

IQAC Meeting

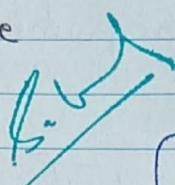
Date : 8/06/2020

Time : 3.00 pm

Venue : Online Meeting (Google Meet Platform)

Purpose : The meeting of Core Committee Members

Chair : The Principal of the College
Dr. Sabu K. Thomas



~~Not present~~

~~Asha Mathew~~

~~(B)~~

~~(Online Mode)~~

~~No~~

~~(Online Mode)~~

~~(Online Mode)~~

~~No~~

~~(Online Mode)~~

~~(Online Mode)~~

~~(Online Mode)~~

Attendance : 1) Fr. Anto NJ

2) Dr. Asha Mathew

3) Mr. Jaison Joseph

4) Dr. C.V. Abraham

5) Mr. Nitin Jose

6) Mr. Joyce Tom J

7) Dr. Shibu V.S

8) Dr. Sathesh George

9) Mr. Albert Thomas

10) Fr. Sunil M. Antony

Agenda 1 : Initiative for introducing four new programmes : The IQAC took initiative for starting four new programmes - MSc Psychology, MSc Computer Science in PG stream and BSc Economics and Mathematics (Double Main) and BBA (Honours) in UG stream. As part of expansion, the College has developed a strategy to start new programmes. This year initiative is taken to start new programmes in PG stream and UG stream. In PG stream, the College has decided to start MSc Psychology and MSc Computer Science. In the case of UG stream, the decision is to start BSc Economics and Mathematics (Double Main) and BBA (Honours). Already the processes to begin these programmes are initiated in the month of May and the University procedures

are going on. The IQAC after consulting with the Management representatives have taken the decision to start the programmes in this academic year itself. So in the admission process they have decided to incorporate these new programmes also.

Agenda 2 : Signing of MoU with ULCCS : The IQAC team decided to sign an MoU with ULCCS Ltd. The Usalungal Labour Contract Co-operative Society is always looking out for fresh and experienced talents who want to join their team to build more sustainable societies. As an upcoming society, it provides training programmes to large number of students and also it provides job opportunities to people in different areas. Therefore St. Joseph's College, Devagiri and the IQAC team of the College decided to sign an MoU with ULCCS Ltd. The main objective highlighted by the IQAC team for signing the agreement is to provide industrial training and industrial visits and also to give skill based training.

Agenda 3 : Approval for the conduct of seminar on eco - criticism : In association with Department of English, the IQAC team decided to conduct a seminar on eco - criticism. The Department decided to organize this seminar in the College, but due to Covid protocol, there may be a chance of converting this seminar into a webinar. The tentative date for the seminar is the mid of June. Eco criticism is the interdisciplinary study of the connections between literature and the environment. This has gained much importance in the present scenario and so the IQAC team approved the proposal submitted by the Department of

English

Agenda 4 : PARAMARSH Scheme : The College is selected under the PARAMARSH Scheme by UGC. This scheme aimed at empowering nearby Colleges, which are not accredited by NAAC so far, enabling them to achieve the accreditation. Five Colleges are being identified under the PARAMARSH Scheme. Programmes for monitoring these institutions were undertaken by IQAC. A schedule of programmes is made by the IQAC in consultation with the mentee colleges. The main aim of conducting these programmes is to make the mentee colleges aware of the NAAC Criterion and the process of accreditation. It is the responsibility of the Mentor College IQAC team to train these five colleges to get through the accreditation process, i.e., the first cycle of accreditation. The co-ordinators for this scheme are Fr. Anto N J, the Director of IQAC and Dr. Asha Mathew, the Core Committee member.

Agenda 5 : Conduct of Professional Development programme for the teachers : The IQAC team decided to organize a professional Development Programme for the faculty members in the context of covid-19 pandemic. The IQAC planned to arrange a training session on "Microsoft Team Platform for On-line classes". Because of the ban and lockdown declared by the Government with respect to Covid 19 pandemic, all the classes were converted to online mode. So the teachers were in need of training to take classes in online mode. A Microsoft platform was set by the technical staff of the College and modules were created for all the teachers. The IQAC arranged this Training programme to develop a new system of teaching.

Agenda 6 : Introduction of Certificate Course in Software Training programmes in association with IIT Bombay : The IQAC team of St. Joseph's College, Devagiri has decided to start a new Certificate Course on Software Training in collaboration with IIT, Bombay. It was found that the courses provided by such a reputed institution will definitely help the students to secure good jobs and the certificate carries high value. The students from all streams can join this Certificate Course and the entire classes are taken in online mode. So there is flexibility in learning also.

Agenda 7 : General Discussions and Miscellaneous Details : The meeting of IQAC is scheduled on 8/6/2020. The meeting started at 3.00 pm. Only the core committee members attended the meeting. The Principal of the college Dr. Sabu K. Thomas presided over the meeting. The IQAC Director Fr. Anto NJ welcomed the gathering and led the meeting. All the above-said agenda were discussed in detail and suggestions and recommendations are given by the IQAC Director. The meeting ended up with the vote of thanks by Dr. Asha Mathew, the core committee member of IQAC.

Closing time of the meeting : 4.45 pm



Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Joseph's College (Autonomous),
Devagiri, Kozhikode - 8, Kerala

IQAC - Meeting

Date : 24/6/2020

Time : 3.15 pm

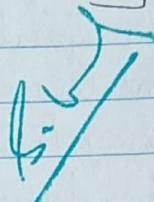
Venue : IQAC Room and Online Mode (Google Meet)

Purpose : The IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu K. Thomas



Attendance : 1) Fr. Anto N J

2) Dr. Asha Mathew

3) Mr. Nitin Jose

4) Mr. Joice Tom J

5) Mr. Jaison Joseph

6) Dr. Shinu V.S

7) Dr. Sathesh George

8) Mr. Albert Thomas

(Any present)
Dr. Sabu K. Thomas

(Online Mode)

Agenda 1 : Approval for the conduct of Webinars on Student Start-ups : The Department of Commerce and Management is planning to conduct a webinar on Student - start ups. Because of the Covid - 19 Pandemic protocol by the Government, the Department is forced to organize the session in online mode only. Student start up is the internship for entrepreneurs - not just for future business owners, but for any student who wants to use their teen years as an internship for adulthood.

This webinar will definitely help the students to know about how to launch start-ups in the young age itself. The Department has submitted a schedule of the same for the approval. The IQAC after verifying the proposal decided to give approval for the conduct of this webinar.

Agenda 2 : Webinar on "Technology Impact on Human Resources - BIZFLIX" : The Department of Business Management decided to organize a webinar on Technology Impact on Human Resources". The main aim of organizing this seminar is to include hi-tech solutions like software, digital platforms, tools and cloud based technologies that securely store data automate day-to-day processes and provide analytical tools to make more strategic decisions. This type of webinars will be very useful in the present scenario. So the IQAC team decided to give sanction for the conduct of this webinar.

Agenda 3 : Webinar on Research Methodology : The IQAC Team gave sanction for the conduct of webinars on Research Methodology proposed by the Department of Computer Science. The main objective of organizing this webinar is to create an awareness on the methodology of doing research and on report writing.

Agenda 4 : Introduction of Soft Skill Development Programme : The Department of Commerce and Management is planning to organize a soft skill development programme for the students.. Because of Covid 19- pandemic issue this soft skill Development Programme can be conducted only through online mode. The Department aims at organizing a training session on "change your mindset, change your life". The IQAC team approved the proposal given by the Department.

Agenda 5 : Opening up of admission portal for trial : Because of the Covid issues, the Government

has declared complete ban for the operations of academic institutions and lockdowns were declared. So the entire admission process will be delayed because the plus two results are not published. The IQAC team decided to conduct a trial of admission portal so as to make updatations. The technical staff Mr. Nithin CT is given the charge of admission portal. The IQAC co-ordinator Fr. Anto NJ instructed to prepare a presentation of the admission process and the operations to Mr. Nithin CT by next week.

Agenda 6 : General Discussion and Miscellaneous Details : The meeting started at 2.15 pm and the members of the Core Committee except the Principal Dr. Sabu K. Thomas, the IQAC Director Fr. Anto NJ and the Core Committee Member Dr. Asha Mathew attended the meeting by using Google platform. All the above mentioned agenda were discussed in detail and suggestions and recommendations were given by the Director of IQAC Fr. Anto N. J. The meeting ended up with the vote of thanks of Dr. Asha Mathew, IQAC Core Committee Member.

