Agenda 9 : General Discussions and Miscellaneous Details

The meeting started at 9.30 am. The meeting is chaired by the Director of IQAC, Fr. Anto NJ. The IQAC Core Committee member Mr. Jaison Joseph welcomed the members. All the matters mentioned above were discussed in detail and the needed suggestions and recommendations were provided by the Director of IQAC, Fr. Anto NJ. The IQAC Core Committee members only attended the meeting. The meeting ended up with the thanks giving by Mr. Nitin Jose, the IQAC Core Committee Member.

Closing time of the meeting : 11.30 pm



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IQAC Meeting

Date : 29/5/2023

Time : 10.00 am

Venue : IQAC Room

Purpose : The meeting of IQAC Core Committee

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Bobby Jose

M.M.

- Attendance :
- 1) Fr. Anto N J
 - 2) Dr. Asha Mathew
 - 3) Dr. Tomon Mathew
 - 4) Dr. Remya K
 - 5) Mr. Joice Tom J
 - 6) Dr. Arunaksharan N
 - 7) Mr. Taison Joseph
 - 8) Ms. Anima P
 - 9) Dr. Sathesh George
 - 10) Mr. Bibin Antony
 - 11) Ms. Nitin Jose
 - 12) Fr. Sunil M. Antony
 - 13) Dr. Shebin V. George

Fr. Anto N J
Asha Mathew
Tomon
Remya K
Joice Tom J
Arunaksharan N
Taison Joseph
Anima P
Sathesh George
Bibin Antony
Nitin Jose
Fr. Sunil M. Antony
Shebin V. George

Agenda 1 : Verification of the documents sent by the Department IQAC Co-ordinators

The documents in soft format is sent to IQAC by the Department Co-ordinators. The technical staff Mr. Vijay EK is entrusted the duty to take the hardcopy of the same and to file it. This file is verified by the IQAC Team under the guidance of Fr. Anto N J, the Director of IQAC. It is found that the data given by the Department Co-ordinators does not contain all the authentic proof which is essential for submitting SSR and which will be rejected during DVX verification.

cation process of SSR. So the Director of IQAC Fr. Anto NJ noted this missing and stated that with immediate effect, he will consider this issue and will inform the Department IQAC Co-ordinators to submit all the authentic proofs for the same.

Agenda 2 : Consolidation of all the documents submitted by the IQAC Department Co-ordinators

The IQAC Core team after verifying the entire documents found that certain proofs are missing for certain events. Other than that all the documents correctly submitted could be consolidated. So the IQAC Core team decided to consolidate all the documents submitted perfectly without mistakes. For consolidation, the IQAC Director Fr. Anto NJ asked all the criterion co-ordinators to go with this work and if needed they can also seek the assistance of the technical staffs Mr. Vijay EM, Mr. Anoop Crigi, Mr. Abhin Palatt and Mr. Nithin CT. The co-ordinators are also given instructions regarding the pending data collection.

Agenda 3 : Discussion with the College Administrator

A discussion with the College Administrator is arranged for coming week so that the IQAC Core Committee members can directly point out the need of enhancing infrastructure before the NAAC visit.

The Core Committee under the guidance of the IQAC Director, Fr. Anto NJ prepared a list of new items to be purchased by the College, list of areas that needs renovation and maintenance, list of areas that needs expansions and other additional matters that requires the attention of the Management. The entire

list was prepared in consultation with the criterion co-ordinators because whatever is being indicated in the SSR manual, those requirements has to be implemented. So utmost care is taken in preparing the list. In this meeting, the list of infrastructure maintenance and development prepared by the criterion co-ordinators is approved by the Director of IQAC, Fr. Anbu NJ and it will be forwarded to the Administrator of the College Fr. Bonny Augustine at the earliest.

Agenda 4 : Financial Audits

The financial audits are conducted both internally and externally. The College has an internal committee to verify all its expenses and bills and they submit a report to IQAC. After verifying the reports, it is sent to an external team. The College has an external agency - a chartered accountant to verify all its financial dealings. The entire bills and fund utilisations are audited by the CA. So the IQAC Team decided to ask the chartered Accountant to give a copy of the audited statements for this financial year to IQAC, to College Office and to the College Administrator.

Agenda 5 : Collection of B-Zone, Inter-Zone Sports and Cultural Fest winning certificates.

The IQAC team found that the students of our college participates in University, Inter-University, State, National and International level competitions both in Arts and sports items and win prizes. But the certificates are not collected systematically and therefore while documenting these events proofs are mi-

ssing. So after noticing this drawback, the IQAC Director Fr. Anto NJ decided to inform all the Clubs and Sports Co-ordinators to collect the copy of their certificates and to submit it to IQAC. As it is not systematically collected many students have not yet received their certificates from the hosting authorities even after winning prizes/positions. So the Director made it mandatory to collect all the copies of both Arts and Sports events won by our students and to file it in IQAC.

