

# IQAC Meeting

Date : 14/6/2021

Time : 2.15 pm

Venue : PTA Hall

Purpose : Meeting of IQAC Core Members, Head of the Departments and IQAC Department Co-ordinators to discuss about the activities to be conducted in the academic year of 2021-2022

Chair : The Principal, St. Joseph's College, Devagiri  
Dr. Sabu. K. Thomas

Attendance : 1) Fr. Anto N T *(by phone)*

2) Dr. Sharmi V.S. *(in)*

3. Jaison Joseph *(in)*

4. Nitin Jose *(not)*

5. Sneha Lucy Joy *(in)*

6. Anjana Mathew *(not)*

7. Anu Gigi *(not)*

8. Sathesh George *(not)*

9. Joyce Tom T *(not)*

10. Neethu Baby *(not)*

11. Remya K. *(not)*

12. Albert Thomas *(in)*

13. Dr. Ranimol Stephen *(in)*

14. Saritha. kc *(not)*

15. Saji Mattoo *(in)*

16. ANISH SEBASTIAN *(in)*

17. Shobha CV *(not)*

18. Malay Mohan *(not)*

19. Aparna Aravindakshan M. *(not)*

20. Fr. Sunil M Antony *(in)*

21. Anima. P *(not)*

22. Kanuprasad. mh *(not)*

23) Dr. Asha Mathew *(not)*

- 24) Meghaswana . s
- 25) Dr. Tania Francis
- 26) Dr. Meenal Mathew
- 27) Abhineeth - S
- 28 - Dr. Baby - Jose
- 29. Mannu Antony.
- 30. Dr. C V. Abraham
- 31. Dr. Debra P. Seetharu

Meghaswana  
 Tania Francis  
 Meenal Mathew  
 Abhineeth - S  
 Baby - Jose  
 Mannu Antony.  
 C V. Abraham  
 Debra P. Seetharu

Agenda 1 : Discussion on the activities to be conducted in the coming days for ensuring the quality of the institution

The IQAC Director Fr. Anto NJ introduced the criterion of NAAC to the teachers and gave a glimpse of each of the seven criteria. On the basis of these criteria, the Head of the Departments and the IQAC Department co-ordinators were asked to give suggestions on what all activities the Departments can undertake in the academic year.

The IQAC Department Co-ordinators were asked to insist the faculty members of their Department to frame the teaching plan for the year. Also the HODs were asked to prepare the Academic calendar for the Department and to submit it to the IQAC by the month of end of July 2021.

The IQAC Director Fr. Anto NJ also explained about the urge of concentrating more on the preparation of SSER for the coming year. As such every IQAC Department Co-ordinator was asked to prepare a Master Plan of the activities to be conducted by their Department based on each criteria.

Agenda 2 : Collection of previous year's data

: Each criterion co-ordinator was entrusted the duty to collect the data of the previous year pertaining to each criterion. For fulfilling this objective, the IQAC Department Co-ordinators were given direction to go for a drive to collect the higher studies and placement details (student progression). The technical staff Mr. Vijay EM was entrusted with the duty to give the list of the passed out students of each department and to open the portal for uploading their details. The deadline given for the 1<sup>st</sup> attempt of drive was fixed as August 2021.

Agenda 3 : Introduction of new certificate course : The IQAC took initiative to start new certificate courses on behalf of different departments. Each department was asked to take decisions on certificate courses and to present it for the approval of Board of Studies. IQAC also insisted to start certificate courses which bears importance on professional ethics and professional competency. It was also suggested to have a complete documentation of conducting certificate courses and made mandatory that each student should undergo at least one certificate course in an academic year provided either by the parent department or by other disciplines.

Agenda 4 : SSR preparation

The IQAC Core Members Dr. Asha Mathew and Mr. Taison Joseph explained in detail all the questions covered in SSR to the faculty members (especially the new comers). Fr. Anto NJ, the IQAC Director finally concluded this session and he gave certain tips to the IQAC department co-ordinators regarding the data

collection

### Agenda 5 : General Discussion and miscellaneous details

The meeting was chaired by the Principal of the College Dr. Sabu K. Thomas. As this was the first meeting of the academic year, the Principal gave a detailed description of the College's previous year performance. The Director of IQAC Fr. Anto NJ welcomed the gathering. The new IQAC Department Co-ordinators were asked to give a self introduction. After this, Fr. Anto NJ gave an introduction on SSR preparation and the citation details were explained by the IQAC Core member Dr. Asha Mathew. By the end of the session, time was allotted for general discussion. The IQAC Department Co-ordinators and HODs registered their apprehensions regarding different activities to be conducted in the academic year. All their doubts were cleared and the IQAC Director Fr. Anto NJ invited their whole hearted co-operation for all the coming endeavours. All the above said agenda was discussed in detail and the meeting got ended up with the vote of thanks by the IQAC Core Member Dr. Asha Mathew.

closing time of the meeting : 4.30 pm



## IQAC Meeting

Date : 29/6/2021

Time : 2.30 pm

Venue : Seminar Hall

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

Chair : Fr. Anto NJ, Director of IQAC, St. Joseph's College, Devagiri

Attendance :

- 1) Dr. Asha Mathew
- 2) Dr. Sharmi V.B.
3. Jaison Joseph
4. Nitin Joe
5. Sneha Lucy Soy
6. Anjana Mathew
7. Anu Grigi
8. Sathesh George
9. Joyce Tom J
10. Neethu Baby
11. Albert Thomas
12. Dr. Ranimol Stephen
- 13 Saritha.K.C
14. Shobha CV
15. Aparna Aravindaleshwar M.
16. Fr. Sunil M Anthony
- 17 Kenuprasad.mh
- 18 Meghaswara.s
- 19 Ashineeth.S

Asha Mathew

Sharmi

Jaison

Nitin

Sneha

Anjana

Anu

Sathesh

George

Joyce

Neethu

Albert

Thomas

Stephen

Saritha

CV

Aparna

Anthony

Kenuprasad

Meghaswara

Ashineeth

Agenda 1 : Evaluation of the Master plan prepared by each department

The IQAC Core Committee under the guidance of the IQAC Director, Fr. Anto NJ discussed about the activities mentioned in the Master Plan submitted by

The departments. In the previous meeting the Department Co-ordinators were asked to submit the master plan and as such 11 departments completed their task by this day and submitted it to IQAC. The IQAC Department Co-ordinators were asked to explain their proposals and the IQAC core members evaluated each of the mentioned tasks and finally gave sanctions of certain activities. Also the IQAC Committee gave guidelines on conducting these activities. The remaining departments were instructed to submit the plans at the earliest. While evaluating the plans proposals of the departments it was found that there was a shortage in the events related to environment sustainability. So suggestions were given to incorporate activities which give importance to environment sustainability.

#### Agenda 2 : Evaluation of student progression

: The IQAC Department Co-ordinators were asked to consolidate the progression data till this day and to submit it to IQAC. All the proofs on higher studies and placements were collected by IQAC from the Department Co-ordinators and it was uploaded in the College portal. The 1<sup>st</sup> stage of drive was completed and certain missings were found after evaluating the details. To fulfill the target, the IQAC Department Co-ordinators were asked to step into the 2<sup>nd</sup> drive in order to complete the entire year's progression details.

#### Agenda 3 : An introduction to new certificate courses and its approval of the proposals

As per the previous meeting agenda, the IQAC Department Co-ordinators submitted the proposals of certificate courses to be conducted during this academic year.

IQAC Core Committee after evaluating the proposals, granted permission to submit it to the Board of Studies for further approval. To start new certificate courses different departments decided to sign MOUs with organisations after getting approval from the Board of Studies.

#### Agenda 4 : Induction Programme for the first year students of UG and PG

The IQAC Committee took initiative in conducting induction programme for the 1<sup>st</sup> year students of UG and PG. A team was given the charge of organizing this programme and they were instructed to submit the schedule of the programme to IQAC for approval.

#### Agenda 5 : Evaluation of the results of the final year students of both UG and PG

The results of the final year UG and PG was already published by the Controller of the Examinations. The results were evaluated by the IQAC Committee and the department co-ordinators. Suggestions were provided by IQAC for improving the pass percentage of the students. The IQAC department co-ordinators were instructed to identify the weaker students and to take initiative from the department to support these students.

#### Agenda 6 : Evaluation of the admission process

The IQAC Committee also addressed the processes of admission of UGs and that of PG. The 1<sup>st</sup> year admissions were already being announced and a separate committee under the chairmanship of the Principal of the College Dr. Sabu K. Thomas was appointed. Ms.

Taison Joseph was appointed as the co-ordinator and Fr. Sunil M. Antony as the Assistant Co-ordinator. IQAC Committee maintained an overall evaluation in the operations of the admission committee.

Agenda # : General discussion and miscellaneous details : The meeting started at 2.30 pm under the chairmanship of the IQAC Director Fr. Anto N.J. Dr. Asha Mathew, the IQAC Core Member welcomed the gathering. All the above mentioned agenda was discussed in detail under the guidance of Fr. Anto N.J. Instructions were provided by Fr. Anto N.J. on improving the work quality. The meeting got concluded by the vote of thanks delivered by the IQAC Core Committee Member Mr. Nitin Jose. Also as a special mention, the Committee decided to conduct a Development Programme for the non-teaching staff on ERP in the month of July and a notice inviting the participation was circulated.

Closing time of the meeting : 4.45 pm



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

## IQAC Meeting

Date : 05/7/2021

Time : 2.15 pm

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : Fr. Anto NJ, Director of IQAC, St. Joseph's College, Devagiri

Attendance : 1) D.S. Suman V. I ~~Ward~~

2. Jaison Joses ~~Par~~

3. Nitin Joseph ~~Net~~

4. Salheesh George ~~talks~~

5. Joyce Tom J ~~Jaysh~~

6. Albert Thomy ~~Parmit~~

7) Dr. Asha Mathew ~~Asha Mathew~~

8. Fr. Sunil M Anthony ~~Sunil~~

### Agenda 1 : Conduct of Faculty Development Programme

The IQAC Committee decided to organize a Faculty Development Programme for the faculty members of the College. The Committee planned to conduct a five day online FDP under the RUSA funding scheme. The FDP programme was designed in such a way that it will cover the mechanisms of innovative English Language Teaching. The IQAC Committee gave all the guidelines for the conduct of FDP and the organizing duty was entrusted to Department of Language & Literature. Dr. Premanand E was appointed as the Co-ordinator of this five day online FDP. The proposed date of the programme was from 12/7/2021 to 16/7/2021. The title approved by IQAC is "New Strategies and Tools for Innovative English Language Teaching". All the faculty members belonging to the language

departments were encouraged to join this FDP.

Agenda 2 : Signing of MoU : As part of introducing new certificate courses this academic year MoU has to be signed and the IQAC Committee decided to sign an MoU with Department of English, Don Bosco College. The main objective of signing the MoUs was to enhance skill development and to have knowledge transferring among the institutions. So the IQAC team decided to sign the MoU with Don Bosco College this month of July so as to fulfill the aim.

Agenda 3 : Initiatives to frame a strategic plan with an Action Plan which helps the institution to develop : The IQAC Committee planned to frame a strategic plan which will help in converting the institution into an esteemed institution realizing the need and importance of institutional, research infrastructural and academic excellence. To undertake this initiative the IQAC Core Committee invited suggestions from all the departments (from HoDs and IQAC Department Co-ordinators) one week before through google form. On the basis of the suggestions given by them the IQAC entrusted Dr. Asha Mathefy and Mr. Nitin Tose to construct the action plan for the academic year.

Agenda 4 : Opening of the Digital Documentation System : In order to ease the process of data collection, a digital documentation system 'Easy NAAC' which was already in use was opened for this year also. This digital system which was operated earlier was updated under the guidance of IQAC technical staff Mr. Vijay EM and Core Committee member Dr. Asha

Mathew. IQAC Committee instructed to give direction to the IQAC Department Co-ordinators to upload the data directly to the portal.

Agenda 5 : Budget allocation for different heads : The IQAC Core Committee took decisions on how much amount has to be allocated for each head. In this case they discussed about the amounts that has to be given in the form of seed money to the teachers, conducting of FDP programmes, promotion of minor and major projects, promotion of consultancy, undertaking social welfare measures etc. The IQAC committee decided to prepare a budget plan to ensure the operations of all the above said activities and to submit it in the common meeting for discussion.

Agenda 6 : Introduction of Leadership programme : The IQAC in collaboration with Public Relations Council of India and Young Communicators club decided to conduct a series of Leadership programmes for the students of St. Joseph's College, Devagiri under the tag of 'ESPIRITO'. The Committee proposed to conduct the programmes in the month of August, October and January in discussion with the collaborative team.

Agenda 7 : Initiating the process for securing DBT STAR Status for the College : The IQAC Committee in its discussion decided to initiate the process of DBT STAR scheme on an emergency ground. For that the Committee decided to appoint Dr. Manoj Mathew, Assistant Professor, Department of Chemistry, St. Joseph's College, Devagiri as the nodal officer and also decided to constitute a separate committee

for initiating the process.

Agenda 8 : General discussions and miscellaneous details : The IQAC Committee Meeting started with the welcoming of the members by the IQAC Director Fr. Anto NJ. The meeting took into consideration the above said agenda and made the needed discussion. The IQAC Director also instructed the IQAC Core Members to look into the matters related to SSR preparation and to do the needful at the earliest. The Committee also evaluated the admission processes of both UG and PG programmes. The meeting got completed, after, the suggestions of the Core members were invited. Mr. Nitish Jose, 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 : 26/7/2021

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Members

Chair : The Principal of the College

Ds. Sabu. K. Thomas

St. Joseph's College, Devagiri

- Attendance :
- 1) Fr. Anto N J
  - 2) Ds. Asha Mathew
  - 3) Dr. Shrinu V.S.
  4. Jaison Joseph
  5. Nitin Jose
  6. Sathish George
  7. Joyce Tom J

Fr. Anto N J  
Asha Mathew  
Shrinu  
Jaison  
Nitin  
Sathish  
Joyce

Agenda 1 : Re-constitution of the IQAC Committee  
 as per the NAAC Guidelines : The IQAC existing Committee held a meeting to discuss about the re-constitution of the IQAC Core Committee as per the NAAC Guidelines. As such the following were recommended to be the members of IQAC Core Committee.