Closing time of the meeting : 5.00 pm

S. V. T.
Dr. SABU K THOMAS
PRINCIPAL, Pen No: 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 13/7/2020

Time : 3.30 pm

Venue : IQAC Room and Online Mode (Google Meet)

Purpose : The IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu. K. Thomas

Attendance : 1) Fr. Anto N J

2) Dr. Asha Mathew

3) Mr. Nitin Jose

4) Mr. Taison Joseph

5) Mr. Joice Tom J

6) Dr. Sathesh George

7) Mr. Albert Thomas

8) Dr. Shinu V.S

9) Fr. Sunil M. Antony

(In person)

Dr. Asha Mathew

Nitin

(Online Mode)

Agenda 1 : Collection of the soft copy of documents for the previous year : The IQAC Director Fr. Anto N J instructed the Core Committee members to start with their criterion works. Each Core Committee member is given a Criterion charge and as part of SSR preparation work, each criterion co-ordinator is asked to start the collection of documents in soft mode as the College is having leave due to Covid 19 - pandemic (declared by the Government). The Director gave instructions with regard to the areas which has to be covered in the coming days and he insisted that the student progression details for the previous years should be collected by the end of this month itself.

Agenda 2 : Conduct of Board of Studies

Meeting : The IQAC team decided to give instructions to the HoD regarding the conduct of Board of Studies meeting. In order to bring about changes in the syllabus, if needed, discussions with experts is mandatory. So HoD will be instructed to conduct BOS meeting at the earliest. Also in order to start new Certificate courses the ratification of BOS is needed. So if a Department is planning to start any new certificate course, it has to keep the proposal for discussion in the BOS meeting. Only after getting the approval from the Committee, they can start the new certificate course. Therefore the IQAC Committee decided to ask the HoD to prepare syllabus for the new certificate course before the Board of Studies Meeting. The IQAC Director, Fr. Anto NJ also gave instructions to the Academic Co-ordinator Dr. Joy Joseph to prepare a tentative schedule for conducting the BOS meeting and to send invitation to the external experts. It is decided to organize all the BOS Meetings in online mode only.

Agenda 3 : Formation of the College Ad-mission Committee for the present academic year : Because of the Covid 19-pandemic, the results of the plus two classes were not yet published and so the entire procedures has to be extended. But still the IQAC Committee decided to finish off all the technicalities and to get prepared with the processes. For that, in the previous meeting itself the technical staff Mr. Nithin CT is asked to have a presentation of the admission portal. So in this meeting, Mr. Nithin CT presented the admission procedures and explained in detail how the online admission processing will be working. The Committee members

saw the entire admission portal and gave certain suggestions to be changed in the front end. Also the IQAC Committee instructed the technical staff Mr. N. Thin CT to include the newly started courses also in the admission process. Some bugs were found in the technical side of working and the IQAC Committee insisted to clear off all the bugs before the admission process begins. The IQAC Director, Fr. Anto NJ also gave advice to the technical staff to clear all the technical issues pointed by the IQAC team and to present it once more in the next meeting.

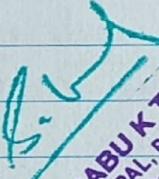
Agenda 4 : Processing of documents to be submitted to the University for affiliation of the newly started courses : The IQAC Committee discussed about the process to be conducted for applying for the affiliation of the newly started courses - MSc Psychology and MSc Computer Science in PG stream and BSc Economics and Mathematics (Double Main) and BBA (Honours) inUG stream. The Academic Co-ordinator Dr. Joy Joseph, the IQAC Director Fr. Anto NJ and Office Staff Ms. Bineesh were entrusted with the duty of preparing the proposal to be submitted to the University of Calicut. It's a long process to be conducted and so all the documents should be prepared without much delay. The deadline for preparing the documents is fixed as July 30th, 2020.

Agenda 5 : Training for new teachers on Microsoft Teams - Teaching : In certain departments fresh appointments were being made and as all the classes were in online mode. So the new teachers were totally ignorant about this new mechanism and to give them training the IQAC team decided to arrange

a training session. Mr. Nithin CT and Mr. Vijay EM the Technical staff is assigned the duty of organizing this programme. Also, They were asked to incorporate the names of the newly joined teachers in Microsoft Teams.

Agenda 6 : General discussions and miscellaneous Details : The meeting started at 3.30 pm. The Principal of College Dr. Sabu K. Thomas, the Director of IGCAC Fr. Anto NJ, Dr. Asha Mathew and Mr. Nithin Jose, the Core Committee members attended the meeting in offline mode at IGCAC room. The remaining participants attended the meeting in online mode - Google meet platform. The IGCAC Director, Fr. Anto NJ welcomed the gathering and the Principal of the College Dr. Sabu K. Thomas presided over the meeting. The above said agenda were all being discussed in detail and necessary suggestions and recommendations were given by the Core Committee members. The meeting got ended up with the vote of thanks by Mr. Nithin Jose, the Core Committee member.

Closing time of the meeting : 4.50 pm


Dr. SABU K THOMAS
 PRINCIPAL, Pen No. 469215
 St. Joseph's College (Autonomous)
 Devagiri, Kozhikode - 6, Kerala



IQAC - Meeting

Date : 24/7/2020

Time : 10.00 am

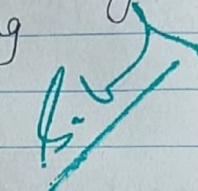
Venue : IQAC Room and Online mode (Google Meet)

Purpose : IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu K. Thomas



Attendance :

- 1) Fr. Anto N J
- 2) Mr. Taison Joseph
- 3) Dr. Asha Mathew
- 4) Dr. Shibu V.S
- 5) Mr. Albert Thomas
- 6) Mr. Joyce Tom J
- 7) Fr. Sunil M. Antony

~~Not Present~~

(Online Mode)

~~Asha Mathew~~

(Online Mode)

(Online Mode)

(Online Mode)

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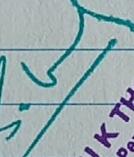
Agenda 1 : Signing of MoU with Jobin and Tismi IIT Services LLP : The IQAC Committee as part of improving internships among the students and also to skill development training programmes and Certificate Courses had already made discussions with several companies and one among them was Jobin and Tismi IIT Services LLP. Department of Commerce and Management were given the charge to discuss and to have communications regarding this matter. As such several meetings between the CEO and the HR of Jobin and Tismi IIT Services LLP and the Department of Commerce of St. Joseph's College, Devagiri had already taken place and finally the college signed the MoU with Jobin and Tismi IIT Services LLP with the objective of providing industrial training and industrial visit and also for providing skill development programmes.

Agenda 2 : International Webinar Series
 by Department of Physics : The Department of Physics has submitted a proposal of conducting international webinar series to IQAC for the approval. They have taken this initiative with a view to provide an exposure and an awareness on various fields of Physics by the students. The main area selected for this purpose by the Department is "Energy Storage : Materials and Methods". The Department has submitted the proposal to IQAC with a view to get the sanction for conducting the series of webinars and also to avail fund for organizing the webinar sessions. The IQAC Team after verifying the proposal, decided to give sanction to the Department for organizing the webinar series.

Agenda 3 : DBT STAR Scheme : Under the initiative of IQAC the College is selected in the DBT Star College Scheme introduced by MHRD. Star College Scheme has been initiated under DBT by MHRD to support Colleges and Universities offering undergraduate education to improve science teaching across the country. Therefore the Science Departments of the College got an opportunity to conduct ample number of programmes for enhancing the knowledge of the students. Department of Chemistry has submitted a proposal to conduct an international webinar series on "Advanced Topics in Chemistry" under the DBT star scheme. The IQAC Team discussed in detail the proposal submitted by Department of Chemistry and kept the proposal pending as the fund allocation among the Departments is under process. The IQAC Team will approach the DBT star Scheme Committee to speed up the process and after department allocation, the fund will be released for conducting series of programmes. At the earliest, the IQAC Team will find a solution.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting of IQAC Core Committee started at 10.00 am. The Principal of the College, Dr. Sabu K. Thomas, the Director of IQAC Fr. Anto NJ and Dr. Asha Mathew, the Core Committee member attended the meeting in offline mode at IQAC and all other members attended the meeting in online mode - Google meet, because of the covid 19 pandemic protocol. All the agenda were discussed in detail and the IQAC Director Fr. Anto NJ gave recommendations and suggestions for improvement. The IQAC Team decided to call the HoD meeting in the next week. This meeting got concluded by 11.10 am and the vote of thanks is delivered by Dr. Asha Mathew, the IQAC Core Committee Member.