Agenda 6 : Review of the feedback on Faculty Development Programme

The IQAC team has organized a Faculty Development Programme in collaboration with Northamps Global Ecosolutions Private Limited on "Scientific Waste Management - Challenges and Opportunities" from May 15th to May 20th, six days FDP. The IQAC team insisted all the faculty members to join this FDP as it will help them to contribute more to the society by keeping their own premises neat and tidy. This FDP was highly informative and very relevant because now a days the biggest problem that everyone faces is the waste disposal issue. How we can manage the wastes generated every day - solid as well as liquid wastes. It is a challenge for the Government also. It is because of the relevance of the topic that the IQAC team of St. Joseph's College, Devagiri decided to organize this FDP. As per the feedback collected from the participants it is found that the sessions were highly informative and the faculty members suggested to implement those methods of waste management in College and in their own households. The interactive sessions were so live that everyone could clear off all their doubts. The teachers had

given a request to the Co-ordinator of this programme Dr. Asha Mathew to conduct these types of FDP for the faculty members as it contains social relevance and will definitely serve the society.

Agenda 7 : Presentation of Criterion 7 - Institutional Values and Best Practices

The presentation of data related to criterion 7 - Institutional Values and Best Practices is made by the IQAC Director Fr. Anto NJ. He explained in detail each of the topics covered in this criterion. Majority of the questions in this criterion are quantitative in nature which has to be written in 500 words. The first question is about Gender Audit and already this audit is conducted in this College by the Women cell and the report is already submitted to IQAC. Regarding environmental consciousness and sustainability, the College is having facilities for alternate sources of energy such as solar energy, biogas plant, LED bulbs, sensor based energy conservation mechanism etc. The IQAC Director Fr. Anto NJ in his presentation stated that the number of these facilities or its capacities has to be increased in the coming days. Also while describing the facilities in the institution for the management of degradable and non-degradable waste, the College is having solid and liquid waste management system, incinerator for disposing sanitary napkins, e-waste management system and hazardous chemicals disposing in the form of contract with an agency. Also the IQAC Director Fr. Anto NJ insisted the need of water recycling system and the implementation of this system is in action by the next academic year. The College had already conducted Green Audit and Energy Au-

dit and the results are quite satisfactory. Certain suggestions are given in those reports and Fr. Anto NJ gave recommendations to the Administrator of the College to do the needful as per the audit report. Also the Director of IQAC insisted all the criterion co-ordinators to promote the agenda of plastic free campus and Go Green Campus. The NSS and NCC volunteers are given the ambassador status for these two schemes - plastic free campus and go green campus.

Provisions for differently abled students such as ramps lifts, washrooms, tactile path, softwares which supports the differently abled to learn, human assistance, scribe etc are provided by the College. To know more about the needs of the differently abled, Fr. Anto NJ in consultation with the Core Team has decided to conduct a survey among the differently abled students studying in the College so that it becomes very easy to identify their needs and the difficulties that they are facing once inside the College. For conducting the survey, Fr. Anto NJ organized a committee of three members - Dr. Asha Mathew, Mr. Vijay EM and Mr. Anoop Gigi.

They will be framing a questionnaire and will be meeting these students when the College reopens.

With reference to sensitizing the students and employees of the institution to the constitutional obligations such as values, rights, duties and responsibilities of citizens ample number of programmes related to these aspects are conducted by the College. The proofs are already filed in IQAC. Also the code of conduct for students, teachers, administrators and staff (non-teaching) is recorded.

With regard to the best practices of the College, two practices can be selected as the best

Though ample number of good practices are followed in the institution, the students are taught to follow these practices so that it gets imbibed in their character as they grow up. After scrutinizing all the good practices followed, the IQAC team suggested to promote two practices - "Community Sport Stars : Empowering Local Youth and Bridge to Rural Bliss : Village Adoption Programme". Both these practices serve the community.

The seventh criterion involves different dimensions and so it's very difficult to cover the entire areas. But as the duty is divided to many, the documents related to the above said matters are filed in IQAC. All the members in the meeting appreciated Fr. Anton NJ for giving a detailed presentation on the questions in criterion #.

Agenda 8 : Handbook Editor and the Editorial Board

The IQAC team in consultation with the Principal decided to appoint Dr. Asha Mathew, IQAC Core Committee Member and Assistant Professor, Department of Economics as the chief editor of the handbook to be published in the next academic year. Dr. Remya K, IQAC Core Committee member and Assistant Professor, Department of English is appointed as the sub editor. The Principal of the college Dr. Bobby Jose gave suggestions to be incorporated in the new handbook. Also the Principal shared the names of the new office bearers for the next academic year to be entered in the handbook.

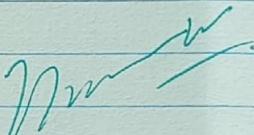
Agenda 9 : General Discussions and Mis-

cellaneous Details :

The meeting started at 10.00 am. The IQAC Core Committee Member Dr. Asha Mathew welcomed the gathering. The Principal of the College Dr. Boby Jose, chaired the meeting. The meeting is scheduled only for the IQAC Core Committee members and it is the final meeting of this academic year. After discussing in detail all the above said matters, the IQAC Director Fr. Anto NJ gave necessary recommendations and suggestions wherever required. As it's the final meeting of this academic year a Tea party is arranged for the Core Committee Members and the Director of IQAC. Fr. Anto NJ appreciated the Team spirit. The meeting got ended up with the vote of thanks by Dr. Asha Mathew, the IQAC Core Committee Member.

Closing time of the meeting : 12.20 pm




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