1. Ds. Sabu. K. Thomas, Principal (Chairman)
2. Fr. Anto N J (IQAC Director), Vice Principal and Assistant Professor in Department of Economics
3. Mr. Jaison Joseph (Teacher Representative), Department of Mathematics
4. Ds. C. V. Abraham (Teacher Representative), Department of English
5. Ds. Asha Mathew (Teacher Representative), Department of Economics
6. Ds. Albert Thomas (Teacher Representative), Department of Physics

7. Dr. Shinu V.S (Teacher Representative), Department of Chemistry
8. Dr. Sathesh George (Teacher Representative), Department of Botany
9. Mr. Joice Tom J (Teacher Representative), Department of Zoology
10. Mr. Nithin Jose (Teacher Representative), Department of Commerce
11. Fr. Sunil M. Antony (Management Representative) Director, Self Financing Programmes
12. Ms. Shaji AC (Administrative officer - nominee), Office Superintendent
13. Fr. Biju John Vellakada (Nominee from Local society Executive member, St. Joseph's College Society)
14. Ms. Meghaswana S (Student Representative), III year BA Economics
15. Mr. Jose Kizhakkayil (Alumni Representative), Advocate, Calicut BAR Association
16. Ms. M. C. Toby (Nominee from the Employer), Finance & Operations Manager, John & Smith Solutions.
17. Mr. Jobin Jose (Industrialist), Director and CEO, Jobin & Jismi IT Service LLP

The IQAC Committee recommended to notify the names at the earliest date and to finalize the constitution of the NAAC-IQAC Core Committee

Agenda 2 : Evaluation of the UG admission process : The IQAC Core Committee looked into the matter of UG admission process headed by Mr. Taison Joseph of Department of Mathematics. The Committee analyzed the admission status and instructed the admission committee to notify the date of closure.

Agenda 3 : General discussion and miscellaneous details : The meeting started with the welcome speech of Dr. Asha Mathews and was presided over by the Principal of the College Dr. Sabu K. Thomas. The IQAC Director Fr. Anto NJ discussed in detail the above mentioned agenda and gave suggestions to resolve all the matters. The meeting ended up with the vote of thanks of Dr. C. V. Abraham, the core committee member.

Closing time of the meeting : 4.30 pm



**PRINCIPAL**

St. Joseph's College (Autonomous)  
P.O. Box No. 1008

## IQAC Meeting

Date : 04/8/2021

Time : 2.30 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Members

Chair : The Principal of The College

Ds. Sabu. K. Thomas

St. Joseph's College, Devagiri

Attendance : 1) Fr. Anto NJ

2) Mr. Tarson Joseph

3) Ds. Asha Mathew

4) Ds. C. V. Abraham

5) Mr. Albert Thomas

6) Ds. Shibu VS

7) Mr. Nitin Jose

8) Ds. Sathesh George

9) Fr. Sunil M. Antony

10) Ms. Meghaswana S

11) Fr. Biju John Vellakada

12) Mr. A.C. Shaji

13) Mr. Jose Kizhakkayil

14) Mr. Tobin Jose

15) Mr. Joice Tom J

16) Mr. M.C. Joby

Agenda 1 : First meeting of the newly constituted committee : The notification of the re-constitution of the IQAC Committee as per the NAAC Guidelines was published by the Principal of the College Ds. Sabu K. Thomas on 29/7/2021. The first meeting of the re-constituted committee was called on 04/8/2021. All the members of the committee except the nominee from the employee category participated in the first

meeting. The nominee from the employee category Mr. MC Tobby attended the meeting in online mode as he was out of station. The main agenda of the meeting was to strengthen the pace of IQAC work as the college has to face the NAAC visit in the coming year.

Agenda 2 : Promotion of the mentee colleges under PARAMARSH Scheme : As a mentor for five colleges, St. Joseph's College, Devagiri was having the responsibility to assist the mentee colleges to apply for the first cycle of accreditation. The IQAC Committee decided to make 3 more colleges to submit their IAC by the coming month. For that the IQAC Director Fr. Anto NJ, assisted by Dr. Asha Mathew and technical staff Mr. Anoop Gigi were given complete responsibility. The IQAC Committee decided to conduct internal academic audit in these institutions.

Agenda 3 : PBAS-faculty promotion : The IQAC Director is authorized to verify the Performance Based Appraisal System submitted by each faculty member for promotion. For that a committee of three was entrusted the duty of scrutinizing the documents submitted by them. Fr. Anto NJ, the Director of IQAC, Mr. Jaison Joseph & Dr. Asha Mathew, the core committee members were given the charge. It was stated by the Principal that whoever is eligible for their promotion under the Career Advancement Scheme should firstly submit the same to IQAC and only after getting the approval and sign from the IQAC Director, it will be forwarded to the Principal of the college for final approval.

Agenda 4 : Campus Recruitment Drives : The

IQAC Committee took the initiative to increase the campus recruitments this year and for that the Committee together with the placement cell of the College and suggestions from the part of nominee of employee and industrialist Mr. M. C. Taby and Mr. Tobin Jose, decided to give maximum career training to the students especially the final year students of both UG and PG. The IQAC Committee also decided to track a large number of companies and other organisations and to conduct massive campus recruitment drives in the College. Placement cell co-ordinators Mr. Jaison Joseph and Fr. Sunil M. Antony and Placement Cell Assistant Mr. Don Thomas was entrusted with this duty. The main target of the IQAC Committee is to bring ample number of campus recruitment to the campus which will help the students to secure good jobs immediately after their studies.

Agenda 5 : DBT STAR Scheme sponsored academic programmes : Under the DBT STAR Scheme, the IQAC Committee decided to organize national level student enrichment programmes for strengthening the students knowledge and the Science Stream Departments were given the provision to organize these academic programmes. On the basis of this, proposals were invited from Science stream departments by IQAC. The deadline to submit the proposal is fixed as 10/8/2021.

Agenda 6 : Inviting proposals from the faculty members to provide seed money for the promotion of research : The IQAC discussed about the need to promote research aptitude among the faculty members and for that the Committee decided to provide seed money for this academic year. The teachers

who are interested in getting involved in research activities are instructed to submit proposal to IQAC. The format for submitting the proposals and the guidelines for the same will be given by the IQAC. The IQAC after scrutinizing the proposals will be publishing the list of faculty members who are eligible for the seed money.

Agenda 7 : General discussion and miscellaneous details : The meeting started at 2.30 pm and Fr. Anto NJ, the Director of IQAC welcomed the gathering. The Principal of the College Dr. Sabu K. Thomas presided over the function. Fr. Anto NJ explained in detail each of the agenda and it was opened for discussion. On the basis of the suggestions from the core members decisions were made. The Committee inspite of the above agenda, suggested to have monthly evaluations of each NAAC criterion based works so that the progress of the work can be identified and it will help to intensify the pace of work for SSR submission. The meeting ended up with the vote of thanks by Dr. Asha Mathew, the IQAC Core Committee member.

Closing time of the meeting : 4.45 pm.



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

IQAC Meeting

Date : 17/8/2021

Time : 2.15 pm

Venue : IQAC Room

Purpose : Core Committee Meeting

Chair : Fr. Anto N.J., IQAC Director

St. Joseph's College, Devagiri

~~Parliamentary~~

Attendance : 1) Dr. Asha Mathew

~~Asha Mathew~~

2) Dr. Sharmi V.S.

~~Sharmi~~

3) Jaison Joseph

~~Jaison~~

4. Nitin Jose

~~Nitin~~

5. Sabreesh George

~~Sabreesh~~

6. Joyce Tom J

~~Joyce~~

7. Albert Thomas

~~Albert~~

Agenda I : Scrutiny of the proposals submitted by faculty members as part of research promotion activities : The IQAC, as per the agenda of the previous meeting accepted the proposals of the faculty members who are interested in doing research and is in need of seed money. In this meeting these proposals were carefully scrutinized and decided to give seed money for teachers to conduct research projects and also to go for paper presentations in national and international level, to attend symposiums and even to have publications in reputed journals with highest impact factor and top indexing. Fr. Anto N.J., the Director of IQAC and Dr. Arunaksharan, Assistant Professor, Department of Zoology were the faculty members who were entrusted with this duty. They prepared the list of eligible candidates and submitted for the perusal of the authority.

Agenda 2 : Initiative to increase the number of publications : The IQAC decided to take initiative to increase the number of publications in reputed journals having h-index / scopus / pub-med / ugc care listed. Also to increase the number of books / chapters in edited volumes with ISBN number. IQAC suggested to have atleast two publications by a Teacher per year, and suggested to conduct a drive in this matter to spread the need and importance of this matter.

Agenda 3 : Periodical departmental visits by Manager and IQAC : The IQAC decided to arrange periodical visits in every departments by the Manager and the IQAC members. This suggestion was put forth in order to speedup the works related to SSR submission and to ensure the quality of the work. It will also foster participation and consensus of each individual.

Agenda 4 : Semestral presentation of departmental credentials : IQAC suggested to have semestral presentations of departmental credentials in IQAC as this will help in increasing the efficiency and effectiveness of the system. This system will help in analysing the positives of each department and also the shortcomings. The Department IQAC Co-ordinator is given the charge of doing this presentation. The main aim of introducing this system is to have an evaluation about the journey of each department. The departments are given permission even to submit proposals on meeting their needs and necessities. All these proposals will be checked thoroughly by the IQAC and then forwarded to the concerned authorities for

the sanction. Inspite of the hectic schedule, IQAC recommended to have this periodical presentations as this will assist IQAC in ensuring the quality in each and every levels of operation. Also everyone becomes a part of IQAC as this involves a bottom-up-approach.

Agenda 5 : Field projects / Internships : The IQAC recommended to make it mandatory that every student should either undertake a field project or internship in the entire academic programme. There are certain programmes where field projects are considered as part of the syllabus, but other than that all students should at least try to have a minimum day internship or field project and they should submit a report on their field project. Those students who wish to go for internship, should secure a certificate from that company after the completion. All these documents has to be surrendered, to IQAC by the Department IQAC Co-ordinators as part of NAAC documentation process.

Agenda 6 : Finalizing the list of value added courses to be conducted this academic year : The IQAC suggested to instruct the HODs to finalize the list of value added courses to be conducted this year. Also it is being stated that the Departments should get the approval of the BOS for starting these courses. The deadline to submit the list of value added courses is fixed as mid of September.

Agenda 7 : Distribution of mentor - mentee diary : The IQAC took initiative to prepare this year's mentor - mentee diary and Dr. Asha Mathew, the IQAC Core Committee member and Mr. Vijay

E.M. the technical assistant was entrusted the task of preparing the mentor - mentee diary. It was being suggested by the Committee to limit the mentee-mentor ratio to 20 : 1 or below. As such to fix this ceiling limit the entire teachers in the College irrespective of the programme will be considered as a mentor. They should meet the mentees periodically and should record the details in the mentor - mentee diary supplied to them. It is suggested that at the end of the academic year the records has to be submitted to IQAC for verification. It is recommended to supply the mentor - mentee diary by the mid of September, soon after the first year admission closes.

Agenda 8 : Knowledge about Learning Management System for effective teaching : Soon after the first year admission process is over, IQAC suggested to conduct a training programme for the teachers to know about the Learning Management System. For effective teaching, different methods can be adopted and ample amount of Innovations are taking place in this field. So awareness on the latest technologies has to be given to the faculty members.

To conduct this programme Mr. Tomson A.J. Librarian incharge is assigned with this endeavour. IQAC also decided to give suggestions to the HOD's to increase the number of E-Contents from each Department. Maximum number of teachers should come forward to this new field and the college will provide them facilities to develop E-contents.

Agenda 9 : General Discussion and MIS

cellaneous Details : The meeting started at 2.15 pm and the venue was set as IQAC Room. The Core Committee members only participated in this meeting. The Core Committee member Dr. Sathesh George welcomed the gathering. The Director of IQAC, Fr. Anto NJ presided over the function. He dealt in detail all the agenda and invited suggestions from the IQAC Core members. The meeting ended up with the vote of thanks by the Core Committee member Mr. Nitin Jose.

Closing time of the meeting : 4.30 pm

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



## IQAC - Meeting

Date : 02/09/2021

Time : 2.45 pm

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC, St. Joseph's College, Devagiri

Fx. Anto NJ

~~Parvathy~~

Attendance : 1) Albert Thomas *Present*

2) Iasion Joseph *Present*

3) Nitin Jale *Not*

4) Saltheesh George *Absent*

5) Dr. Shrinu V.B. *Absent*

6) Ms. Shobha CV *Absent*

7) Dr. Asha Mathew *Absent*

Agenda 1 : Signing of MoU with IRI, San Diego, USA : The IQAC on behalf of St. Joseph's College, Devagiri decided to have a collaboration with Intelligence Research Institute, San Diego, USA. The main aim of establishing this linkage with an abroad institution is to enhance exchange programmes and to conduct collaborative research activities. This institution aim to foster an environment for designing, developing and deploying solutions in high risk/high reward environments. Participants are exposed to emerging threat environments from theoretical and operational perspectives. The primary focus is for individuals and groups to evaluate various techniques and provide a roadmap for creating best practices. To enhance collaborative research activities the IQAC decided to join hands with IRI, San Diego, USA by the end of this month. After the preliminary discussion with IRI

two members from St. Joseph's College, Devagiri were to be nominated. As such Fr. Antoni, the Director of IQAC and faculty of Economics and Dr. Tania Francis, faculty of chemistry were selected as the team leaders for this purpose. The IQAC decided to move further with the process of signing MoU with Intelligence Research Institute, San Diego, USA.

Agenda 2 : Consultancy initiatives : The IQAC decided to strongly recommend certain policies in undertaking consultancy. In this meeting IQAC decided to increase the number of Departments doing consultancy services. Certain changes in consultancy policies were being recommended by the Committee especially with reference to the revenue generation policy. These recommendations on the percentage of amount to be shared between the institution and the consultant will be incorporated in the new policy.

Agenda 3 : Instructions to organize capacity Development Programmes : IQAC decided to give instructions to Clubs and Forums and also to Departments to organize Capacity Development Programmes which will help in enhancing the capability of the students. It was decided that each department could choose any one Capacity Development Programme which emphasizes on soft skills, Language and Communication Skills, Life skills such as yoga, physical fitness, health and hygiene, entrepreneurial skills etc and on awareness of trends in Technology. Department of Language and Literature has submitted the proposal to conduct a soft skill Development Programme titled 'Orientation on how to become a

Communicative English Trainer. Department of Media Studies also submitted the proposal for conducting a video creating workshop for the students of Media Studies which will help in improving their awareness in recent trends in technology. IQAC Committee itself took initiative in organizing a Soft Skill Development Programme - Leadership Tomorrow in collaboration with Public Relations Council of India and Young Communicators club 'ESPIRITO'. All these proposals were approved by IQAC to organize the Capacity Development Programmes at the nearest date.

Agenda 4 : Department Credential Presentations by Department of Economics and Department of Commerce : As per the earlier meeting it was decided that semi-annual presentation of Department credentials should be done continuously and in this meeting Department of Economics and Department of Commerce presented their details. Ms. Asha Mathew, the IQAC Department Co-ordinator and Ms. Shobha CV of Department of Commerce took the charge of presenting the details. After presentation, Fr. Anto NJ, the IQAC Director made critical evaluations on their presentations and identified the grey areas. Recommendations were provided by the IQAC for improving different areas.