Closing time of the meeting : 11.10 am


Dr. SABU K THOMAS
 PRINCIPAL, Pen No. 489215
 St. Joseph's College (Autonomous)
 Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 4/8/2020

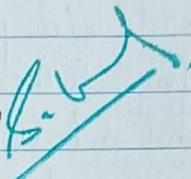
Time : 10.00 am

Venue : IQAC Room and Online Mode (Google Meet)

Purpose : The meeting of IQAC Core Committee and the Heads of the Department

Chair : The Principal

St. Joseph's College, Devagiri
Dr. Sabu K. Thomas



Attendance :	1) Fr. Anto NJ	Online Mode
	2) Dr. Asha Mathew	Online Mode
	3) Mr. Albert Thomas	(Online Mode)
	4) Dr. Shinu V.S	(Online Mode)
	5) Mr. Jaison Joseph	(Online Mode)
	6) Mr. Joice Tom J	(Online Mode)
	7) Dr. Salil Varma R	(Online Mode)
	8) Dr. Sanathanan Velluva	(Online Mode)
	9) Dr. Saji Mathew	(Online Mode)
	10) Ms. Charly Kattakayam	(Online Mode)
	11) Dr. Tania Francis	(Online Mode)
	12) Dr. Satheesh George	(Online Mode)
	13) Dr. Boby Jose	(Online Mode)
	14) Ms. Amala Sudarshan	(Online Mode)
	15) Ms. Anish Sebastian	(Online Mode)
	16) Dr. Fr. Sunil Jose	(Online Mode)
	17) Dr. P. Anil Kumar	(Online Mode)
	18) Ms. Manu Antony	(Online Mode)
	19) Dr. Eldho K.J	(Online Mode)
	20) Ms. John C. Mathew	(Online Mode)
	21) Ms. Sivadev. C.V	(Online Mode)
	22) Ms. T.S. Thomas	(Online Mode)

Agenda 1 : UG Admission Process : The

admission process of Under Graduate Programmes for the academic year 2020-21 started on August 4th. The notification is published in the college website and the admission portal is opened for online registration. Due to Covid pandemic the admission process is delayed.

The IQAC called for a meeting of the HODs to explain the admission procedures and to provide them a tentative admission schedule. Certain precautions has to be taken while conducting this year's admission because of the Covid Pandemic. So the IQAC Director Fr. Anto NJ took initiative to form an admission committee for the conduct of the entire process. Mr. Jaison Joseph, Associate Professor, Department of Mathematics and Mr. Saji Mathew, Associate Professor, Department of Mathematics were selected as the co-ordinators. Fr. Anto NJ, Assistant Professor, Department of Economics, Fr. Sunil M. Antony, Director, Self Financing Programmes Dr. Asha Mathew, Assistant Professor, Department of Economics, Mr. A. C. Shaji (Office Superintendent), Mr. Vijay E. M., Technical Staff are the other members in the Committee. The IQAC also nominated the HOD and one co-ordinator from each department to this committee. The online admission process in the portal is explained by the technical staff Mr. Nithin CT.

The IQAC and the HOD in their discussions finally decided to follow the instructions given by the Government on Covid Pandemic grounds and so the admission and interview process will be announced later.

Agenda 2 : Board of Studies meeting : In the previous meeting itself the conduct of Board of Studies meeting was discussed and all the HODs were intimated about this. In consultation with the HODs, intimations has been sent to the external ex-

peers also. Certain Departments have already completed their Online Bos meeting whereas there are still lots of departments who havent yet organized the Bos meeting. Therefore the IQAC Director Fr. Anto NJ insisted all the HoDs to complete the Board of Studies meeting by the mid of August and to submit the minutes to IQAC. The Director Fr. Anto NJ also instructed the Academic Co-ordinator Mr. Joy Joseph to assist the HoDs for organising the Board of Studies meeting.

Agenda 3 : Evaluation of the Online classes : It is for the first time that majority of the teachers are taking their classes in online mode. For that, the College has constructed a portal of its own and the entire system is being operated through this online mechanism. The portal used by the teachers is Microsoft Teams platform. Because of Covid Pandemic, the whole classes are taken in online mode. So teachers were having lots of technical apprehensions and lots of issues. The IQAC Committee decided to take an online feedback on Online classes both from the teachers and students. In the case of science stream, the practical sessions which needs the use of lab is now kept pending and only the Theory classes are taken. The same time table is being followed and the only difference is that the classes are taken in online mode. The teachers were asked to take attendance by downloading the report from Microsoft Teams. Provisions for sharing videos, doing assignments and even conduct of test papers were given to the teachers.

Agenda 4 : Signing of MoU with Day Walker Entertainment Private Limited :

The College signed an MoU with the Day Walker Entertainment Private Limited. The main aim of having an MoU with this Company is to give industrial training and skill development training for the students of St. Joseph's College, Devagiri. Also they will provide the provision for doing internships also. It also aims at operating Certificate Courses of practical knowledge to the students. This is an initiative taken by the IQAC team.

Agenda 5 : General Discussions and Miscellaneous Details : The meeting started at 10.00 am. The IQAC Director Fr. Anto A J welcomed the gathering. The Principal of the College Dr. Sabu K Thomas chaired the meeting. The Principal, the Director of IQAC and Dr. Asha Mathew attended the meeting from IQAC and all the other members attended in online mode - Google Meet platform. The IQAC Director asked everyone to adjust with the new teaching-learning method as there is no other alternative. He wished everybody a good health and the meeting got concluded by the vote of thanks of Dr. Asha Mathew, the core committee member.

Closing time of the meeting : 12.10 pm

f-17
Dr. SABU K THOMAS
PRINCIPAL, Reg No: 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 25/8/2020

Time : 3.15 pm

Venue : IQAC Room and Online Mode (Google Meet)

Purpose : The meeting of IQAC Core Committee.

Chair : The Principal of the College

Dr. Abu K. Thomas

- Attendance :
- 1) Fr. Anto N J
 - 2) Dr. Asha Mathew
 - 3) Ms. Taison Joseph
 - 4) Dr. Shibu V S
 - 5) Fr. Sunil M. Antony
 - 6) Mr. Albert Thomas
 - 7) Mr. Joyce Tom J
 - 8) Mr. Nitin Jose

~~Parisharath~~

~~Asha Mathew~~

~~Biju~~

(Online Mode)

(Online Mode)

(Online Mode)

(Online Mode)

(Online Mode)

Agenda 1 : Evaluation of the UG Admission Process : The IQAC Committee made an evaluation of the UG admission process. Mr. Taison Joseph, the co-ordinator of the admission committee explained about the present status of the admission process such as the number of applications, the number of students who had completed the whole process, the number of applicants who had completed only the preliminary stage and also about the grievances registered by the applicants.

The IQAC Committee gave instructions regarding the date of closing of online applications, the days required to prepare the provisional rank list, the date of publishing provisional rank list, the date for editing by the applicants, the days required for preparing the final rank list and finally the publishing of the final rank list. The IQAC Director Fr. Anto N J also insi-

stated to prepare this tentative schedule and to put it in College Website. Also he gave suggestions to the technical team to clear off all the grievances received through email with immediate effect and to help the applicants to complete their applications. The IQAC team also decided to prepare a video on the operations of the admission portal which will help the applicants to fill in their online application process very easily. Dr. Asha Mathew, IQAC Core Committee Member, Mr. Visay E.M and Mr. Shaath were entrusted with the duty of the video preparation.

Agenda 2 : PARAMARTH Scheme :

The Mentor College - St. Joseph's College, Devagiri, IQAC team is planning to conduct certain online training programmes for the mentee colleges so as to help them to submit their applications for the first cycle of accreditations. Because of the Covid 19 pandemic, as per the instructions of the Government, the college may find it difficult to conduct offline training programmes because of the lock down declared. But if any relaxation is given by the Government, the mode of the programme will be changed from online to offline mode. Also the IQAC team is planning to conduct a mock visit to identify the progress of the SSR works done by the mentee colleges.

Agenda 3 : RUSA Scheme : The College was selected for RUSA Scheme and has received an amount of 2.5 crores. The main challenge of IQAC was to utilize the fund in proper way as per the allocation. IQAC team was able to make tremendous improvement in the field of academics and se-

search. As part of RUSA Scheme, the IQAC team decided to invite proposals from the teaching fraternity who are interested in doing minor/major research. The IQAC team, in this meeting prepared a notification inviting the proposals from the teachers for doing minor/major projects. The deadline for submitting the proposals is fixed as 23rd September 2020. A Committee for reviewing the proposals submitted by the teachers were also organized under the leadership of Fr. Bony Augustine, the Co-ordinator of RUSA Scheme. The IQAC Committee insisted to call a RUSA - Board of Governors meeting at the earliest to discuss about the further processes.