Agenda 5 : Evaluating the progress of SSR work : The IQAC Director Fr. Anto NJ enquired about the progress of SSR work to the Core Committee members who were given the charge of criteria. As such each criterion co-ordinators were asked to make a small presentation on the work done by them. The Director of IQAC evaluated the work done by them and made recommendations to improve the

the quality of the work.

Agenda 8 : General Discussions and Miscellaneous Details : The meeting was held at IQAC Room after the class hours. Dr. Asha Mathew, the IQAC Core Member welcomed the gathering. The meeting was chaired by the Director of IQAC, Fr. Anto NJ. All the faculty members who are in the core Committee attended the meeting. Also there was a special invitee, Mrs. Shobha CV, the IQAC Department Co-ordinator of Department of Commerce to make presentation on Department credentials. The Committee discussed in detail all the above mentioned agenda and gave suggestions and recommendations. The meeting got completed and the IQAC Core Committee member, Mr. Nithin Jose delivered the vote of thanks.

Closing Time of the meeting : 5:00 pm



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

## IQAC Meeting

Date : 17/09/2021

Time : 2.15 pm

Venue : IQAC Room

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

Chair : The Director of IQAC

Fx. Anto N T

St. Joseph's College, Devagiri

Jointly

- Attendance :
- 1) Abhineeth S
  - 2) Nitin Jose
  - 3) Dr. Asha Mathew
  - 4) Dr. Shima V.S.
  - 5) Jaison Joseph
  - 6) Sneha Lucy Soy
  - 7) Anjana Mathew
  - 8) Anu Grigi
  - 9) Salheesh George
  - 10) Joyce Tom T
  - 11) Albert Thomas
  12. Saritha. kc
  - 13) DR. Rainimol Stephen
  - 14) Shobhaa C.V
  - 15) Dr. Aparna Aravindakshan M.
  - 16) Ms. Neethu Baby
  17. Mr. Sunil M Anthony

*S. S.  
N.S.  
Asha Mathew  
Shima  
Jaison  
Sneha  
Anjana  
Anu  
Salheesh  
Joyce  
Albert  
Saritha  
DR. Rainimol  
Shobhaa  
Dr. Aparna  
Neethu  
Mr. Sunil M Anthony*

Agenda 1 : Submission of the final list of value added courses to be conducted this academic year : As per the earlier meeting 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.

#### Agenda 2 : Preparation of tutorial records

: As the first year admissions were over, the tutorial records of the fresh batch has to be distributed. The responsibility of preparing the tutorial records was rested upon the PTA Secretary of the College, Mr. Achin P, Assistant Professor, Department of Commerce. The details of all the students who had taken admission in various disciplines will be taken from the portal.

#### Agenda 3 : Inviting the list of Capacity

Enrichment Programmes : As dealt in the earlier meeting, each department as well as clubs and forums were given a provision to conduct capacity development programmes based on different areas such as soft skill, Yoga, life skill, entrepreneurial skill, awareness in the trends of recent technology etc.

Proposals were submitted by different departments for the approval. The IQAC, in detail, discussed about the programmes and finally gave sanction to the Departments to conduct these programmes as per the requirement.

#### Agenda 4 : Data collection on student

progression and competitive exams : The IQAC entrusted The Department IQAC Co-ordinators to collect the data on those students who had moved for higher studies after a particular degree or PG programme. Also data has to be collected from those students who

got placed in different institutions. The data pertaining to the latest passed out batch in the case of both UG and PG were given more emphasize. The IQAC Department co-ordinators were asked to start the drive at the earliest and to collect the proof and submit it to IQAC. In the case of students qualifying competitive exams, (national/international) level, has to be collected and the proof of certificates to be submitted to IQAC.

Agenda 5 : Scholarships Awareness : The representative of IQAC together with the nodal officer 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 officer 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 officer, 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 6 : Identifying the eligible candidates for Scholarships : The IQAC suggested to invite applications from eligible candidates to provide free-

ships, by the institution. The IQAC Department Co-ordinators were advised to invite applications from the students and to verify their applications. A final list of the students selected by the Department together with the application form details are to be submitted to IQAC. It is instructed that the students selected should not be a holder of any other scholarships, both Government or Non-Government. After finalizing the list by IQAC, it will be handed over to the administrative wing of the College for further processing.

Agenda 7 : Department credential presentation by Department of English and Department of Mathematics : As per the decisions taken in the previous meetings, the turn of presenting the Department credentials was for the Department of English and Department of Mathematics. The presentation was done by the IQAC Department Co-ordinator M.S. Neethu Baby in the case of Department of English and Dr. Aparna Aravindakshan, in the case of Department of Mathematics. The IQAC earnestly listened to the presentations and discussed in detail the matters 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 F. Anto N T 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 Department Co-ordinators.

Agenda 9 : Instructions to the IQAC Department Co-ordinators : After discussing with the IQAC Core Committee, the IQAC Director Fr. Anto NJ instructed the Department co-ordinators to help in the collection of data from the Department. Especially in the case of student progression, yet another drive has to be conducted to get a foolproof detail. Similarly the IQAC instructed the Department Co-ordinators to check the value added courses for this year and to maintain all the documents related to the course.

Agenda 10 : General Discussions and Miscellaneous Details : The meeting started at 2.15 pm and the venue for the meeting was IQAC room. The main purpose of the meeting was to address both the IQAC Core Members and IQAC Department Co-ordinators. The meeting began with a silent prayer. Dr. Asha Mathew, the IQAC Core Committee member and faculty of Department of Economics welcomed the gathering. The Director of IQAC, Fr. Anto NJ presided over the function. He addressed the entire gathering and the meeting was led by him. Each of the agenda was discussed in detail and recommendations were given to resolve the matters. The Director invited suggestions and grievances from both the Core Committee members and the IQAC Department Co-ordinators. One of the major suggestion pointed by the Core Committee to ease the data collection was to post all the details in the whatsapp 'NAAC 2021' group so that the

chance of missing any important matters becomes very less. So the IQAC Department Co-ordinators were instructed to post all the events related to their Department and the faculty members in the whatsapp group. They can forward the matter to the admin of that group, Fr. Anto NJ and he will post it in the group. Every body supported this suggestion as it will ease the work of collecting data. Lots of agenda were being discussed in this meeting. The meeting got ended up with the thanks giving by the IQAC Core Committee member Mr. Taison Joseph.

*(Signature)*  
closing time of the meeting : 5.10 pm

#### PRINCIPAL

St. Joseph's College (Autonomous)  
Devagiri Calicut-673 002



## IQAC Meeting

Date : 01/10/2021

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Members

Chair : The Principal of the College

St. Joseph's College, Devagiri

Dr. Sabu K. Thomas

- Attendance :
- 1) Fr. Anto M J
  - 2) Jaison Joseph
  - 3) Dr. Asha Mathew
  - 4) Dr. Sharm. V.S.
  - 5) Nithin Joe
  - 6) Salbeesb George
  - 7) Joyce Tom J
  - 8) Albert Thomas
  - 9) Dr. Prince Alex
  - 10) Dr. Ranimol Stephen

Parthasarathy  
Dnyaneshwar  
Asha Mathew  
Nithin  
Jaison  
Joyce  
Albert  
Prince  
Ranimol

Agenda 1 : Approval of the proposals submitted by the Departments and Clubs and Forums with regard to Capacity Development Programme  
 The IQAC scrutinized the proposals submitted by the Departments and Clubs and Forums. As per the earlier notice given by the IQAC Director, the Departments and Clubs who were willing to conduct the Capacity Development Programmes submitted their proposals. On verification, the proposal submitted by NSS to conduct a Soft Skill Training in association with Rajagiri SDG was approved by IQAC. The proposal submitted by Department of Media Studies to conduct a workshop on "How to handle a writer in you - Journalistic Writing v/s

"Creative Writing" was also given approval. "On your mark" - a motivational workshop series which helps in soft skill development submitted by Department of Commerce and Management was also given approval by IQAC. Under the DBT Star Scheme, PG and Research Department of Zoology submitted a proposal to conduct a workshop on Basic Bioinformatics - Tools and Techniques" which will create awareness among the students on trends in technology. This proposal was also given approval by IQAC. Devagiri Civil Service Academy also submitted a proposal for conducting a soft skill training programme for the Civil Service Aspirants. The Department of Social Work decided to conduct a Street Theatre Workshop for the first year MSW students which will help in building up of personal confidence and the IQAC approved the proposal of MSW Department also.

Agenda 2 : Signing of MoU with ISDC :  
 The IQAC of St. Joseph's College, Devagiri decided to sign an MoU with the International Skill Development Corporation (ISDC) with an aim of conducting ACCA Coaching for the students of the College. Together with the curriculum based study, the students will get an opportunity to get qualified in ACCA - the certificate issued by the Association of Chartered Certified Accountants. This certificate will give the students the most up-to-date skills essential to become a finance professional.

Agenda 3 : Faculty Development Programme on 'Leadership Excellence' : The IQAC decided to

organize a Faculty Development Programme (FDP) to improve the efficiency of the teaching faculty. The college in collaboration with the AICTE Training and Learning (ATAL) decided to conduct a seven-day FDP Programme on online mode in Zoom platform. Dr. Vinesh P. J, Assistant Professor, Department of Zoology is selected as the Co-ordinator of this FDP programme. It was instructed by IQAC that all the teachers should participate in the FDP programme. As it is being recognized by ATAL, the teachers can use the FDP certificate for promotion purposes and so all the teachers were requested to attend this FDP programme.

Agenda 4 : Department Credential presentation  
 by Department of Physics and Department of Dr. Ranimol Stephen Chemistry : The IQAC instructed two departments to present their credentials. The presentation of Department of Physics was done by Dr. Prince Alex and in case of Department of Chemistry, the presentation was done by Dr. Ranimol Stephen. They described in detail all the activities conducted by the Departments and also stated their limitations in collecting the data. The IQAC Director F&A. Anto M.J appreciated both the Department Co-ordinators for initiating the work and also gave suggestions for improving the work.

Agenda 5 : Distribution of tutorial records  
 to the Departments : The duty of managing the process of Tutorial Records was entrusted on the PTA Secretary of St. Joseph's College, Devagiri, Mr. Achin P (Assistant Professor, Department of Commerce). The tutorial records were printed in the usual prescribed format. The IQAC Director instructed the technical staff Mr. Vijay

E.M and Mr. Anoop Crigi to distribute the same to the Department tutors.

Agenda 6 : General Discussions and Miscellaneous Details : The IQAC meeting was scheduled at 2.15 pm in the IQAC Room. This meeting was scheduled only for the IQAC Core Members and two Department Co-ordinators Dr. Prince Alex from Department of Physics and Dr. Ranimol Stephen from Department of Chemistry were the special invitees. The IQAC Director Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Sabu K. Thomas presided over the function. All the agenda were discussed in detail and suitable recommendations for improvement was given by Fr. Anto NJ. The meeting got concluded by the vote of thanks delivered by Dr. Asha Mathew, the Core Committee member.

Closing time of the meeting : 4.20 pm

PRINCIPAL

St. Joseph's College (Autonomous)

• Calicut - 673 006



## IQAC Meeting

Date : 20/10/2021

Time : 3.00 pm

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

- Dr. Sabu K. Thomas

Attendance :

1) Fr. Anto NJ

2) Dr. Shireen V.S.

3. Jaison Joseph

4 Nitish Jose

5) Salbeesh George

6) Dr. Asha Mathew

~~Chair Person~~

~~Dr. S. K. Thomas~~

~~Not present~~

~~Asha Mathew~~

Agenda 1 : Discussion on giving seed money to the faculty members : Applications were invited from the teachers of various disciplines who were willing to do research promotion activities. The College in promoting research decided to provide seed money for attending international/national workshops, conferences and seminars and also for taking up of minor and major projects. It was being decided to sanction an amount of twenty thousand Rupees as a minimum ceiling per teacher in a year. The amount will be sanctioned only after a thorough scrutiny of the proposals submitted by the faculty members. The amount may vary in accordance to the nature of work undertaken.

Agenda 2 : Evaluation of Programme Outcome  
Programme Specific Outcome and Course outcome by IQAC : The IQAC had already instructed the HODs of every Department to submit an evaluation report on

how far the outcomes has been achieved through the curriculum. 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. As the odd semesters are completed, the IQAC requested the HODs to submit the report of the outcomes to IQAC.

Agenda 3 : Signing of MoU with ALS Satellite Education Private Limited : The IQAC decided to sign an MoU with ALS Satellite Education Private Limited with an aim of providing Civil Service Coaching to the students who wishes to Join. The IQAC planned to have a continuous coaching for the Civil Service aspirants for the whole year. They can continue the coaching until they finish their Degree programme. The main target of the institution is to equip the students to appear for the competitive exams like PSC, UPSC and others.

Agenda 4 : Conduct of Sports and Cultural Events : The IQAC under the guidance of the Principal of the College, Dr. Sabu K. Thomas decided to prepare a schedule for the conduct of sports and cultural programmes. For that, instructions are framed for handing over the duty 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 instruct the Co-ordinators Fr. Bony Augustine and Dr. Wilson Rockey to prepare a skeleton frame work on the events to be conducted in the College this academic year. The dead line fixed for the submission of skeleton frame work

is the first week of November.

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

The Director of IQAC, Fr. Anto NJ described about the importance 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 seminar/workshop and after thorough screening 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 : Evaluation of the Mentor-Mentee Diaries submitted by each Department : All the Departments were asked to submit the Mentor-Mentee Diaries to IQAC for verification. As the odd semesters were completed, the IQAC insisted the mentors to complete the reports of mentee Counselling and to address the grievances of the students. Also it is instructed to provide guidance to the students in all aspects and if needed can go for outside consultations.

Agenda 7 : Social Extension Activities :

The IQAC Committee insisted that every student studying in this college should involve in some social extension activities. The students who do not have entry to NSS, NCC etc should do SSP mandatorily. And for that IQAC insisted to have a co-ordinator for undertaking social extension activities. Ms. Aparna

Assistant Professor, Department of Physics was given the charge of ssp. Students from each Department should participate in any of the social service activities either initiated by the Government, NGOs, or by the College. So instructions to org amize such type of activities were given to the HODs.

Agenda 8 : General Discussions and Miscellaneous Details: The meeting started at 3 pm. The Principal of the College, Dr. Sabu K. Thomas chaired the meeting. Fr. Anto NJ, the Director of IQAC welcomed the gathering. The Core Committee members only attended the meeting. The meeting ended up with the vote of thanks by Dr. Asha Mathew, the IQAC Core Committee member.

Closing time of the meeting : 5.15 pm

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



## IQAC Meeting

Date : 2/11/2021

Time : 2.15 pm

Venue : IQAC Room

Chair : Fr. Anto N.J.,  
The IQAC Director

~~Parishanthi~~  
St. Joseph's College, Devagiri

Purpose : Meeting of IQAC and the Department  
Co-ordinators

Attendance : 1) Dr. Asha Mathew

~~Asha Mathew~~

2) Ms. Aswani Muralidharan

~~Aswani~~

3) Dr. Delse P. Sebastian

~~Delse~~

4) Dr. Sharmi V.S.