Agenda 4 : College Handbook Preparation : The IQAC Committee decided to constitute a Committee for the preparation of College Handbook for the academic year 2020-2021. Soon after the admission is over, the College Handbook has to be distributed to all the students of this College. Because of Covid Pandemic protocol by the Government, the College is still continuing with the online classes. Because of the difficulty in distributing the handbook during this time it is decided to upload the soft copy in the College website. Once the students come back to the College, they will be given the hard copy. So the responsibility of preparing the College handbook goes to Mr. Jordin Mathew and Dr. Sabu. K. Thomas. The IQAC team decided to invite the quotation from different agents who are well versed in printing and binding. The IQAC Director, also insisted the Handbook preparation Committee to follow the norms of the Government in calling the quotation.

Agenda 5 : General Discussions and Miscellaneous Details : The meeting of the IQAC Core Committee started at 3.15 pm. The IQAC Director, Fr. Anto N J welcomed the members. The Principal of the College Dr. Sabu. K. Thomas presided over the meeting. Because of the Covid protocol, the meeting is held in online and offline mode. The Principal Dr. Sabu. K. Thomas, the IQAC Director Fr. Anto N J, the Core Committee Members Dr. Asha Mathew and Ms. Taison Joseph attended the meeting from IQAC room. All the remaining members opted the online mode - Google meet. All the agenda mentioned above is discussed in detail. The meeting got concluded by the vote of thanks of Dr. Asha Mathew, the core committee member.

Closing Time of the meeting : 5.10 pm



IQAC Meeting

Date : 11/9/2020

Time : 2.30 pm

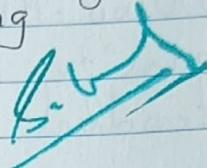
Venue : IQAC Room and Online Mode (Google Meet)

Purpose : IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu. K. Thomas



Attendance : 1) Fr. Anto M J

(~~Present~~
Online Mode)

2) Mr. Nithin Jose

(~~Present~~
Online Mode)

3) Dr. Asha Mathew

(~~Present~~
Online Mode)

4) Fr. Sunil M. Antony

(~~Present~~
Online Mode)

5) Dr. Shibu V.S

(~~Present~~
Online Mode)

6) Mr. Albert Thomas

(~~Present~~
Online Mode)

7) Dr. C.V. Abraham

(~~Present~~
Online Mode)

8) Dr. Sathesh George

(~~Present~~
Online Mode)

9) Ms. Joyce Tom J

(~~Present~~
Online Mode)

Agenda 1 : Signing of MoU with the Institute of Cost Accountants of India : Kozhikode - Malappuram Chapter : The IQAC Committee decided to sign an MoU with the Institute of Cost Accounting of India - Kozhikode - Malappuram chapter with a view to provide training programmes relating to costing, finance and accounting. The IQAC team has decided to make Cost and Accounting a mandatory certificate course for B.Com professional students. Also those students who are interested in studying this course is also permitted to attend the courses irrespective of the disciplines.

Agenda 2 : Disaster Management and Skill Training : The IQAC team has decided

to conduct an administrative / professional development programmes for the teachers. A skill training based on disaster management is taken into consideration. Mr. Albert Thomas is given the charge to organize this training programme. It is expected to conduct the programme in the month of October.

Agenda 3 : General Discussions and Miscellaneous Details : The meeting started at 2.30 pm and the Principal of the college Dr. Sabu K. Thomas, The IQAC Director Fr. Anto N.J, the Core Committee Member Dr. Asha Mathew attended the meeting from IQAC and the remaining members attended in online mode - Google Meet. The IQAC Director Fr. Anto N.J delivered the welcome speech and the Principal Dr. Sabu K. Thomas chaired the meeting. The above said agenda were discussed in detail and needed recommendations were given by the IQAC Director, Fr. Anto N.J. The meeting ended up at 3.45 pm and Ms. Nithin Jose delivered the vote of thanks.

closing time of the meeting : 3.45 pm

Sabu
Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 25/9/2020

Time : 3.15 pm

Venue : IQAC Room and Online Mode (Google Meet)

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

St-Joseph's College, Devagiri

Ex. Anto NJ

By Zoom

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Mr. Jaison Joseph

Jaison

3) Mr. Nithin Jose

(Online mode)

4) Dr. Shibu V.S

(Online mode)

5) Mr. Albert Thomas

(Online mode)

6) Mr. Joice Tom J

(Online mode)

7) Dr. Sathesh George

(Online mode)

Agenda 1 : Evaluation of PG Admission

process : The IQAC team discussed about the PG Admission process to the Admission Co-ordinator Mr. Jaison Joseph. They discussed about the tentative schedules of admission and how many days the portal should be opened for applying. Also a discussion on UG admission and its status were also being made. The IQAC Committee also insisted to follow the Covid protocol very strictly during the time of admission.

Agenda 2 : Women Empowerment Programmes

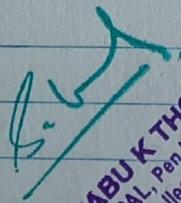
The Department of English has planned to conduct a two day national webinar on "voices of women in literature" as part of Women Empowerment. The proposal is given to IQAC for sanction and the IQAC team after verifying has given permission.

to conduct this programme.

Agenda 3 : Acceptance of the minor or major projects proposals under RUSA Scheme :
 The IQAC Committee in the previous meeting had given a deadline for the submission of minor/major proposals under RUSA Scheme by the teaching members. All the proposals sent to IQAC mail is documented and it will be handed over to the RUSA Committee for verification and then for the approval.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting started at 3.15 pm and the IQAC Core Committee member Dr. Asha Mathew welcomed the members. The IQAC Director Fr. Anto NJ chaired the meeting. All the members except three members attended the meeting in online mode - Google Meet. The above said agenda are all discussed in detail and necessary recommendations are provided by the IQAC Director Fr. Anto NJ. The meeting ended up at 4.15 pm and Mr. Jaison Joseph, the Core Committee member delivered the vote of thanks.

Closing time of the meeting : 4.15 pm


Dr. SABU K THOMAS
 PRINCIPAL, Pan No: 469215
 St. Joseph's College (Autonomous)
 Devagiri, Kozhikode - 3, Kerala



IQAC Meeting

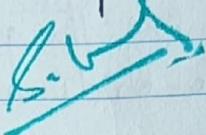
Date : 1/10/2020

Time : 3.30 pm

Venue : IQAC Room and Online Mode (Google Meet)

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

Chair : The Principal of the College
Dr. Sabu K. Thomas



Attendance :

- | | |
|-----------------------------|-------------|
| 1) Fr. Anto N J | Present |
| 2) Dr. Asha Mathew | Online mode |
| 3) Mr. Nitin Jose | Not present |
| 4) Mr. Jaison Joseph | Online mode |
| 5) Dr. Shibu V. S | Online mode |
| 6) Mr. Albert Thomas | Online mode |
| 7) Ms. Joyce Tom T | Online mode |
| 8) Ms. Neethu Baby | Online mode |
| 9) Ms. Shobha C V | Online mode |
| 10) Ms. Sangeetha MV | Online mode |
| 11) Dr. Ranimol Stephen | Online mode |
| 12) Dr. Delse. P. Sebastian | Online mode |
| 13) Mr. Abhineeth. S | Online mode |
| 14) Ms. Saritha K.C | Online mode |
| 15) Ms. Sneha Lucy Joy | Online mode |
| 16) Ms. Anjana Mathew | Online mode |
| 17) Ms. Anima P | Online mode |
| 18) Ms. Anu Gigi | Online mode |
| 19) Mr. Divader C.V | Online mode |

Agenda 1 : Induction programme for I year UG students : As the admission process is completed, the IQAC team in consultation with the Admission Committee decided to conduct the induction programme for the I year UG students from 5th of Octo-

bee 2020. A one week induction programme is planned and the schedule is sent to all the HoD. The last two days induction has to be coordinated by the Departments and the IQAC Department Co-ordinators are given the charge of organizing the programme. Fr. Anjo NJ is appointed as the Co-ordinator of UG induction programme.

Agenda 2 : PG Induction Programme : The IQAC team in consultation with the admission committee has decided to conduct a two day induction programme for the I year PG students. The induction programme is scheduled on 12th of October 2020 and 13th also. The charge of organizing the induction programme is for Dr. Vineesh PJ, the HoD of Zoology Department.

Agenda 3 : Computerized Accounting - Tally with GST : The IQAC team decided to organize a professional development programme on Computerized Accounting for the non-teaching staff. The Co-ordinator for this programme is Mr. Albert Thomas, Assistant Professor, Department of Physics.