~~Sharmi~~

5) Jaison Joseph

~~Jaison~~

6) Nithe Jose

~~Nithe~~

7) Sneha Lucy Soy

~~Sneha~~

8) Anjana Mathew

~~Anjana~~

9) Anu Gigi

~~Anu~~

10) Salbeesh George

~~Salbeesh~~

11) Joyce Tom J

~~Joyce~~

12) Neethu Baby

~~Neethu~~

13, Albert Thomas

~~Albert~~

14, Saritha Ic

~~Saritha~~

15) Dr. Raninof Stephen

~~Stephen~~

16) Shobha CV

~~Shobha~~

Agenda 1 : Sanction for the conduct of District Table Tennis Tournament : As part of sports and cultural activities, St. Joseph's College, Devagiri planned to host the District Table Tennis Tournament in the College Indoor Stadium. As it is important to consider academic and extra curricular activities equally important, IQAC gave complete support.

ort to organize sports activities in the college. This can also be extended as a social Extension programme because hosting such a type of event will help a large number of sports mans to exhibit their talents. The entire programme schedule will be carried by the College itself.

Agenda 2 : Conduct of Gender Awareness Programme : The IQAC took initiative to organize Gender Awareness programmes. As part of Women Empowerment, IQAC always promotes programmes which uplift the women. With the intention of empowering women, IQAC in association with the Women cell of St. Joseph's College, Devagiri planned to conduct Gender Awareness programmes throughout the academic year. The first attempt addressed was to conduct a webinar on violence against women and the law. The second schedule was to conduct an inter-department poster presentation competition in connection with international day for elimination of violence against women. This programme was sponsored by Kerala State Women cell Development Corporation. IQAC after analyzing the need and importance of these two programmes decided to give consent to the authorities to do the needful in order to organize the programmes in the very near date.

Agenda 3 : Plan to organize Research Methodology classes in this month of November : The IQAC in association with Department of Business Management planned to organize a workshop on Mastering the Research Work. The main aim of organizing such a programme is to create a knowledge among

The students on project topic selection, analysis and report preparation. Also IQAC in collaboration with Department of Commerce and Management also plans to organize a workshop on Research Methodology - Demystifying Research to acquaint the students to handle their research project in a systematic manner. The IQAC entrusted the duty of organizing the above said workshops on Deptt. of Commerce and Management and Department of Business Management. IQAC also insisted that as majority of the departments are having project as part of curriculum, it is important that all the students should secure atleast a minimum knowledge on how to conduct a research. So it was pointed out that all the Departments should conduct atleast one workshop on Research Methodology per academic year.

Agenda 4 : Department Credential presentation by Department of Zoology and Department of Botany : In this meeting the credential presentation of Department of Zoology was done by Mr. Joice Tom J, Asst. Professor and in the case of Botany Department it was done by Dr. Delse. P. Sebastian. The Director of IQAC, Fr. Anto NJ, while giving the comments on presentations made by the Departments mentioned about their valuable contributions to research and publications. It was pointed out that the highest number of publications in reputed journals with scopus indexing / h-index / pub-med / ugc care listed, etc comes from these two departments. Fr. Anto NJ congratulated the IQAC Department Co-ordinators of these two departments for their valuable service.

Also he encouraged all the other IQAC Department Co-ordinators to follow the path of Department of Zoology and Botany and also suggested to have interdisciplinary approach in this aspect.

#### Agenda 5 : Evaluation of the SSR work :

In this meeting, the IQAC Director Fr. Anto NJ, as part of evaluating the progress of SSR work attempted to have a detailed review on first criterion. The first criterion co-ordinator Dr. S. Shein, Assistant Professor, Department of Psychology made a presentation. To assist Dr. Shein to complete the work, Dr. Asha Mathew, Assistant Professor, Department of Economics and Core Committee Member and Technical staff Mr. Vijay EM were appointed. It was being insisted to complete the work on criterion 1 by December especially areas related to programme outcome, programme specific outcomes and even with reference to the revision of syllabus. Also the IQAC Director Fr. Anto NJ instructed to prepare feed back questions on curriculum which has to be taken from entrepreneurs/employers, alumni, teachers and students. The questionnaire preparation charge was given to Dr. Remya K, Assistant Professor, Department of English and Dr. Asha Mathew, Assistant Professor, Department of Economics. It was decided to complete the feedback of employers, alumni and teachers by the end of December and that of the students by the mid of March.

As the meeting got extended, all the other criterion co-ordinators could not present their progress report. So only a casual enquiry regarding the status of work was made and Fr. Anto NJ, IQAC Director gave certain recommendations for improvement.

Agenda 6 : General Discussions and Miscellaneous Details : The meeting was scheduled at IQAC room and it started by 2.15 pm. The IQAC Core Committee Member Mr. Nitin Jose welcomed the gathering. The IQAC Director, Fr. Anto NJ presided over the function. Together with the internal core Committee members, AAC Department co-ordinators were also present in the meeting. All the above mentioned agenda were discussed in detail and suggestions were given to improve the quality. The meeting got concluded by the thanks giving of the IQAC Core Committee member Dr. Asha Mathew.

closing time of the meeting : 4.50 pm



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

## IQAC Meeting

Date : 24/11/2021

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Committee Members  
Chair : Dr. Sabu A. Thomas

The Principal of the College  
St. Joseph's College, Devagiri

Attendance : 1) Fr. Anto N J

~~Paramarsh~~  
~~final~~

2) Dr. Sharmi V.S.

~~Asha Mathew~~

3) Jaison Jose

~~Asha Mathew~~

4) Dr. Asha Mathew

~~Asha Mathew~~

5) Nitin Jose

~~Nitin~~

6) Sabreesh George

~~Fathima~~

7) Joyce Tom J

~~Joyce~~

8) Albert Thomas

~~Albert~~

9) Ms. Deepa Mary Thomas (Online Mode)

~~Deepa~~

10) Ms. Saritha T.K.C

Agenda 1 : PARAMARSH scheme and the mentee Colleges status : As part of PARAMARSH Scheme, St. Joseph's College, Devagiri is the mentor of five colleges. St. Joseph's College, Devagiri IQAC team 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 Mentor College IQAC team 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 mentee institutions for NAAC visit. As such under the guidance of IQAC, out of

The five mentee Colleges under PARAMARSH Scheme three Colleges applied for NAAC first cycle accreditation in this month. The remaining two Colleges are preparing for the submission of IQA and for that, two training sessions are arranged by the Mentor College (St. Joseph's College, Devagiri) in the coming week.

Agenda 2 : Training in Research Methodology : As part of instructions given by the IQAC, Department tried to take initiative to conduct training programmes in Research Methodology. Department of Economics has submitted a proposal to the IQAC for getting the approval to conduct a seminar on Research Methodology. The programme aimed at giving an awareness to the BA Economics final year students on how to select the topic for research, how to prepare the objectives, what are the basic analytical methods, how to prepare a report etc. The Department's plan is to conduct the seminar in the first week of December. IQAC gave approval for conducting this seminar on Research Methodology.

Agenda 3 : Gender Awareness Programme : The Women Cell of St. Joseph's College, Devagiri in collaboration with IQAC has planned to organize a 'Gender Awareness Programme' for the students of the College. A request was given to The Kerala State Women's Development Corporation and Women's Welfare Council. On the basis of the positive response from their side, the IQAC with the Women Cell of St. Joseph's College, Devagiri decided to conduct a 'Gender Equality - An interactive session with Advocate VD Satheeshan MLA - the leader of Opposi-

tion. The gender awareness aims at increasing general sensitivity, understanding and knowledge about gender (in)equity. Awareness raising is a process which helps to facilitate the exchange of ideas, improve mutual understanding and develop competencies and skills necessary for societal change. In a society where violence against women occurs, it is only because of lack of awareness which reflects on the attitude of the people. So to build a good generation, these types of awareness programmes are essential. On the basis of these opinions given by the members of IQAC, the team IQAC decided to conduct gender awareness programmes atleast two times a year. Also the activities of the Women cell should be promoted.

Agenda 4 : Professional Development / Administrative Training Programme : To increase the professional efficiency of the non-teaching staff, and to make them thorough in Excel, a two day professional development programme was proposed by the IQAC Committee. The IQAC of St. Joseph's College, Devagiri decided to arrange a training on the basics of Excel - "Introduction to Excel". It was being pointed out that excel helps in doing quick totals, helps in data analysis and interrelations, data organising and restructuring, data filtering etc. 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. Mr. Albert Thomas, Assistant Professor, Department of Physics was appointed as the Co-ordinator for organizing this programme. The deadline given for conducting this professional

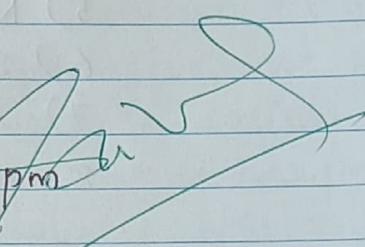
development programme is December 15, 2021.

Agenda 5 : Presentation of the Department Credentials by the Department of Psychology and Department of Malayalam: As part of the SSR Works, the Departments are asked to make a presentation on their credentials. This presentation will help in identifying the IQAC team to verify the pace of work. In this meeting, the turn went for Department of Psychology and Department of Malayalam. Department of Psychology firstly presented their credentials and Ms. Deepa Mary Thomas, the IQAC Department Co-ordinator of Psychology Department led the presentation. After the presentation by Ms. Deepa Mary Thomas, Fr. Anto NJ, the IQAC Director congratulated the Department for their valuable contributions. He also suggested to improve certain grey areas especially the publication side. Fr. Anto NJ directed the Department Co-ordinator to make all the teachers in the Department to have publications - at least two - every year. The second presentation was done by Mr. Saiktha KC, IQAC Department Co-ordinator, Department of Malayalam. As it is a PG only Department the contributions made is of a minimum range only when compared to other Departments.

Agenda 6 : SSR work evaluation :  
 Fr. Anto NJ, the IQAC Director 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 was scheduled at IQAC room and started at 2.15 pm. The IQAC Director, Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Sabu K. Thomas presided over the function. The internal IQAC members and two Department IQAC Co-ordinators Ms. Deepa Mary Thomas and Ms. Saritha KC attended the meeting. All the above said agenda were discussed in detail and the needed suggestions were made. The meeting got concluded by the vote of thanks delivered by the IQAC Core Committee member Mr. Nitin Jose.

Closing Time of the meeting : 4.40 pm

  
**PRINCIPAL**  
 St. Joseph's College (Autonomous)  
 Mangalore, India - 574192



## IQAC Meeting

Date : 6/12/2021

Time : 2.30 pm

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : The Principal of the College

Dr. S. Abu K. Thomas

Attendance : 1) Fr. Anto NJ

2) Dr. Shiju R.S.

3) Jaison Joseph

4) Dr. Asha Mathew

5) Nithe Jose

6) Sabeeesh George

7) Joyce Tom J

8, Alhest Thomas

Parromoy  
Shiju

Joseph  
Asha Mathew

Nithe

Sabeeesh  
Joyce  
Alhest

Agenda 1 : Social Extension Programme  
by the NCC-Navy Wing under the guidance of IQAC :

The NCC-Navy Wing of St. Joseph's College, Devagiri is planning to conduct a social extension programme under the guidance of IQAC team of St. Joseph's College, Devagiri. The main aim of the programme is conduct a book collection drive in association with the Thalir Tribal Literacy Mission, Madoor, Vakeli. The agenda to conduct such a book collection drive is to collect books from the students of the College and from outside and to hand-over the books to the office bearers of Thalir Tribal Library.

This drive meant to collect books from people who does not want those books now and is distributed to others who are in need of books. For the upliftment of the tribal children, St. Joseph's College, Devagiri NCC - Naval Wing decided to pour knowledge through

donation of books. Dr. Shinto P. Mathew, the NCC Naval Wing Officer is in charge of this drive and they plan to donate the books to the Library as a Christmas gift.

Agenda 2 : Social Extension Programme by NSS under the guidance of IQAC : The NSS wing of St. Joseph's College, Devagiri is planning to organize their NSS camp 'Sparsham' and for that the theme is being selected by the IQAC. The most relevant theme in the present scenario is to make aware the young generation about substance abuse.

Substance abuse refers to excessive use of drugs in a way that is detrimental to self, society or both.

IQAC suggested to conduct an awareness programme on substance abuse, so that the NSS volunteers of St. Joseph's College, Devagiri will be able to spread the message to the society. The camp is scheduled for seven days at the end of December. Ms. Neethu Baby and Mr. Robin Xavier, the NSS co-ordinators are given the charge of organizing the camp.

Agenda 3 : Book purchase for Library :

In order to purchase academic books for library, the IQAC asked every Department HOD 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 A.J. All Departments were given instruction to prepare the list of books and hand it over to IQAC on or before the Christmas vacation.

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 Ms. Joyce Tom J. 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. Anto N J, IQAC Director, Dr. Asha Ma. Mathew, IQAC Core Committee Member, Mr. Taison Joseph, IQAC Core Committee Member and Ms. Vijay EM. Technical Staff are the people who are given the charge to handle the process.

Agenda 5 : Evaluation of the operations of 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 N J, 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 was 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 6 : General Discussions and Miscellaneous Details : The meeting started at 2.30 pm at IQAC Room. Dr. Asha Mathew, the Core Committee member welcomed the gathering. The Principal of the College, Dr. Sabu K. Thomas chaired the meeting. All the instructions and suggestions were given by the IQAC Director Fr. Anto M.J. The entire committee contributed to the discussions. The IQAC Director also extended his thanks and appreciation to the Core Committee members. The meeting ended up with this thanks giving by the IQAC Director.

Closing time of the meeting : 4.45 pm

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 Devagiri, Calicut-673 008



## IQAC Meeting

Date : 20/12/2021

Time : 2.30 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Committee

Chair : Fr. Anto N J

~~Fr. Anto N J~~

IQAC Director

St. Joseph's College, Devagiri

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Dr. Shincy V. S.

Shincy

3) Taison Joseph

Taison

4) Nitin Jose

Nitin

5) Salbeesh George

Salbeesh

6) Joyce Tom J

Joyce

7. Albert Thomas

Albert

8. L. Sunil M Antony

Sunil

9) Ms. Aswani Mualidharan

Aswani

10) Ms. Shahanaz cheenika (Online Mode)

Agenda 1 : Preparation for NIRF : The IQAC team discussed about the templates that has to be filled in for participating in NIRF. Fr. Anto N J, 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. St. Joseph's College, Devagiri 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 as such and to make improvement in it. It was being instructed

to consolidate the already collected data in accordance to the templates indicated in NIRF and to collect the data pertaining to grey areas at the earliest. The duty were arranged among Fr. Anto NJ, the Director of IQAC, Dr. Asha Malathy and Ms. Taison Joseph the core committee members and Mr. Vijay EM and Ms. Anoop Gigi, the technical staffs.