Agenda 4 : General Discussions and Miscellaneous.
Details : The meeting started at 3.30 pm and the Director of IQAC, Fr. Anjo NJ welcomed the members. The Principal of the College Dr. Sabu K. Thomas chaired the meeting. Certain members attended the meeting in online mode. The meeting got concluded by the vote of thanks rendered by Mr. Nithin Jose, the Core Committee member.

Closing time of the meeting : 4.45 pm



b/w
Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Jos.
Devagiri

IQAC Meeting

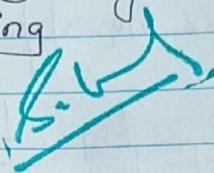
Date : 22/10/2020

Time : 3:15 pm

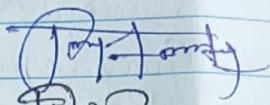
Venue : IQAC Room and Online Mode (Google Meet)

Purpose : IQAC Core Committee Meeting

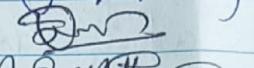
Chair : The Principal of the College
Dr. Sabu. K. Thomas



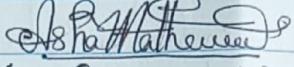
Attendance : 1) Fr. Anto M J


Fr. Anto M J

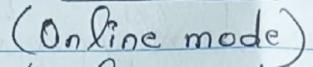
2) Mr. Jaison Joseph


Mr. Jaison Joseph

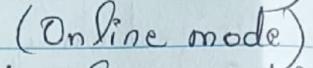
3) Dr. Asha Mathew


Dr. Asha Mathew

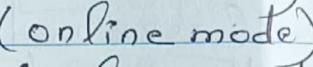
4) Ms. Albert Thomas


(Online mode)

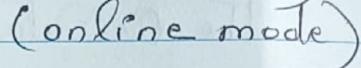
5) Dr. Shinu V.S


(Online mode)

6) Mr. Joice Tom J


(Online mode)

7) Fr. Sunil M. Antony


(Online mode)

Agenda 1 : Professional Development Programme for the faculty members : The IQAC team decided to organize a professional development programme for the faculty members on "Learn Functional Communication English Using Cambridge Lingua Skills". Teachers from any discipline can join this programme. The main aim for conducting such a development programme is to develop communicative skills among the teaching faculty. The Co-ordinator of this programme is Dr. Premanand M.E, Associate Professor, Department of Language and Literature.

Agenda 2 : Scholarships for students under RUSA Scheme : The IQAC team discussed about the criteria to be fixed to identify the students for scholarships under RUSA Scheme in consultation with the RUSA Board of Governors. The committee decided to select the students with

highest mark in each semester. With the help of CCE, the RUSA Committee will be preparing the list of Scholarship eligible candidates and finally it will be approved by the NAAC team.

Agenda 3 : IELTS Orientation Session for the students : The IQAC team in association with the Career Guidance and Placement Cell has decided to organize an IELTS Orientation session for the students who wishes to move abroad. Because of the Covid pandemic protocol, the orientation sessions could be organized only through online mode. Mr. Don Thomas, the Career and Placement Cell Co-ordinator is in charge of the Orientation Programme.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting of the IQAC Core members started at 3.15 pm and the Director of IQAC, Fr. Anto NJ welcomed the members. The Principal of the College Dr. Sabu K. Thomas chaired the meeting. All the agenda mentioned above are discussed in detail and necessary recommendations are given by the IQAC Director Fr. Anto NJ. The meeting is organized in online mode also. Certain members attended the meeting in online mode. The meeting ended up with the vote of thanks of Dr. Asha Mathew, Assistant Professor and IQAC Core Committee member.

Closing time of the meeting : 4.15 pm

Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 3/11/2020

Time : 3.15 pm

Venue : IQAC Room and Online Mode (Google Meet)

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

Fx. Anto M.

(*Postponed*)

Attendance : 1) Dr. Asha Mathew

Asha Mathew
N

2) Ms. Nithin Jose

3) Mr. Joyce Tom J

(Online Mode)

4) Mr. Albert Thomas

(Online Mode)

5) Fx. Sunil M. Antony

(Online Mode)

6) Dr. Satheesh George

(Online Mode)

7) Mr. Taison Joseph

(Online Mode)

8) Dr. C.V. Abraham

(Online Mode)

Agenda 1 : Entrepreneurship Awareness Programme : The IQAC team in association with Devagiri Incubation and Start-up Cell has decided to organize a webinar for the students on the topic "Webinars on Innovate your Business Model and Business Plan".

The webinar session will be conducted mainly for the students from B.Com and BBA stream. The Co-ordinator for this programme is Fx. Sunil M. Antony, and the tentative schedule for this programme will be published immediately.

Agenda 2 : Software Training Programmes in association with IIT Bombay : The IQAC team has decided to conduct a professional development programme for the students as well as for the non-teaching staffs. It is an online programme where the participants are free to choose their own

Timings: This professional programme will provide knowledge on python software, php etc which is very well used in the backend development of the College portal. The IQAC team has insisted all the technical staffs to participate in this professional development programme. Dr. Asha Mathew, IQAC Core Committee member is selected as the co-ordinator of this programme.

Agenda 3 : Introduction of Capacity Development Programmes: The IQAC team has given sanction for the list of Capacity Development Programmes submitted by different departments. It includes soft skills, technical awareness, language and communication skills etc and the Committee decided to give sanction to all the programmes which develops the capacity of the students.

Agenda 4 : General Discussions and Miscellaneous Details: The meeting started at 3.15 pm and the Director of IQAC, Fr. Anto NJ welcomed the members and he chaired the meeting. All the above said agenda were discussed in detail and Fr. Anto NJ gave necessary recommendations to improve the quality. The meeting got concluded by the rendering of vote of thanks by Mr. Taison Joseph, the IQAC Core Committee member. Certain members attended the meeting in online mode - Google Meet.

Closing time of the meeting : 4.30 pm

S. J.
Dr. SABU K THOMAS
PRINCIPAL, Pan No: 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 3, Kerala



IQAC Meeting

Date : 23/11/2020

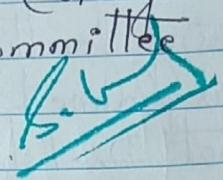
Time : 3.30 pm

Venue : IQAC Room and Online Mode (Google-Meet)

Purpose : The meeting of IQAC Core Committee

Chair : The Principal of the College

Dr. Sabu K. Thomas



Attendance :

- | | |
|------------------------|--------------------|
| 1) Fr. Anto N J | <i>(In Person)</i> |
| 2) Dr. Asha Mathew | <i>(In Person)</i> |
| 3) Mr. Taison Joseph | (Online Mode) |
| 4) Mr. Albert Thomas | (Online Mode) |
| 5) Mr. Joyce Tom J | (Online Mode) |
| 6) Fr. Sunil M. Antony | (Online Mode) |
| 7) Dr. Sathesh George | (Online Mode) |
| 8) Mr. Nitin Jose | (Online Mode) |

Agenda 1 : Professional Development Programme on Intellectual Property Rights : The IQAC team has planned to organize a professional development programme on "Intellectual Property Rights : challenges in Science and Technology" for the Science stream faculty members. This helps in providing awareness on the protection granted to creators of innovative intellectual creations. IPR rights serve the important purpose of ensuring that creators will be recognized for their efforts and protected from infringement. Therefore it is high importance to know about IPR and as such the IQAC team has decided to conduct an IPR awareness campaign. The Co-ordinator for this programme is Dr. Sathesh George, IQAC Core Committee Member.

Agenda 2 : Development of new software -

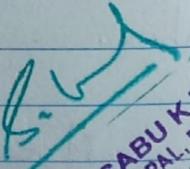
'Easy NAAC': The IQAC team has decided to develop a software to ease the work of data collection and consolidation for NAAC accreditation purposes. As part of preparing for the next accreditation cycle, the IQAC team has planned to develop a new software by themselves and for that Dr. Asha Mathew, the IQAC Core Committee member and Mr. Vijay E.M, the technical staff are entrusted with this responsibility.

Agenda 3 : Life skill orientation programme: The IQAC in association with the Department of Social Work has planned to organize a life skill orientation programme on agencies working for children. It is being noted that Smile Foundations, Bengaluru is an institution who excel in this area. So, the College is planning to conduct the programme in association with Smile Foundation and after training, one student can serve the society. Ms. Anu Gigi is given the duty to organize the session.

Agenda 4 : General Discussions and Miscellaneous Details: The meeting of IQAC Core Committee started at 3.30 pm and the Principal of the College Dr. Sabu K. Thomas chaired the meeting. The IQAC Director Fr. Anto NJ welcomed the members and he led the meeting. All the agenda mentioned above were discussed and recommendations and suggestions were given by Fr. Anto NJ. The meeting is conducted in offline and online mode and only very few members attended the meeting in offline mode. The meeting ended up with the vote of thanks by Mr. Nithin Jose, IQAC Core Committee member.

Closing time of the meeting : 4.40 pm




Dr. SABU K THOMAS
PRINCIPAL, Pen No: 459215
St. Joseph's C... (2nd Autonomous)
Devagiri, Kozhikode - 6, Kerala

IQAC Meeting

Date : 3/12/2020

Time : 3.15 pm

Venue : IQAC Room and Online Mode (Google Meet)

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

Chair : The IQAC Director

Fx. Anto NJ

~~Topic 2~~

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Mr. Shinu V.S

(Online Mode)

3) Mr. Albert Thomas

(Online Mode)

4) Dr. Sathesh George

(Online Mode)

5) Mr. Nithin Jose

(Online Mode)

6) Ms. Neethu Baby

(Online Mode)

7) Mr. Jaison Joseph

(Online Mode)

8) Mr. Sivadev e.V

(Online Mode)

9) Ms. Anu Gigi

(Online Mode)

10) Ms. Sobha eV

(Online Mode)

11) Ms. Sangeetha MV

(Online Mode)

12) Ms. Anima P

(Online Mode)

13) Ms. Anjana Mathew

(Online Mode)

14) Dr. Ranimol Stephen

(Online Mode)

15) Dr. Delse P. Sebastian

(Online Mode)

16) Ms. Sneha Lucy Joy

(Online Mode)

17) Ms. Saaritha K.C

(Online Mode)

18) Ms. Abhineeth S

(Online Mode)

Agenda 1 : Student feedback on online teaching: The IQAC team has decided to make a survey on how effective is the online teaching system and is there any grievances with regard to this system. The IQAC Director Fx. Anto NJ gave instructions to the technical staff Mr. Nithin CT to open the College portal to complete

The student feedback on teaching and learning. Also Fr. Anto NJ insisted the Department IQAC Co-ordinators to ask the students to complete the feedback by the end of this month. Also grievances registered in this regard should be communicated to the Principal of the College.

Agenda 2 : A helping hand to the poor students
 : Because of Covid pandemic, the entire teaching-learning system has totally changed and everything was operated through software techniques. All the students had to depend on mobile phones or laptops and should have internet facilities also. Certain students were facing difficulties in attaining these provisions and so were struggling a lot. To help them, IQAC aimed at raising fund both from the parents, students, teachers and management and so a committee under Fr. Anto NJ is constituted.

Agenda 3 : General Discussions and Miscellaneous Details : The meeting started at 3.15 pm and the IQAC Director, Fr. Anto NJ chaired the meeting. The IQAC Core Committee member Dr. Asha Mathew welcomed the gathering. All the above said agenda are discussed in detail and necessary recommendations are made by the IQAC team. The meeting got concluded at 4.15 pm and the IQAC core committee member Mr. Nithin Jose delivered the vote of thanks.

Closing time of the meeting : 4.15 pm

f.i.t
 DR. SABU K THOMAS
 PRINCIPAL, Pan No: 469215
 St. Joseph's College (Autonomous)
 Devagiri, Kozhikode - 6, Kerala



IQAC Meeting

Date : 17/12/2020

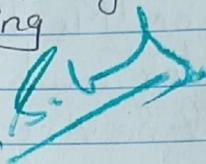
Time : 3.30 pm

Venue : IQAC Room and (Online Mode) Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Principal of the College

Dr. Sabu K. Thomas



Attendance :

- | | |
|------------------------|------------------------|
| 1) Fr. Anto N J | <u>Fr. Anto N J</u> |
| 2) Dr. Asha Mathew | <u>Dr. Asha Mathew</u> |
| 3) Mr. Joyce Tom J | (Online Mode) |
| 4) Mr. Albert Thomas | (Online Mode) |
| 5) Dr. Shibu V. S | (Online Mode) |
| 6) Dr. Balteesh George | (Online Mode) |
| 7) Ms. Taison Joseph | (Online Mode) |
| 8) Mr. Nitin Jose | (Online Mode) |

Agenda 1 : Collection of previous year data

for AQAR and NIRF : For participating in NIRF ranking and for submitting the AQAR, the IQAC team needs to collect the data. The data pertaining to student progression, scholarships etc are to be collected and because of Covid pandemic, it's only from this month onwards the admission in other Universities (domestic and abroad) completed. So IQAC decided to insist the Department Co-ordinators to start the data collection drive. It is also suggested to seek the assistance of class tutors to collect these types of data.

Agenda 2 : Soft Skill Development Programmes :

The IQAC team has decided to initiate certain Soft Skill Development Programmes for improving the quality of the students and to raise job opportunities through start-ups. They have planned to organize Career Guidance

programmes which will even help the students to chase the dreams and clear the road to Civil Services.

The responsibility of organizing this series of training falls on Mr. Don Thomas (Career and Placement Cell Co-ordinator) and Mr. Manu Antony, Co-ordinator, Devagiri Civil Service Academy.

Agenda 3 : Training for the mentee colleges under PARAMARSH Scheme: Under PARAMARSH Scheme, the College is in charge of five colleges and it is the responsibility of St. Joseph's College, Devagiri to provide training to these colleges for getting NAAC accreditation. Dr. Asha Mathew, the IQAC Core Committee member is in charge of the same and has decided to conduct the training in online mode/offline mode during the coming months.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting started at 3.30 pm. Dr. Sabu K. Thomas, the Principal of the College chaired the meeting. The IQAC Director Fr. Anto NJ welcomed the members. Because of the Covid pandemic protocol, certain members attended the meeting through online mode. All the matters stated above were discussed in detail and recommendations were given by the IQAC Director Fr. Anto NJ. The IQAC Core Committee member Dr. Asha Mathew delivered the vote of thanks and the meeting ended up at 4.40 pm.

Closing Time of the meeting : 4.40 pm

b/w
Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 6, Kerala



IQAC Meeting

Date : 5/1/2021

Time : 3.15 pm

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

Fx. Anto N J

(Parrot stamp)

Attendance :	1) Dr. Asha Mathew	<i>Asha Mathew</i>
	2) Mr. Albert Thomas	(Online Mode)
	3) Mr. Nitin Jose	(Online Mode)
	4) Mr. Joyce Tom J	(Online Mode)
	5) Dr. Shibu V.S	(Online Mode)
	6) Dr. Sathesh George	(Online Mode)
	7) Mr. Jaison Joseph	(Online Mode)
	8) Fx. Sunil M. Antony	(Online Mode)

Agenda 1 : International Webinar on 'Recent Trends in Biological Sciences - DBT Star Scheme :
 Department of Botany in association with IQAC is planning to organize an international webinar on 'Recent trends in biological sciences funded by DBT Star Scheme'. The Department submitted a proposal to IQAC stating the need of organizing this programme. The IQAC team after verifying the proposal has given sanction to conduct the programme in the coming days and Dr. Seb-astian, Assistant Professor, Department of Botany is the Co-ordinator of this programme.

Agenda 2 : Question Bank preparation : The IQAC team has planned to insist the teachers of all Departments to contribute to the question bank. Already in the previous years question bank has been prepared for certain subjects only and now the IQAC team is

trying to expand it for all courses. The IQAC Director Fr. Anto NJ insisted to pass a message to all teachers to contribute to the existing question banks and also to create banks for the new courses. The Co-ordinator for question bank is Dr. Joy Joseph, the Academic Co-ordinator.

Agenda 3 : Programmes promoting social harmony and cultural heritage : The Department of Malayalam in association with IQAC has planned to conduct a North Kerala Odyssey Workshop demonstration in collaboration with Spice Macay.

Agenda 4 : Happy Hill Project under Unnati Bharath Abhiyan : Under the scheme of Happy Hill project the College has planned to do a series of Social Extension Activities.

Agenda 5 : General Discussions and Miscellaneous Details : The meeting was scheduled at 3.15 pm and the Director of IQAC, Fr. Anto NJ chaired the meeting. Dr. Asha Mathew, the IQAC Core Committee member welcomed the gathering and the vote of thanks was delivered by Dr. Sathesh George, the Core Committee member. All the matters mentioned above were discussed in detail and the IQAC Director Fr. Anto NJ gave needed suggestions and recommendations. The meeting got concluded by 4.20 pm.