Agenda 2 : Training on Entrepreneurship, incubation and start-up building: St. Joseph's College Devagiri encourages students to take initiative in establishing incubation and start-ups as part of creating self employment opportunity. The objective is to promote new technology / knowledge / innovation based start-ups that create jobs, wealth and business in alignment with national priorities. Also to provide a platform for speedy commercialization of technologies developed by the College and to provide cost effective value added services. In order to fulfill these objectives and to equip the students to go with this mission, the IQAC decided to conduct a training programme on Entrepreneurship, incubation and start-up building. The responsibility of conducting the training programme is given to Department of Business Management and Department of Commerce and Management. They have planned to conduct a training on "Entrepreneurship, Innovation and Design Thinking" and is planning to invite Mr. Rajeev Suri International Business Consultant Indian Institute of Management, Kozhikode. Everybody in the meeting appreciated this idea and the IQAC Committee gave approval to organize this programme.

Agenda 3 : 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, Women's Welfare cell, Fine Arts club, Blood Donors club, Bhoomithra Sena, 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 clubs 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 will inform the co-ordinators.

Agenda 4 : Evaluations of the results of V sem UG programmes : The Controller of Examinations has published the result of V 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 two Departments showed an unsatisfactory pass percentage. The IQAC decided to call a meeting of the teachers of those two 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 those students with 'outstanding' status. IQAC also instructed to conduct remedial coaching in a wide range so as to get rid of this aspect.

Agenda 5 : Department credential presentation by Department of Statistics and Department of Business Management : The two Departments who were given the duty to present the Department credential were Department of Statistics and Department of Business Management. Department of Statistics have PG programme only. So the activities conducted by them is quite small when compared to that of other Departments. Ms. Aswani Muzahidhan presented the Department Credentials. The most appreciating part 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 Business Management, Ms. Shahanaz Cheenika presented the credentials. The Department of Business Management had conducted lots of academic related programmes which helped the students to gain a lot. Both the Departments were asked to continue the path of journey. But the IQAC insisted to the Department of Business Management to adopt some strategy for improving the exam results of the students. As it's a professional oriented course, the IQAC opined that more students from this Department should come forward and clear the career based exams. They should concentrate more on Campus Recruitments.

Agenda 6 : General discussion and miscellaneous details : The meeting was held at IQAC Room and started at 2.30 pm. Mr. Nitin Jose, the IQAC Core Committee member welcomed the gathering. Fr. Anto NJ, the IQAC Director chaired the meeting. All the internal members of core committee and the Co-ordinators of Department of Statistics and Department of Business Management participated in the meeting. All the above said agenda were discussed in detail and suggestions wherever needed is given by the IQAC Director Fr. Anto NJ. The meeting got ended up with the vote of thanks by Dr. Sathesh George, the IQAC Core Committee member.

Closing time of the meeting : 4.55 pm

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## IQAC Meeting

Date : 6/1/2022

Time : 2.30 pm

Venue : IQAC Room

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

Chair : The Principal, St. Joseph's College, Devagiri  
Dr. Sabu. J. Thomas

Attendance : 1) Fr. Anto N T

Father Anto

Anto

2) Dr. Shiju. V.S.

Shiju

Shiju

3) Jaison Joseph

Jaison

4) Nitish Jose

Nitish

5) Sneha Lucy Soy

Sneha

6) Dr. Asha Mathew

Asha Mathew

7) Anjana Mathew

Anjana

8) Anu Grigi

Anu

9) Salveesh George

Salveesh

10) Juice Tom T

Juice

11) Albert Thomas

Albert

12) Neethu Baby

Neethu

13) Dr. Ravindrol Stephen

Stephen

14) Saritha kc

Saritha

15) Shobhana IV

Shobhana

16) Apoorva Aravindakshan M.

Apoorva

17. Fr. Sunil M Antony

Sunil

Agenda 1 : 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. Message of submitting the documents were send through whatsapp and all were asked to bring it today and submit it. 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.

Agenda 2 : 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 infrastructure 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. F. A. 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 28th January 2022.

Agenda 3 : Completion of the SSP  
 :- 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 IQAC Department Co-ordinators are asked to send the students <sup>to do</sup> from some social

services before the commencement of their exams. A co-ordinator for SSP has to be appointed in every Department and it is the responsibility of the co-ordinators either to frame a combined social service 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-ordinators. 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. Afraza N of Department of Physics is the co-ordinator. The IQAC Director, Fr. Anton NJ instructed the Department IQAC Co-ordinators to finish the process by the end of the month of January.

Agenda 4 : Preparing the list of teachers who have publications till this date of 6<sup>th</sup> January 2022.  
 The IQAC Committee decided to collect the data pertaining to the areas of publications both in journals and in the form of books. All the IQAC Department Co-ordinators are asked to compile the data of teachers publications in the Department level itself and also to collect the proof of the publications from the teachers. Fr. Anton NJ, the IQAC Director also encouraged everyone to be a part of publication process and reminded to enhance the numbers of publications in reputed journals with Scopus index/h-index/Web of Science/Pub-Med/UGC care list/etc. Also he insisted to increase the pace of work and to make collection of data very smoother and systematic. It was found that the teachers involved in publication works are less in number and so each Departments should

Think about a strategy to compensate the loss.

Agenda 5 : Plagiarism check for the project works of the students : The IQAC recommended 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 instruction to look into this matter. It is in the final year that the students have projects. By the end of March, before submitting the final proof of project, the students are requested to take the plagiarism check of their projects.

The main aim of making the students do this process is to enhance the quality of the projects. Plagiarism checker is available in the library of the College. Dr. Anto NJ, the Director of IQAC gave instructions to the Librarian Mr. Tomson AJ to give assistance to the teachers in this aspect. Also those students who wish to make paper publications can also use the plagiarism checker installed in the library computer.

Agenda 6 : Compiling of data for the submission of AQAR : The IQAC is responsible in doing the submission of AQAR timely. For uploading the AQAR 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 Dr. Anto NJ gave suggestion to the IQAC Department co-ordinators to report the matter to IQAC Team. They can hand over 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 addressing those issues to the concerned Department Co-ordinator. As the number of days available is very small everything has to be done at 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.

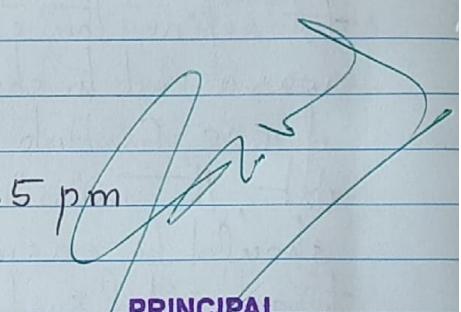
Agenda 7 : Evaluation of the preparation of SSR work : Together with the AQAR submission process the core committee members were also entrusted with the duty to do the preparation work of SSR. Though its a consolidation of the already submitted AQAR, still the systematic way of consolidation is very much essential to refine the entire process. Each criterion co-ordinator was asked to share the progress of the work by the Director of IQAC, Fr. Anto NJ. While presenting the progress report, the missing areas which results in the loss of marks should be earmarked and strategies has to be framed to get rid of such a missing. Every core committee member is given a chance to comment on the work and all valuable suggestions given by the core committee members are recorded by the IQAC Director. After the presentation of the criterion co-ordinators, the IQAC Director recommended to take all the proofs of data kept in the Departments to IQAC and a copy of it will be provided by IQAC to be kept in the Department.

Agenda 8 : Commemorative days celebrations : The IQAC pointed out that the trend of celebrating commemorative days by the Departments 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 conducting of such type of programmes.

Agenda 9 : General Discussions and Miscellaneous Details : The meeting was held at IQAC Room. It started at 2.30 pm. Dr. Asha Mathew, IQAC Core Member welcomed the gathering. The Principal of the College Dr. Sabu K. Thomas presided over the function. Both the core members and the Department IQAC Co-ordinators participated in this meeting. All the agenda mentioned above was discussed in detail, under the guidance of Fr. Anto N J, the Director of IQAC. The meeting got concluded by the thanks giving of the IQAC Core Committee member by Mr. Nithin Jose.

Closing time of the meeting : 5.15 pm



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## IQAC Meeting

Date : 25/01/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu. K. Thomas

Attendance : 1) Fr. Anto N J

Anton

2) Dr. Asha Mathew

Asha Mathew

3) Dr. Sivam. R. S.

Sivam

4) Jaison Joseph

Jaison

5) Nithez Jose

Nithez

6) Salibeesb George

Salibeesb

7) Joyce Tom J

Joyce

8) Albert Thomas

Albert

9) Dr. Sunil M Anthony

Sunil M A

10) Ms. Sneha Lucy Joy

Sneha

11) Ms. Anima P

Anima

### Agenda 1 : MoU signing with BABTE

System Technologies Pvt Ltd : The IQAC team of St. Joseph's College, Devagiri decided to sign an MoU with BABTE System Technologies Pvt Ltd, Hi Lite Business Park, Kozhikode. The main aim of signing this MoU is to provide knowledge to the students on Python and Django Programming. Python is commonly used for developing websites and softwares, task automation, data analysis and data visualization. It is relatively easy to learn and will help the students to find some jobs. This programmes were provided to the students as Certificate Courses, which will in turn improve the technical skills of the students. Similarly Django

is a high-level Python web framework that enables rapid development of secure and maintainable websites. Django is useful not just for building web applications, but also for data modelling. As it was found that this knowledge transfer will help the students to get good job opportunities it is recommended to organize such type of certificate courses in collaboration with BRAHTE Systems Technologies Private Limited, Kozhikode. The IQAC recommended to proceed with the process of MoU and to sign it at the beginning of next month itself.

Agenda 2 : IPR Awareness in Collaboration with National IP Awareness Mission and Government of India : The IQAC of St. Joseph's College, Devagiri decided to organize an IPR Awareness training programme for the students and teachers of the college. The final year students were given the training. 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, trademarks, 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 Dr. Anil J in detail. The Committee decided to conduct this awareness programme by the end of February.

Agenda 3 : Workshop for final year students on Careers : The placement cell of St. Joseph's College, Devagiri in collaboration with the IQAC team decided to

organize a Career Oriented Training for the final year students of both UG and PG. Before the Campus Drive process, the students should be given certain tips of getting placed and also how to clear the exams, how to appear for the interview, how to tackle GD etc. The placement cell of St. Joseph's College, Devagiri decided to conduct a series of programmes in this mode to equip the students to face the Campus recruitment processes.

Agenda 4 : Renewal of the Government Scholarships : The main aim of the Scholarship nodal officer in St. Joseph's College, Devagiri is to make maximum students get selected for different scholarships. The nodal officer, 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 scholarships should be done timely. The section clerk who handles scholarship has the responsibility to inform the students about the renewal. So the IAC Committee in order to make maximum participation asked the nodal officer to have a follow up in this matter and to increase the number of students availing the scholarship. Also the IAC Committee recommended to prepare brochures and charts describing the different schemes and to create a knowledge among the students; by pasting it on the notice board.

Agenda 5 : 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 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 mid of March and to give the scholarship amount to the eligible candidates by the end of March. 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. Anto N J, the IQAC Director and Fr. Biju Joseph, the Manager of the College as the members of the Committee.

Agenda 6 : Department Credential  
Presentation by Department of Commerce and Management and Department of Computer Science: In this meeting Department of Commerce and Management IQAC Co-ordinator presented the Department 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. She requested the IQAC team to find some tips to cover up the grey areas as it gradually affects the quality of the institution. The pass percentage and the progression where the two areas that they have to concentrate and to bring about more improvement. The IQAC recommended to conduct remedial coachings in a full fledged manner and a continuous evaluation of those students will help in improving the results. Similarly IQAC suggested to give more

career oriented training programmes to the students so that self confidence may be built in them. It was found that the students clear the tests conducted by different agencies, but these students fails to clear the GD and interview. It is the lack of self confidence and loss of personality that destroys their talents. So before they reach their 3<sup>rd</sup> year graduation, the students should be given training sessions for grooming them. Personality development and other soft skill developments is a must in the present scenario.

The second turn was for Department of Computer Science : Ms. Anima P, Department IQAC Co-ordinator presented the credentials and stated the achievements and activities of the Department. The Department's E-literacy training initiative was highly appreciable. The Department of Computer Science is in the process of adopting a neighbouring village as part of E-literacy campaign. The main objective set by them is to make common men aware about the various E-services provided by the Government. The IQAC found this programme to be a major highlight and a highly appreciable social extension also. So all ground support is being given by IQAC for conducting this training programme and for adopting a village panchayat in the neighbouring area. In addition to this initiative, Department of Computer Science had submitted its proposal for conducting a workshop in collaboration with Mai Tessa Info Solutions LLP. The workshop will be on Flutter. This proposal submitted by the Department of Computer Science is also approved by IQAC as it helps in creating technical awareness among the students. The IQAC also recommended to conduct these types of programmes as Certificate Courses for the students which will definitely provide them job opportunities.

Agenda + : General Discussions and Miscellaneous Details : The IQAC Meeting of the Core Committee members started at 2.15 pm. Fr. Anto NJ welcomed the entire staff. The meeting was chaired by the Principal of the College, Dr. Sabu K. Thomas. The meeting was led by the IQAC Director Fr. Anto NJ. Two special invitees, Ms. Sneha Lucy Joy (Department of Commerce and Management) and Ms. Anima P (Department of Computer Science) also visited campus participated in this meeting. All the above said agenda were discussed in detail. Suggestions and recommendations were all given by the IQAC members. The meeting ended up with the vote of thanks of the IQAC Core Committee member Dr. Asha Mathew.

Closing time of the meeting : 5.30 pm

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## IQAC Meeting

Date : 21/02/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : Meeting of IQAC Core Committee

Chair : Fr. Anto N.J.

*(P.P.M.)*

IQAC Director

St. Joseph's College, Devagiri

Attendance : 1) Dr. Asha Mathew

*Asha Mathew*

2) Dr. Shrinu V.S.

*Srinu*

3) Jaison Joseph

*Jain*

4) Nitin Jose

*Nitin*

5) Sabbeesh George

*Sabbeesh*

6) Joyce Tom J

*Joyce Tom*

7) Albert Thomas

*Albert*

8. R. Sunil M Antony

*Sunil M*

9. Megheswara S

*Megheswara*

10. Dr. C.V. Abraham

*C.V. Abraham*

11) Ms. Anjana Mathew

*Anjana*

12) Ms. Swathy K.S (Online Mode)

Agenda 1 : MoU with C-DIT : The IQAC Committee decided to sign an MoU with C-DIT, Kozhikode (Centre for Digital Innovation and Transformation). The main objective of signing the MoU with C-DIT is to conduct academic and industrial activities. The specific objectives is to develop expertise in the emerging areas of Digital Technologies and their applications in Organisations, Government and Society, facilitating the digitilization/digital transformation, supporting and empowering the society in the use and adoption of digital technologies. With the above said objectives, the IQAC decided to

Join hands with C-Dit to conduct Certificate Courses for the students which help the students to attain job skills and techniques. It also aims at providing internships to the students. The co-ordinators for organizing Certificate Courses and other activities in collaboration with C-Dit are Mr. Bibin Antony, Asst. Professor, Department of Malayalam and Dr. Prince Alex, Assistant Professor Department of Physics.