Closing time of the meeting : 4.20 pm

RJ
Dr. SABU K THOMAS
PRINCIPAL, Pen No. 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 21/1/2021

Time : 3.30 pm

Purpose : The meeting of IQAC Core Committee

Venue : IQAC Room and Online Mode - Google Meet

Chair : The Director of IQAC

Fx. Anto N

~~(Pf)~~ ~~Parity~~

Attendance : 1) Dr. Asha Mathew

~~Asha Mathew~~

2) Mr. Jaison Joseph (Online Mode)

3) Mr. Nilthen Jose (Online Mode)

4) Mr. Joice Tom J (Online Mode)

5) Mr. Albert Thomas (Online Mode)

6) Mr. Jobin Jose (Online Mode)

7) Fx. Sunil M. Antony (Online Mode)

8) Dr. Shibu V.S (Online Mode)

9) Dr. Sathesh George (Online Mode)

Agenda 1 : Encouraging the teachers to attend courses on E-teaching with LMS training : The IQAC insisted the faculty members to attend courses on E-teaching with LMS learning because in the present scenario it is very essential to know about E-teaching. There are lots of courses available in MOOC platforms and one can identify his/her area of interest and can participate in these type of courses. So more emphasis is given to these types of courses.

Agenda 2 : Preparation and distribution of tutorial records : Because of the lockdown declared by the Government in view of Covid Pandemic, the entire system of College itself was running behind. So the tutorial records of the first students has to be prepared and then it has to be distributed to the tutors. The

IQAC gave the charge of preparing tutorial records to Mr. Akkin P, Assistant Professor, Department of Commerce as he is the PTA Secretary also.

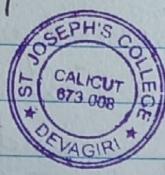
Agenda 3 : Evaluation of the results and outcome : The IQAC team evaluated the last published semester results of both UG and PG and suggested some methods to improve the academic quality of the students. Also the IQAC tried to check whether the outcome mentioned in the syllabus of each course is achieved or not with the assistance of the Course teacher.

Agenda 4 : Gender Equity Programmes : The IQAC team in collaboration with the Women Cell of the college has organized ample no. of programmes to be conducted on March 8th, on the International Women's Day, so as to empower the women category.

Agenda 5 : The meeting began at 3.30 pm. and the IQAC Core Committee member Dr. Asha Mathew welcomed the gathering. The IQAC Director Fr. Anto NJ chaired the meeting and discussed the above said matters in detail. He gave the needed suggestions and recommendations for the conduct of activities. Finally as a conclusion the vote of thanks is delivered by Mr. Nitin Jose, the IQAC Core Committee member.

Closing time of the meeting : 4.50 pm

S. K. T.
DR. SABU K THOMAS
PRINCIPAL, Pin No: 469215
St. Joseph's College (Autonomous)
Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 3/2/2021

Time : 3.15 pm

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Principal of the College

Dr. Sabu K. Thomas

Attendance : 1) Fr. Anto M. J

Fr. Anto M. J
Online Mode

2) Dr. Asha Mathew

Dr. Asha Mathew
Online Mode

3) Mr. Albert Thomas

Mr. Albert Thomas
Online Mode

4) Ms. Joice Tom J

Ms. Joice Tom J
Online Mode

5) Mr. Taison Joseph

Mr. Taison Joseph
Online Mode

6) Dr. Shibu V. S

Dr. Shibu V. S
Online Mode

7) Dr. Sathesh George

Dr. Sathesh George
Online Mode

8) Fr. Sunil M. Antony

Fr. Sunil M. Antony
Online Mode

9) Dr. C. V. Abraham

Dr. C. V. Abraham
Online Mode

Agenda 1 : Campus Placement Drives : The IQAC team insisted the Career and Placement Cell of St. Joseph's College, Devagiri to conduct Campus placements Drives and to conduct these drives the placement Cell should invite lots of companies to our College. Also the placement cell should equip all the students who had applied in the placement cell. By the end of the academic year, the Career and Placement Cell should be able to make/prepare the students for recruitments. Mr. Don Thomas, the Career and Placement Cell Co-ordinator and Fr. Sunil M. Antony, Director of Self Financing Programmes are in charge of conducting the placement drive. The main aim of organizing these types of drive is to help the students to get a job soon after their studies.

Agenda 2 : Scholarships for the students
 Other than the Government Scholarship, the College also gives scholarships to the students. The IQAC took initiative to identify those students who are eligible for these scholarships. The criteria for eligibility is different for each scholarship and so the IQAC team decided to list the names of the eligible candidates. The IQAC gave instructions to Controller of Examinations to list the students with highest marks and also instructed the Tutors to select the students depending on the criteria. It is decided to have the distribution of scholarships on College Day. If still the Covid pandemic protocol exist, then the amount will be credited to their bank account.

Agenda 3 : General Discussions and Miscellaneous Details; The meeting started at 3.15 pm and the IQAC Director Fr-Anto NJ welcomed the members. The Principal of the College Dr. Sabu K. Thomas chaired the meeting. Fr-Anto NJ led the meeting and gave suggestions wherever necessary. Certain members attended the meeting on online mode because of the Covid pandemic protocol. The meeting ended with the vote of thanks rendered by Dr. Salheesh George, the IQAC Core Committee member.

Closing time of the meeting : 4.25 pm

F.W.T
 DR. SABU K THOMAS
 PRINCIPAL, Pan No: 469215
 St. Joseph's College (Autonomous)
 Devagiri, Kozhikode - 8, Kerala



IQAC Meeting

Date : 23/2/2021

Time : 3.30 pm

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Principal of the College
Dr. Sabu K. Thomas

Attendance :	1) Fr. Anto N J	<u>Fr. Anto N J</u>
	2) Dr. Asha Mathew	<u>Asha Mathew</u>
	3) Mr. Albert Thomas	(Online Mode)
	4) Mr. Joyce Tom J	(Online Mode)
	5) Dr. Shinu V. S	(Online Mode)
	6) Mr. Nitin Jose	(Online Mode)
	7) Dr. Sathesh George	(Online Mode)
	8) Fr. Sunil M. Antony	(Online Mode)

Agenda 1 : Distribution of Mentor - Mentee

Dairy : The IQAC team took initiative to prepare the Mentor - Mentee Diary for this academic year. Because of Covid pandemic, the institution was having a lockdown phase and even when the lockdown was released, the College hostels were declared as first line covid treatment centres. So still the classes were in online mode. By the beginning of next week the students will be coming to the College and the IQAC has decided to print the mentor - mentee diary by next week. Dr. Asha Mathew, the IQAC Core Committee member and Mr. Vijay E M, the technical staff were the co-ordinators of this activity. They are asked to prepare the format and after verifying the entire matter by the IQAC Director, Fr. Anto N J, then it can be finalized. It is insisted that by next week everything should be completed and should be ready for distribution.

Agenda 2 : Gender Awareness Programme.
 As part of Women's Day celebration, the College in association with the NCC is planning to conduct a Webinar on "Women's protection" in collaboration with Railway Protection Force. To create gender awareness among the students is the main agenda of this programme. When young generation is educated about it will have a positive impact on the society. The IQAC has given permission to conduct these types of programmes because it is a necessity in the present scenario.

Agenda 3 : Feedback on Curriculum by the final year students : The IQAC has planned to conduct a feedback on curriculum by the passing out batches. In order to bring about updatations in the curriculum feedback is essential. Each tutor will be given the charge of conducting the feedback survey and it should be completed before the study leave of the students.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting started at 3.30 pm and the IQAC Director Fr. Anto NJ welcomed the members. The Principal Dr. Sabu K. Thomas chaired the meeting. Because of the Covid protocol majority attended the meeting in online mode - Google Meet. All the matters stated above were discussed in detail and sanctions and needed suggestions were given by the IQAC Director Fr. Anto NJ. The IQAC core member Dr. Sathesh George delivered the vote of thanks.