### Agenda 2 : Signing of MoU with Red Team

Hacker Academy : IQAC decided to sign an MoU with Red Team Hacker Academy with a view to conduct industrial visits and to have industrial training for the students. Also it creates job opportunities. Other than the above said objectives, it also arranges internship programmes. Red Team Hacker Academy provides practical skill building and career advancement offering a well-defined trajectory towards a prosperous profession in the fields of ethical hacking and cyber security. This institution's courses helps the students of Computer Science to secure jobs in this field. In the present scenario, cyber security is considered to be an important aspect, providing Certificate Courses in this field will bring about greater advantage for the students and so IQAC decided to sign an agreement with Red Team Hacker Academy.

### Agenda 3 : Conduct of Gender Awareness

Programme : The Women Cell Co-ordinator of St. Joseph's College, Devagiri has asked for the permission to conduct Gender Awareness Programme in collaboration with Kerala State Women Development Corporation cell. The main objective of conducting this programme is to

break the bias. The Women cell of St. Joseph's College Devagiri is planning to organize a seminar on Gender Equality for Sustainable tomorrow. This programme Break the Gender Bias empowers individuals to recognize and challenge gender biases in order to create a more equitable and inclusive society. In the discussion about this programme the Committee members pointed the importance of breaking the gender bias. Gender bias holds back both women and men from realizing their true potential in all areas of life. This is especially so when it comes to women in business and the workplace. So it is essential to provide an awareness among the students. While we have made great strides in recent years towards gender equality, we continue to see biased ideas and practices that disadvantage women. So to break the bias, from the young age itself gender awareness programmes should be made familiar to the students. The Committee approved the request of the Women cell and the co-ordination ship is assigned to Ms. Aswathy P, Women cell Co-ordinator (Assistant Professor, Department of Zoology) to organize this programme.

Agenda 6: Conduct of programmes promoting social and cultural harmony: Department of Malayalam in association with Spic Macay is planning to conduct a series of programmes which promotes social and cultural integration and harmony. The Spic Macay is a voluntary Youth movement which promises to promote intangible aspects of Indian cultural heritage by promoting Indian Classical music, classical dance, folk music, yoga, meditation, crafts and other aspects of Indian culture. It is known as the Society for the Promotion of Indian Classical Music and Culture Amongst

Youth. The Committee sanctioned the proposal submitted by Department of Malayalam as the students become more aware of the cultural heritage of their own country and this will also explains its Unity in Diversity. Ms. Saritha Ke, Assistant Professor, Department of Malayalam is assigned the duty to organize this programme. As it's a series, a committee of volunteers were selected and given charge to organize.

Agenda 5 : Conduct of intercollegiate IT Fest : The IQAC Committee, as part of conducting intercollegiate competitions and cultural programmes, is planning to organize an intercollegiate IT Fest "ENVI" - a three day programme. The main aim of organizing this event is to test the technical know-how of the students and to build a competitive mind among the students. This fest for three days include lots of competitions and exhibition. The entire charge of organizing the fest is entrusted to Department of Computer Science.

Agenda 6 : Presentation of the Department credentials by Department of Language and Literature and Department of Media Studies : The co-coordinators of Department of Language and Literature, Ms. Anjana Mathew 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 concentrated by the Department of Language and Literature is the progression. The number of students going for higher studies or for placements is less when compared to other departments. In case of Media Studies, the presentation was done by Ms. Swathy.

K.S., the Department IQAC Co-ordinator. From the presentation made by the Department Co-ordinator, 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. The IQAC Team after reviewing the Department's credentials finally came to the conclusion that these departments play an important role in guiding the institutions to a higher level. Ample number of job opportunities are now available for the students who pass these degrees. The IQAC Director, Fr. Anto N.J appreciated the Department IQAC Co-ordinators for their valuable contributions, and suggested certain recommendations for the improvement.

#### Agenda 7 : Updation of College Website :

The IQAC team recommended to do updations of College Website. It was found that many matters which are more important are not included in the page of website. So the IQAC team decided to bring about changes and for that they formed a committee with Fr. Anto N.J 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 8 : SSR Preparation Progress :

The IQAC Director Fr. Anto N.J enquired about the progress of SSR preparation to the criterion co-ordinators. He asked to complete the data collection of scholarships by the month March. The value added

courses reports and attendance records submitted by the Departments were being verified. Also the IQAC team decided to collect the proof of all FDP programs attended by the faculty members. In case of publications of books/chapters or even articles, the IQAC team insisted the teachers to submit the proof. Similarly as part of promoting cultural and sports activities in the institutions, the IQAC team suggested all the departments to conduct associations inaugurations and cultural fest. It also emphasized to conduct sports day in the college.

The IQAC Committee gave instructions to the Department Co-ordinators to communicate HODs regarding the completion of industrial visits, study lots/ field trips and project works before the academic year ends. Each student should be instructed to submit a report to IQAC on field trips conducted.

The IQAC Committee also instructed the Department IQAC Co-ordinators to complete the Mentor-Mentee Diary and to submit it to IQAC. Majority of the teachers has submitted the Mentor-Mentee Diary.

With regard to the collection of data pertaining to sports and cultural in University, state, national and international level, the teachers are asked to collect the certificates from the students and to maintain a record. In case of sports students, their achievements are always being recorded and the duty of collecting the proof (certificates copy) is entrusted to the Physical Education Department under the guidance of F.R. Bony Augustine Assistant Professor, Department of Physical Education. In case of cultural competitions, the fine-arts secretary is responsible to consolidate the certificates of winners. All the

Copies of the certificates thus collected has to be submitted to IQAC timely.

Agenda 9 : General Discussions and Miscellaneous Details : The meeting of IQAC Core Committee was scheduled at IQAC room and the meeting started at 2.15 pm. The Core Committee member Mr. Joyce Tom J welcomed the gathering. The Director of IQAC, Fr. Anto NJ presided over the function. All the above said agenda were discussed in detail and suggestions were invited from the members present in the meeting. Fr. Anto NJ gave instructions to the IQAC members to increase the pace of SSR preparation works. The meeting got concluded by the vote of thanks of Mr. Nithin Jose, the Core Committee member.

Closing time of the meeting : 5.20 pm

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St. Joseph's College (Autonomous)  
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## IQAC Meeting

Date : 22/02/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : The meeting of IQAC Core Members

Chair : Dr. Sabu R. Thomas

The Principal

St. Joseph's College, Devagiri

- Attendance :
- 1) Fr. Anto N T
  - 2) Jaison Joseph
  - 3) Nitin Jose
  - 4) Salbeesh George
  - 5) Dr. Asha Mathew
  - 6) Dr. Shanti V S
  - 7) Mr. Jobin Jose
  - 8) Joice Tom T
  - 9) Albert Thomas
  10. Fr. Sunil M Anthony

(Dr. Anto N T)   
 (Jaison Joseph)   
 (Nitin Jose)   
 (Salbeesh George)   
 (Dr. Asha Mathew)   
 (Dr. Shanti V S)   
 (Mr. Jobin Jose)   
 (Joice Tom T)   
 (Albert Thomas)   
 (Fr. Sunil M Anthony)

(Online Mode)

### Agenda 1 : Conduct on Faculty Development

Programme : The IQAC team decided to organize a Faculty Development Programme on the topic "Impact of Globalization on Higher Education : US and India". The initiative to organize this programme will be taken by the IQAC team of St. Joseph's College, Devagiri in collaboration with Virginia Commonwealth University, Richmond, USA. The College has already signed an MoU with VCU for student transfer mechanism and as such students are going to VCU for higher studies. As part of this, the IQAC team decided to arrange a faculty development programme for five days. The co-ordinators of this programme is entrusted the duty to motivate the teachers to participate in the FDP as globali

sation has brought about great change in academic sector. Because of the open doors policy mechanism enunciated by the Government, even in education sector also this open doors policy is recommended. Students are joining foreign Universities for integrated courses and now student and teacher exchange programmes are gaining importance. It is in this ground of discussion that the IQAC team of St. Joseph's College, Devagiri decided to conduct an PDP for the teaching fraternity. Fr. Sunil M. Antony, the Director of Self Financing and Mr. Manu Antony, Assistant Professor, Department of Business Management are appointed as the Co-ordinators. It was being pointed out that the major aim of organizing this programme is to make the teachers aware of the prospects of higher education.

Agenda 2 : Organizing a Teacher Induction Programme : As part of Career Advancement, the IQAC team of St. Joseph's College, Devagiri decided to organize a teacher induction programme. Fr. Anto N J, the Director of IQAC and Dr. Sanathanaas Velluva, the Academic Coordinator of Self Financing Programmes were appointed as the Co-ordinators. The IQAC team is planning to conduct a two day induction only. The intent of a teacher induction programme is to provide a systematic structure of support for beginning teachers. The Committee decided to have sessions on new teacher orientation, mentoring relationships, support teams, workshops and training for beginning teachers, workshops and training for mentors, evaluation procedures etc. It was opined by the members of IQAC that a teacher induction programme can help new teachers improve practice, learn professional responsibilities and ultimately positively

affect student learning. It was being stated by the IQAC Director Fr. Anto NJ that these induction programmes will allow veteran teachers to reflect upon practice and can unite the learning community as each individual works toward the same goal - improving the quality of education. This year there are new appointees and guest lectures who need a summarizing of the things, activities, processes and policies of the institution. So the IQAC team decided to organize this induction programme at the earliest for all the fresh teachers.

Agenda 3 : Food for a cause - Social Extension Programme : The IQAC team of St. Joseph's College, Devagiri in collaboration with NSS Units of St. Joseph's College, Devagiri planned to organize a social extension activity to help the inhabitants of Asha Bhavan. For this the NSS Units 16 and 100 is planning to arrange 'Food for a Cause Campaign'. The residents of Asha Bhavan will be provided with grocery items. This institution is opted for the social service by the college because it's an institution under the Social Welfare Department of Government of Kerala. It is meant for the care and protection of women who have been cured of their mental disorders. But even after treatment these cured patients have none to take care of them. So it would be a great help for the organization if we supply groceries and other things. The entire charge of organizing this social extension is entrusted to the NSS Co-ordinators Mr. Robin Xavie, Asst. Professor Department of English and Ms. Neethu Baby, Assistant Professor Department of English. This campaign will be conducted college wide among students, teaching and non-teaching staffs.

Agenda 4 : Celebrating the International Women's Day : As part of Gender Awareness Campaign, the IQAC team has insisted the Women's Welfare Cell to conduct a Gender awareness training programme. The duty of organizing the programme is entrusted to the Women's Welfare Cell and the Department of Social Work. As part of commemoration of International Women's Day, the IQAC team is entrusted to arrange a talk on "Gender Equality Today for a Sustainable Tomorrow". Gender awareness aims to promote and encourage a general understanding of gender related challenges, such as violence against women and the gender pay gap. As majority of the students in the College are females this gender awareness campaign gains much importance. The IQAC recommended to conduct these types of programmes in the coming months also as in the present scenario gender equality is to be observed.

Agenda 5 : 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 PG 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 6 : Discussion with the IQAC

External Member (Industrialist) : In this meeting, the IQAC External Member Mr. Jobin Jose, Director and CEO, Jobin and Tismi IT Services LLP participated as a special invitee. The main aim of having this special invitee is to utilize their expertise in the field of education. He helped in verifying the feedback forms already filled in by the employees and identified the remarks made by each employee. It was found that majority of the curriculum content are theoretical and so the students lack practical knowledge. According to Mr. Jobin Jose students should be given practical training and internships. Certificate Courses which aims at providing employment opportunities should be given together with the curriculum.

In the discussion he strongly recommended to give training to the students which helps in enhancing their skills. Also the curriculum should be updated in such a way that it will promote entrepreneurship, employability and skills of the students. Training should be provided in developing soft skills also. Mr. Jobin Jose also recommended to have start-ups from the students who have a passion of building businesses. He promised hundred percent guidance and support in starting up of businesses by the students and also to provide internships in his company - Jobin and Tismi IT Services LLP.

The IQAC Director Fr. Anto A.J welcomed all the suggestions given by Mr. Jobin Jose and commented that each Department should find some way in providing internships to the students and also in giving them assistance to secure a good job when they complete their programme from St. Joseph's College, Devagiri.

Agenda 7 : General discussions and miscellaneous details : The IQAC meeting was scheduled at 10AC room and it started at 2.15 pm. It was meeting of internal members of core Committee and the external member (industrialist) of Core Committee. The IQAC Director, Fr. Anto NJ welcomed the gathering. Dr. Sabu. K. Thomas, the Principal of the College presided over the function. All the agenda mentioned above were discussed in detail. The IQAC Director Fr. Anto NJ gave suggestions for improving the work of SSR preparation also. The meeting got ended up with the vote of thanks of Mr. Nitin Jose, IQAC Core Committee member.

Closing Time of the meeting : 5.15 pm

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Devagiri, Calicut-673 008



## IQAC Meeting

Date : 11/03/2022

Time : 2.15 pm

Venue : IQAC Room

Purpose : IQAC Core Members Meeting

Chair : Dr. Sabu K. Thomas

The Principal

St. Joseph's College, Devagiri

Attendance : 1) Fr. Anto NJ

2) Dr. Asha Mathew

3) Dr. Shunmugam V.S.

4) Jaison Joseph

5) Nithees Jose

6) Salbeesh George

7) Joyce Tom J

8) Rithesh Thomas

9) Fr. Simo M Antony

10) Ms. Anu Gigi

11) Ms. Remya V

Agenda 1 : Environmental Leadership Programme

Programme : St. Joseph's College, Devagiri in collaboration with the Institute of Bio-geo Science, Virginia is planning to organize an Environmental Leadership Programme for the students. The Environmental Leadership Programmes focuses on developing the students' communications skills around environmental problems, mobilizing social resources and implementing plans for sustainable change. The programme also aims to provide students with networking opportunities with leaders in various fields in the environmental domain. This will help the students for careers in both the public and private sectors. To achieve this aim, the IQAC Team on

behalf of St-Joseph's College, Devagiri decided to conduct an Environmental Leadership Programme.

Agenda 2 : Signing of MoU with PSMO College, Thiruvananthapuram : With an aim of doing research activities and to encourage faculty and student exchange an MoU will be signed between St-Joseph's College, Devagiri and PSMO College, Thiruvananthapuram. PSMO College, is a Arts and Science College in Malappuram District with ample number of Research Departments. To have a research knowledge sharing mechanism is a must as it benefits both the institutions equally. Even the students will be permitted to use the lab facilities also.

Agenda 3 : Organizing Basic Life Support Training Programme for UG students : The IQAC team of St-Joseph's College, Devagiri is planning to organize a Basic Life Support Training Programme for the UG students of the institution. The main objective of conducting this programme is to train the participants to promptly recognize several life threatening emergencies, give high quality chest compressions, deliver appropriate ventilations and provide a life support. The College is planning to arrange this programme for all the students in graduation level in collaboration with ASTER MIMS Hospital, Kozhikode. They gave training to lots of people and is having a team to guide this basic life support. IQAC plans to form a rescue team for the College who will be extending a helping hand to the public whenever in need. Last year also the students were given training in this aspect. So the main aim of giving continuous training to all batches of students is to make them

aware of the value of one's life and to create an attitude of helping others and behave confidently whenever any emergency arises in your life. So IQAC team decides to continue with this Basic Life Support Programme and to make it a best practice of the institution.

Agenda 4 : Capacity Building Program  
mme - Yoga Training : Department of Psychology and IQAC team of St. Joseph's College, Devagiri has planned to start a Capacity Building Programme - Yoga training for the MSc students of Psychology. Learning the mind of a person and reading it needs patience and so yoga training should be given to the students learning Psychology. Dr. Shein V. George is appointed as the co-ordinator for this programme. The yoga trainer will be employed from outside and the basics will taken.

Agenda 5 : Conduct of Energy Audit  
 : The IQAC team planned to conduct an energy audit in the campus by the end of March. 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 picture 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 6 : 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, structures 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 month of March. The charge of doing all the processes is given to the Women Cell Co-ordinator Ms. Aswathy P, Assistant Professor, Department of Zoology.

Agenda 7 : Submission of data for NIRF ranking : The preparations for participating in NIRF ranking has begun earlier itself. Ninety percent of the process is completed and as it's high time to upload the data, the IQAC Director Fr. Anto NJ asked the co-ordinators Dr. Asha Mathew and Mr. Taison Joseph to finish off the process and to submit it at the earliest. He also verified all the collected data and enquired about the grey areas. 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 8 : Presentation of the Department Credentials : In this meeting the turn for presenting the Department credential goes to Department of Social Work and Department of Additional

languages. Ms. Anu Gigi, Assistant Professor, Department of Social Work and Ms. Remya V, Asst. Professor, Department of Additional Languages presented their Department's credentials. Social Work Department is having PG only and the Additional Language Department are single headed Departments and because of this reasons, the activities performed by them will be of small number. Still the Department of Media Studies had conducted ample number of social extension activities. The Director of IQAC, Fr. Anto Al J appreciated their efforts and it is found that in the first and second years of their study, the students are involved in extension activities. The other major highlight is the placement of the students.

Agenda 9 : Conduct of international symposium on Threat Mitigation : St. Joseph's College, Devagiri IQAC team in association with Intelligence Research Institute, San Diego USA is planning to organize a second session in St. Joseph's College, Devagiri. They are planning to conduct a training session for the Science stream students of the college.

Agenda 10 : Evaluation of the preparation of SSR works : The IQAC Director Fr. Anto Al J enquired about the status of SSR preparation work. A time frame work is created by the IQAC Director and everybody is supposed to adhere to the time frame. As such the IQAC Director asked all the Criterion co-ordinators to give a brief description about how far they have completed their work. Also, as it is March and the end of the academic year, the IQAC Director gave instructions to all the criterion co-ordinators to

complete data collection for the current academic year. He also insisted to compile the data collected and to send it to IQAC in the beginning of April.

Agenda 11 : General Discussions and Miscellaneous Details : The IQAC Core Members Meeting is scheduled at 2.15 pm in IQAC room. The IQAC Director Fr. Anto M J welcomed the gathering. Dr. Sabu K. Thomas, the Principal of the College chaired the meeting. Each agenda was discussed in detail and solutions were also formed. The meeting got concluded by the vote of thanks rendered by Dr. Asha Mathew, the IQAC Core Committee member.

*for*  
Closing time of the meeting :- 5.00 pm

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Devagiri, Coimbatore-673 008



## IQAC Meeting

Date : 16/03/2022

Time : 2.15 pm

Venue : IQAC Room

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

Chair : The Principal

St. Joseph's College, Devagiri

Dr. Sabu K. Thomas

Attendance : 1) Fr. Anto N T

2) Dr. Shweta V. S.

3) Dr. Asha Mathew

4) Jaison Joseph

5) Nithin Jose

6) Sneha Lucy Soy

7) Anjana Mathew

8) Anu Gris

9) Salbeesh George

10) Joyce Tom T

11) Albert Thomas

12) Neethu Baby

13) Dr. Ranimol Stephen

Agenda 1 : Signing of MoU with Public Relations Council of India Young Communicators club, Karnataka : The IQAC team of St. Joseph's College Devagiri and the Public Relations Council of India's Young Communicators club, Karnataka decided to enter into an MoU agreement in the coming days. The main aim of having an MoU is that it will help in enhancing skill development programmes and Guest Lectures and to improve consultancy. The main objective is to conduct a large number of Training programmes for the

students that will help them to develop their skills. Dr. Raichel John, Assistant Professor, Department of English and Mr. Manu Antony, Assistant Professor, Department of Business Management are selected as the co-ordinators.

Agenda 2 : One Year One Certificate Best Practice : It was made mandatory that all the Departments should do Certificate Courses for all the students which will help them to develop their skills. So, the main agenda of providing such courses is that at least one certificate course should be attended by a student per year which means that by the completion of his/her degree programme he will become equipped with three courses skills. The main aim of giving such mandatory courses is that by the end of these programme the students may get training on job related certificate courses and it helps the students to attain jobs very easily.

As part of this instruction given by IQAC team, almost all the Departments in the College had already started giving Certificate Courses. The IQAC team instructed to complete all the courses by the end of March and invited the list of students qualified so that the certificates can be distributed to the students. This one year one certificate is considered as one of the best practices of the college.

Agenda 3 : Opportunities at RBI : The RBI in association with IQAC team of St. Joseph's College, Devagiri is planning to provide a one day seminar on the topic "Opportunities at RBI". It was found that majority of the students are not aware of the opportunities existing for them in various sectors. This lack of knowledge about the job markets have resulted in wide spread brainwashing of young generations from our country to abroad. To patch up this ignorance of the students, the

College decided to arrange a series of training programmes by inviting the authorities of apex institutions. So one such attempt was done by planning and contacting the officials of Reserve Bank of India, the apex institution of the financial sector of India, to provide a training on the different opportunities available in RBI. The authorities of Kerala Zone, ie Reserve Bank of India Thiruvananthapuram gave the consent of conducting such a training programme. There are lots of job vacancies in RBI for Degree holders and PG holders. Therefore the IQAC team on behalf of St. Joseph's College, Devagiri decided to provide this training programme for the final year UG and PG students of the College. Dr. Asha Matthew, Assistant Professor, Department of Economics and the Core Committee Member is appointed as the Co-ordinator of this programme. The IQAC Team suggested to conduct the training programme before March 26<sup>th</sup>, 2022. But the date of event will be fixed only after, in consultation with the RBI, Thiruvananthapuram, officials.

Agenda 4 : Organizing of National Conclave on Re-Thinking Pathways to Bridging the Skill Gap : The IQAC team of St. Joseph's College, Devagiri is planning to conduct a national conclave on re-thinking pathways to bridging the skill gap in association with the Institute of Management (IIM), US and Vidyasagar School of Management Studies. The main focus of organizing these type of programmes is to provide the students with different skills together with their syllabus. This will help the students to excel in campus recruitments and for attaining good jobs. The Committee decided to provide this session to the final year students of B.Com, B.Com (CA), BCA and

BSc Computer Science. Ex-Sunil M. Antony and Ms. Manu Antony will be the co-ordinators of this programme.

Agenda 5 : General Discussions and Miscellaneous Details : The meeting of Core Members and IQAC Department Co-ordinators started at 2.15 pm. The IQAC Director Ex-Anto NJ welcomed the gathering. The Principal of the College, Dr. Sabu K. Thomas chaired the meeting. The IQAC Director insisted the IQAC Department Co-ordinators to finish off all the data collections from the students as by the end of March, the college will be closed for vacation. The deadline for submitting all the collected documents by the IQAC Department Co-ordinators is fixed as March 25 2022. The meeting ended up with the vote of thanks of Dr. Asha Mathew, the IQAC Core Committee member.

Closing time of the meeting : 4.45 pm

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Devagiri, Calicut, 673 008



## IQAC Meeting

Date : 20/03/2022

Time : 2.15 pm

Venue : IQAC Room

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

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

~~Parliamentary~~

Attendance : 1) Dr. Shrinivasa.

Shri

2) Dr. Asha Mathew

Asha Mathew

3) Nitheo Jose

Nitheo

4) Taison Julian

Taj

5) Sabbeesh George

Sabbeesh

6) Justice Tom J

Tom

7) Albert Thomas

Albert

8. Fr. Sunil M. Anthony

Sunil

Agenda 1 : 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 their 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 commi-

tee members, Dr. Asha Mathew and Mr. Nitin Jose is appointed. The tentative date for conducting the external academic and administrative audit is March 25<sup>th</sup>, 2022. The Committee pointed out that the final confirmation of the date will be made only after consulting with the experts in the panel.

Agenda 2 : Announcement of the eligible candidates for Management Scholarships : 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 process is going on. Once the list is ready, it will be passed to the IQAC team for the approval. As per this procedure, the list is prepared and is given to the IQAC. In this meeting, the team has approved the entire list of the candidates and by the end of this month, the amount will be given to the candidate.

Agenda 3 : Scholarships by the College :  
There are ample number of endowment scholarships by different private individuals or in the name of families given to the students of St. Joseph's College, Devagiri. Mr. Sreejith M, Assistant Professor, St. Joseph's College, Devagiri is in charge of this

scholarship. The IQAC Committee gave instructions to the Co-ordinator of this scholarship to make the list of the students who are eligible for these scholarships. These scholarships are given to students who excel in academics, sports, fine arts and even for all other extra curricular activities performances. All the Departments are requested to give the list of top performers in all the fields. These scholarship amount will be sanctioned by the Principal and the IQAC team and will be distributed on College Day. The Committee insisted Mr. Sreejith to intimate all the scholarship holders and to invite them to the College to receive it on the day of College Fest.

#### Agenda 4 : Student Feedback on

Teachers : As the academic year is going to end, it is mandatory that all the students should do the teachers feedback. 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 a schedule for opening the portal to each classes and the ~~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<sup>th</sup>, 2022. Also it is being decided that the feedback will be verified by the Principal confidentially and the needed action will be taken wherever and whenever necessary. Feedback procedure is mandatory and it should have high confidentiality also. The custodian of the feed-

back 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 5 : PTA Meetings : The IQAC instructed the PTA Secretary Mr. Ashin P, Assistant Professor, Department of Commerce to complete the schedule of PTA Meetings of different classes before the academic year ends. The PTA Secretary Mr. Ashin P has already prepared a schedule of the PTA meetings to be conducted in odd and even semesters. Soon after the results of each semesters get published, immediately the PTA meetings will be arranged. As such several meetings are already being conducted by the Departments. The IQAC team insisted to complete all the remaining PTA meetings before March 30<sup>th</sup>, 2022. Also the PTA Secretary is given an instruction to complete the financial audit of the PTA fund at the earliest and to submit it to the IQAC Core Committee.

Agenda 6 : Conduct of Alumni Meetings : The IQAC team recommended to have Alumni meetings department wise during the time of vacation. The General Alumni Meet - "Devasangamam" usually take 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 memberships of the alumni also has to be increased. This suggestion will be discussed in the Alumni Core Committee Meeting later. This is only a suggestion from the part of the IQAC team.

Agenda 7 : Conduct of Campus Recruitment Drives : - The IQAC 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 IQAC Director Fr. Anto NJ 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 competitive exams and to clear the interview. The IQAC team also decided to inform all the placement cell co-ordinators to encourage and train the students to appear for campus recruitments. Motivation talks should be given to them and the outcome should be a satisfactory one. The IQAC Director, Fr. Anto NJ stated that the aim of the placement cell of St. Joseph's College, Devagiri is to increase the number of placed students as year passes on.

Agenda 8 : Evaluation of the preparation of SSR work : The IQAC Director Fr. Anto NJ instructed all the Core Committee Members to consolidate the data collected this year for appearing for the academic and administrative external audit. This preparation will ease,

the SSR preparation work. He enquired about the progress of the work and recommended to complete the data collection of this year by the end of March.

Agenda 9 : General Discussions and Miscellaneous Details : The meeting of IQAC Core Committee started at 2.15 pm in the IQAC room. The Director of IQAC, Fr. Anto NJ chaired the meeting. Mr. Nitin Jose, the Core Committee Member welcomed the gathering. All the agenda mentioned above were discussed in detail and suggestions and recommendations were given by the members and the IQAC Director. The meeting ended up with the vote of thanks given by Dr. Asha Mathew, the IQAC Core Committee member.

closing time of the meeting 15.00 pm

#### PRINCIPAL

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E-mail: [principal@sjc.edu.in](mailto:principal@sjc.edu.in)



## IQAC Meeting

Date : 30/03/2022

Time : 2.30 pm

Venue : IQAC Room

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

Chair : The Principal

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

Attendance : 1) Fr. Anto N J

~~Fr. Anto N J~~

2) Dr. Asha Mathew

~~Dr. Asha Mathew~~

3) Dr. Sharmi V.S.

~~Sharmi~~

4) Nitin Joe

~~Nitin~~

5) Sneha Lucy Soy

~~Sneha~~

6) Anjana Mathew

~~Anjana~~

7) Jaison Joseph

~~Jaison Joseph~~

8) Anu Grigi

~~Anu~~

9) Sathesh George

~~Sathesh~~

10) Neethu Baby

~~Neethu~~

11) Joyce Tom J

~~Joyce Tom J~~

12) Albest Thomas

~~Albest~~

13) Saritha kc

~~Saritha kc~~

14) Shobha IV

~~Shobha~~

15) Dr. Ranimol Stephen

~~Stephen~~

16) Dr. Aparna Aravindakshan M.

~~Aparna~~

17) Fr. Paul M Antony

~~Paul~~

Agenda 1 : Peruvayal Grama Panchayat

E-Literacy Campaign : The Department of Computer Science has submitted a proposal of Social Extension activity for the approval of IQAC. The main objective of this campaign is to make common man aware about the various services provided by the Government.

The Computer Science Department in association with the IQAC team has decided to adopt Peenvayal Grama Panchayat and to conduct a series of programmes which will benefit the residence of Peenvayal Grama Panchayat. So the IQAC team decided to continue this E-Literacy campaign in the coming future years and to extend it to other local areas also.