Closing time of the meeting : 4.45 pm



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IQAC Meeting

Date : 2/3/2021

Time : 3.15 pm

Venue : The IQAC Room and Online Mode - Google Meet

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

Chair : The Director of IQAC
F & A. Anto N J

~~F & A. Anto N J~~

Attendance :	1) Dr. Asha Malheu	<u>@AshaMalheu</u>
	2) Mr. Taison Joseph	(Online Mode)
	3) Mr. Albert Thomas	(Online Mode)
	4) Dr. Shinu V. S	(Online Mode)
	5) Mr. Joyce Tom J	(Online Mode)
	6) Dr. Satheesh George	(Online Mode)
	7) F & Sunil M. Antony	(Online Mode)
	8) Mr. Nilthin Jose	(Online Mode)
	9) Mr. Abhineeth . S	(Online Mode)
	10) Ms. Saritha . K	(Online Mode)
	11) Ms. Sneha Lucy Joy	(Online Mode)
	12) Dr. Ranimol Stephen	(Online Mode)
	13) Dr. Delsc . P. Sebastian	(Online Mode)
	14) Ms. Anjana Malheu	(Online Mode)
	15) Ms. Anima . P	(Online Mode)
	16) Ms. Shobha C V	(Online Mode)
	17) Ms. Sangeetha M V	(Online Mode)
	18) Mr. Sivadev C V	(Online Mode)
	19) Ms. Anu Gigi	(Online Mode)

Agenda 1 : Conduct of Academic Audit : The IQAC team has planned to conduct an academic audit at the end of the month of March. As the Covid pandemic protocol still exists it is difficult to conduct an elaborate audit in offline mode. So the IQAC team decided

ded to collect all the needed documents from the Department Co-ordinators in the soft format and to consolidate all the data in the prescribed format already prepared by the IQAC and to send it to the external experts as per their convenience. So the IQAC team decided to prepare the list of the documents which are essential for the academic audit and it will send to the email of all the Department Co-ordinators. They are requested to furnish all the details with supporting documents and to reverse it to IQAC email. Dr. Asha Mathew, Mr. Jaison Joseph and Mr. Vijay EM is in charge of consolidation of the data. The IQAC Director Fr. Anto NJ insisted all the IQAC Department Co-ordinators to earnestly support and co-operate in this venture. Also, a list is prepared by the IQAC team which contains the list of documents to be prepared by the College Office. The list will be given to College Superintendent and finally those matters will be sent to the external experts for administrative audit.

Agenda 2 : General Discussion and Miscellaneous Details: The meeting started at 3.15 pm and because of the Covid protocol majority attended the meeting in online mode. Mr. Jaison Joseph, the IQAC Core member welcomed the members and Fr. Anto NJ, the IQAC Director chaired the meeting. The above said agenda is discussed in detail and necessary recommendations are given by the IQAC Director Fr. Anto NJ. The IQAC Core Committee member Dr. Asha Mathew delivered the vote of thanks.

Closing Time of the meeting : 4.15 pm



Dr. SABU K THOMAS
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IQAC Meeting

Date : 23/3/2021

Time : 3.15 pm

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

Fs. Anto N T

Parajit Singh

Attendance : 1) Dr. Asha Mathew

Asha Mathew

(Online Mode)

2) Ms. Nitin Jose

(Online Mode)

3) Mr. Albert Thomas

(Online Mode)

4) Dr. Shinu V. S

(Online Mode)

5) Dr. Sathesh George

(Online Mode)

6) Fs. Sunil M. Anthony

(Online Mode)

7) Mr. Taison Joseph

(Online Mode)

Agenda 1 : Preparation for administrative and academic audit : The IQAC team insisted all the IQAC Department Co-ordinators to collect the data for the entire academic year and to send it to IQAC. The Committee members Dr. Asha Mathew, Mr. Taison Joseph and the technical staff Mr. Vijay E. M consolidated the data and other details sent by the Departments. They verified all the documents of the Departments and found certain missings. They intimated the Director of IQAC, Fs. Anto N T to collect the missing details at the earliest.

Agenda 2 : Collection of the reports of clubs and forums : The IQAC Committee insisted the co-ordinators of all clubs and forums to submit the details of programmes conducted in this academic year with substantiative proofs. The IQAC team has prepared a format for the clubs and forums and this will

be send to the co-ordinators of clubs and Forums. They are supposed to complete the entire process before March 26th 2021.

Agenda 3 : Meeting with Career Guidance and Placement Cell : The IQAC Committee decided to conduct a meeting tomorrow (24/3/2021) with the placement cell officer and the Assistant Co-ordinator, and the main objective of the meeting is to increase the number of companies coming to the college for campus placement. The IQAC Committee also insisted to conduct a placement training programme for the students who have registered in the placement cell of the college. The target fixed by the IQAC team with regard to placement is to increase the percentage to just half of the total number of students who pass out this academic year.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting started at 3.15 pm and the IQAC Director Fr. Anto NT welcomed the members. The Director led the meeting and all the above said matters were discussed in detail. The Director gave necessary recommendations for the same. Due to Covid pandemic protocol majority of the members attended the meeting in online mode. Fr. Nithin Jose, the IQAC Core Committee member delivered the vote of thanks.

Closing Time of the meeting : 4.40 pm



S. V. J.
Dr. SABU K THOMAS
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IQAC Meeting

Date : 5/4/2021

Time : 10.00 am

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : Fr. Anto N T

~~President~~

Director of IQAC

St. Joseph's College, Devagiri

Attendance : 1) Dr. Asha Mathew

~~Dr. Asha Mathew~~

2) Mr. Jaison Joseph

(Online Mode)

3) Mr. Nitin Jose

(Online Mode)

4) Dr. Sathesh George

(Online Mode)

5) Mr. Albert Thomas

(Online Mode)

6) Dr. Shibu V.S

(Online Mode)

7) Mr. Jobin Jose

(Online Mode)

8) Fr. Sunil M. Antony

(Online Mode)

Agenda 1 : Evaluation of the Administrative and Academic Audit Report : The IQAC Committee discussed in detail the comments sent by the external experts on academic progress and administrative matters. Due to Covid pandemic protocol, the external experts found it difficult to conduct the audit in person, instead they verified all the documents sent to them and made the remarks. In the report it is stated that more concentration should be given to certain areas such as research and consultancy, publications and IPR related seminars and workshops. The IQAC Director Fr. Anto N T instructed all the Criterion Co-ordinators to see to this matter. Dr. Shibu V.S is in charge of this criterion and he insisted Dr. Shibu V.S to make all the teachers publish at least two articles per year. Also

all the teachers who are having doctorate should be encouraged to engage in research activities and it is decided that the institution will provide all the infrastructure to support their research activities. The IQAC team suggested to frame a consultancy policy for the College and should try to expand the area of consultancies. The IQAC Core Committee suggested to have complete co-operation from the part of the teachers to fill in the grey areas indicated by the experts in the administrative and academic audit.

Agenda 2 : Conduct of Energy and Green Audit : The IQAC Committee decided to conduct Energy and Green Audit for this academic year. Dr. S. S. Thethi George, IQAC Core Committee member is given the charge of the audit. Preparations for the audit as per the request of the agency should be made at the earliest.

Agenda 3 : General Discussions and Miscellaneous Details : The meeting started at 10.00 am. Majority of the members attended the meeting in online mode because of Covid pandemic protocol. Dr. Asha Mathew, the IQAC Core member welcomed the members and Fr. Anto NJ, the IQAC Director chaired the meeting. All the above mentioned details were discussed in detail and necessary recommendations are given by Fr. Anto NJ. The IQAC Core member Mr. Nitin Jose delivered the vote of thanks.

Closing time of the meeting : 11.15 am



Sabuk Thomas
Dr. SABUK THOMAS
PRINCIPAL, Pan No: 469215
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Devagiri, Kozhikode - 8, Kerala

IQAC Meeting

Date : 27/5/2021

Time : 10.00 am

Venue : IQAC Room and Online Mode - Google Meet

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

Fx. Anto N J

(Signature)

Attendance :

- | | |
|------------------------|--------------------|
| 1) Dr. Asha Mathew | <i>Asha Mathew</i> |
| 2) Mr. Albert Thomas | (Online Mode) |
| 3) Mr. Joyce Tom J | (Online Mode) |
| 4) Dr. Shibu V. S | (Online Mode) |
| 5) Fx. Sunil M. Antony | (Online Mode) |
| 6) Mr. Nitin Jose | (Online Mode) |
| 7) Dr. Abraham C V | (Online Mode) |
| 8) Mr. Taison Joseph | (Online Mode) |
| 9) Dr. Sabu K. Thomas | (Online Mode) |

Agenda 1 : General Discussion and Miscellaneous

Details : The IQAC meeting is scheduled to bid farewell to the retiring staff who had contributed all the years for this college. Dr. Asha Mathew, the IQAC Core Committee member welcomed the members and the Director of IQAC Fx. Anto N J chaired the meeting. There were certain special invitees in this meeting - the staff members who are retiring this year. Fx. Anto N J, on behalf of the IQAC members thanked everyone for their valuable co-operation and dedication they had rendered during their entire service. The meeting ended up with the vote of thanks of Mr. Taison Joseph, the IQAC Core Committee member.

Closing time of the meeting : 11.10 am



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