Agenda 2 : Submission of all documents to IQAC : The IQAC has insisted the IQAC Department Co-ordinators to submit all the documents in the earlier meeting. As per the instruction given by the IQAC Director Fr. Anto NJ, the IQAC Department Co-ordinators brought all the documents collected till this date. It included the data pertaining to all the seven criterion. The IQAC Committee after accepting the documents from the IQAC Department Co-ordinators opined that they will be verifying each of the documents in detail and if any missing 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 3 : Evaluation of the academic and administrative external audit : Academic and Administrative Audit were conducted a few days ago and the report of the external committee is presented by Fr. Anto NJ, the IQAC Director. After presenting the report given by them, it is found that the remarks given by the external experts are so important and crucial. Therefore 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 IQAC Director, Fr. Anto NJ advised all Department IQAC Co-ordinators to make publications and to involve in research activities. Also it is recommended to get engaged in consultancy works and it is pointed out that all the research centres can contribute much to consultancy. So IQAC Co-ordinators were given instructions to achieve all these objectives. Similarly yet another grey area identified by the external auditors were the number of students getting scholarships. In the discussion about this area, it is being stated that the scholarships received by the students are of two types - Government and Non Government and it also includes freeships. It is found that the reduction in the number of students getting scholarships of the Government is low because of the delay in the renewal of the scholarships by the Government Authority.

Agenda 4 : 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, gave the charge of collecting geo-tagged photos from the Department or from the Department IQAC Co-ordinators to Mr. Vijay E.M, the technical staff of IQAC.

Agenda 5 : Evaluation of the SSR work : The IQAC Director Fr. Anto NJ asked every Core Committee Members to give a small review of the progress of the works given to them. Each core

Committee member presented the progress of work of his/her criterion and also they mentioned about the limitations they are facing while collecting the data.

The IQAC Director Fr. Anto NJ advised everyone, both the Core Committee Members and IQAC Department Co-ordinators to work earnestly during the vacation time.

Agenda 6 : General Discussions and Miscellaneous Details : The main purpose of scheduling this meeting was to discuss and to evaluate the report of the external auditors who had done the academic and the administrative audit. Also all the above mentioned agenda were also discussed by the members. The meeting started at 2.30 pm. The IQAC Director Fr. Anto NJ welcomed the gathering. The Principal of the College, Dr. Sabu. K. Thomas chaired the meeting. The meeting was attended by both Core members and the IQAC Department Co-ordinators.

The meeting got concluded with the vote of thanks by Dr. Sathish George, the IQAC Core Committee member.

Closing time of the meeting : 4.45 pm

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## IQAC Meeting

Date : 7/4/2022

Time : 10.00 am

Venue : IQAC Room

Purpose : Meeting of the IQAC Core Members

Chair : The IQAC Director

St. Joseph's College, Devagiri  
Fg. Anto N.J.

Parthasarathy

Attendance : 1) Dr. Asha Matthew

Asha Matthew

2) Dr. Shrinivasa

Shrinivasa

3) Nitin Jos

Nitin

4) Jaison Joseph

Jaison

5) Salbeesh George

Salbeesh

6) Albert Thomas

Albert

7) Joyce Tom J

Joyce

8) Mr. Sunil M Anthony

Sunil

9) Meghaswara S

Megha

10) Dr. C.V. Ibrahim

Ibrahim

Agenda I : Conduct of Green Audit in the Campus : The IQAC of St. Joseph's College, Devagiri has decided 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 is conducted by the institution and the remaining has to be done in the

coming days. 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 institution to identify such a licensed authority.

The IQAC Director, Fr. Anto NJ gave the duty of organizing the process of green audit and conducting it to Dr. Balteesh George, Assistant Professor, Department of Botany. It is also advised to conduct the audit during time of vacation.

Agenda 2 : Discussion on the report of Energy Audit : The Agency which conducted Energy Audit in St. Joseph's College, Devagiri during the end of March has given the report. In this meeting, the report was read by Fr. Anto NJ, the IQAC Director. The report seemed to be quite satisfactory, still certain suggestions for improvement is also given in the report. Hundred percentage use of LED bulbs were one of the recommendations made and also increasing the capacity of solar energy extraction.

Agenda 3 : Verification of the documents sent by the Department IQAC Co-ordinators : The documents with respect to criterion 1 and 2 were being verified by the Core Committee members and the errors and missings were noted. It is found that the data given by the Department Co-ordinators does not contain the authentic proof which will only be accepted during DVV verification 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 inf-

ask the Department IQAC Co-ordinators to submit the proof for the same.

Agenda 4 : Evaluation of documents submitted by the NSS and NCC : The IQAC core team looked into the report 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 by them. The IQAC Committee under the guidance of Fr. Anto NJ verified the entire documents. It was found that the reports of certain events are missing and so it has to be incorporated.

Agenda 5 : Evaluation of the SSR works : The IQAC Director, Fr. Anto NJ enquired about the status of the SSR works done by the Core Committee members. Each criterion co-ordinators explained about the progress of the work. But altogether it was found that the pace of work with reference to certain criterion is low. So the IQAC Director advised those criterion co-ordinators about <sup>how to</sup> ~~these~~ difficulties to cover up their difficulties. He also suggested to have a committee in the Departments to support the IQAC Department Co-ordinators. Each teacher could be given the charge of a question in the SSR so that every teacher will be a part of SSR preparation and this will lessen

The burden of IQAC Department Co-ordinators. Fr. Anto NJ instructed all the IQAC Department Co-ordinators to form a small committee in the Departments.

- Agenda 6 : General Discussions and Miscellaneous Details : The meeting of IQAC core Members started at 10 am at IQAC Room. The IQAC Director Fr. Anto NJ presided over the meeting. The IQAC Core Committee member Dr. Asha Matthew welcomed the gathering and Fr. Anto NJ led the serious discussions. All the above mentioned agenda were discussed in detail and suggestions and recommendations were given by the IQAC Director. The meeting ended up with the vote of thanks rendered by Mr. Wilson Jose, the Core Committee member.

Closing time of the meeting : 12:15 pm

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## IQAC Meeting

Date : 27/04/2022

Time : 10.00 am

Venue : IQAC Room

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. Shanti - R.S.

3) Nitin Tax

4) Dr. Asha Mathew

5) Jaison Joseph

6) Salbeesh George

7) Joyce Tom J

Parimally

Shanti

Nitin

Asha Mathew

Jaison

Salbeesh

George

Agenda 1 : Submission of proposal to conduct an International Seminar : The Department of Computer Science submitted a proposal to IQAC for conducting an international seminar on AI and Blockchain. The proposed seminar duration is 3 days and they are expecting to arrange resource persons from reputed institutions abroad; like USA, UAE - Dubai. The main objective of organizing this international seminar is to bring about an awareness among the students regarding AI and Cryptocurrency and safety of artificial intelligence. As it's an important area to be known in the present scenario, the IQAC team gave approval to conduct this seminar.

Agenda 2 : Orientation Programme for the IQAC Core Committee Members : An Orientation

Programme for the IQAC Core Committee members is scheduled on May 12<sup>th</sup>, 2022 for Three days at Kris Thiyayanthi College, Bangalore. The IQAC Director, Fr. Anto NJ made the complete schedule of the Orientation Programme. The main purpose of arranging this Orientation Programme is to make the Core Committee Members aware on how to approach the NAAC accreditation process. The three day sessions is arranged in such a way that all the criterion will be discussed in detail and also it includes a Campus visit also to know about the infrastructural changes that they have made as per the requirements of NAAC. This Orientation Programme is actually planned to make all criterion co-ordinators masters in their criteria. To co-ordinate this Orientation Programme two co-ordinators were appointed - Fr. Anto NJ, the IQAC Director and Dr. Asha Mathew, the Core Committee Member.

Agenda 3 : Verification of the documents submitted by the IQAC Department Co-ordinators: In this meeting the documents based on Criterion 3 and Criterion 4 is taken into consideration. The IQAC team viewed all the documents and found that certain improvements is essential in these two criterion. So the IQAC Director Fr. Anto NJ advised to dedicate more time for filling the gap found in both the criteria. The criterion co-ordinators are given instructions on how to fill the missings and to improve the score. Fr. Anto NJ specifically mentioned that all teachers should contribute to find a solution to improve the status of these two criteria.

Agenda 4 : Evaluation of the SSR works : The IQAC Director F& Anto NJ asked the technical wing to have a presentation on the LMS system that is operating in the College. He asked them to prepare a flow chart which explains the operation. Also the co-ordinator who is in charge of OBE is also asked to prepare a small presentation on the progress of the work. As per the request of the Director of IQAC, the technical staff Mr. Nithin CT made a presentation on the working of LMS. He explained the entire areas in which the LMS is adopted in the institution. Also Mr. Nithin Jose, the Core Committee member and Assistant Professor in Commerce who is in charge of OBE explained how the system is working in the institution and its benefits. The entire team evaluated how far the outcome is achieved in each aspects. There were certain grey areas pointed out by the team in the discussion and in the coming days efforts will be taken to rectify all those gaps and to make it a full fledged operating system.

Agenda 5 : Discussion with the College Administrator : A discussion with the College Administrator is arranged so that the IQAC Core Committee Members can directly point out the needed infrastructural developments to be made in the College before the next academic year begins. The Core Committee under the guidance of the IQAC Director, F& Anto NJ prepared a list of new items to be purchased by the College, list of areas that need renovations, list of areas that needs expansion

and miscellaneous things to be touched by 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 incorporated. So utmost care is taken in preparing the list. In this meeting, the list of infrastructure maintenance and development was handed over to the Administrator of the College, Fr. Bony Augustine.

Agenda 6 : General Discussions and Miscellaneous Details : The meeting of the IQAC Core Members was scheduled at IQAC room and the meeting started at 10.00 am. The IQAC Director Fr. Anto NJ welcomed all the members. The Principal of the College Dr. Sabu K. Thomas chaired the meeting. All the above mentioned agenda were discussed in detail and needed recommendations were given. The meeting got closed by the delivering of vote of thanks by Dr. Asha Mathew the IQAC Core Committee member.

Closing time of the meeting : 12.30 pm

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## IQAC Meeting

Date : 16/05/2022

Time : 10.00 am

Venue : IQAC Room

Purpose : The meeting of the IQAC Core Committee Members

Chair : The Director of IQAC

St-Joseph's College, Devagiri  
Fr. Anto A.I.J.

~~Parishad~~

Attendance : 1) Dr. Asha Mathew

Asha Mathew

2) Dr. Shiva V.S.

Shiva

3) Nitish Jose

Nitish

4) Taison Joseph

Taison

5) Sathesh George

Sathesh

6) Joyce Tom J

Joyce

7) Albert Thomas

Albert

8) Dr. Sunil M Antony

Sunil

Agenda 1 : Discussion on the Green Audit Report : The IQAC team decided 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 members, the licensed auditing authority came to the college.

They visited the entire campus and viewed in detail whether the requirements 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 college is following the green protocol and the campus stands for the vision "Go Green Campus". The Report was read in the meeting by the IQAC Director, Fr. Anto N.J. After the presentation, the core committee members discussed about the areas to be considered for further improvement. Also the IQAC Director suggested to make students aware of the caption "Go Green Campus". It is only from the students level that we can fulfill the objective of green audit.

Agenda 2 : Lessons learned from Keis Thuyan Thi College, Bangalore (an evaluation of the Orientation Programme for IQAC Core Committee members)

: After the Orientation Programme for the IQAC Core Committee of St. Joseph's College, Devagiri arranged by the Krishnayyanthi College, Bangalore, a review meeting is arranged today. All the Core Committee members are asked to explain their experience and feedback about the visit to the mentor college. The Orientation Programme arranged by Krishnayyanthi College was well appreciated by the core team and everyone was of the same opinion that the Orientation Programme had given them a clear cut idea of how to approach the NAAC accreditation, how to look at SSR, what to do with the SSR, why the institution should do this, what are the do's and don'ts etc. The Orientation Programme helped in identifying solutions for the above said questions. After the consultation with Krishnayyanthi College, Bangalore, the College IQAC team is trying to frame a strategy for the

improvement in the next coming accreditation cycle. The Campus visit at Bangalore also helped the Core Committee members to plan what all things has to be performed and implemented in the coming few days. All members of the Core Committee thanked the IQAC Director, Fr. Anto NJ for organizing such a good Orientation Programme because it has given the co-ordinators an exposure on how to prepare for SSR.

Agenda 3 : Evaluation of the SSR works.  
As a routine process, the IQAC Director, Fr. Anto NJ enquired about the progress of the work. Criterion 5 and 6 co-ordinators were asked to make a small presentation of their work. Both the co-ordinators were advised to fill in the gap and to increase the pace of the work.

Agenda 4 : General Discussions and Miscellaneous Details : The meeting started at 10.00 am on 16/5/2022 at IQAC room. Only the Core Committee members attended the meeting. The Director of IQAC, Fr. Anto NJ chaired the meeting. The welcome speech was delivered by Mr. Nitin Jose, the Core Committee member. All the above stated agenda were discussed in detail and necessary actions were also taken. The meeting got ended up with the vote of thanks rendered by the IQAC Core Committee member Mr. Jaison Joseph.

Closing time of the meeting : 12.15 pm



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## IQAC Meeting

Date : 27/5/2022

Time : 10.00 am

Venue : IQAC Room

Purpose : IQAC Core Committee Meeting

Chair : The Director of IQAC

St. Joseph's College, Devagiri  
Fr. Anto N.J.

~~Opposite~~

Attendance :	1) Dr. Shrinu R.B.	<del>Chair</del>
	2) Nitin Jose	<del>NA</del>
	3) Jaison Joseph	<del>By</del>
	4) Salbeesh George	<del>To the</del>
	5) Albert Thomas	<del>Chair</del>
	6) Joyce Tom J	<del>Fayez</del>
	7) Fr. Simeon M Anthony	<del>Simeon</del>
	8) Dr. Asha Mathew	<del>Asha Mathew</del>

Agenda 1 : Consolidation of all the documents submitted by the IQAC Department Co-ordinators : The IQAC Core team decided to consolidate all the documents submitted by the Department Co-ordinators till this date. For that, the IQAC Director Fr. Anto N.J. asked all the criterion co-ordinators to go with this work and they can also seek the assistance of the technical staff Mr. Vijay E.M, Mr. Nitin C and Mr. Anoop Crisp whenever needed. The Co-ordinators are also asked to continue with the work of data collection.

Agenda 2 : Renovation of the Botanical garden and Herbarium : As per the request given by the Department of Botany, the IQAC team decided to approve the request of the Department and to

forward it to the Administrator of the College, Fr. Bony Augustine. The Department of Botany is planning to plant different species of medicinal plants and to create a separate section for that in the Botanical garden. Also they are planning to create a butterfly garden in the campus.

Agenda 3 : Renovation of the Zoology museum and construction of aquariaums as part of certificate course practice : The Department of Zoology has submitted a proposal for the renovation of the museum and for constructing fresh water aquariaums. As per the syllabus regarding the Certificate Course, aquarium setting and aqua culture is a part of Certificate Course. Already the Zoology Department possesses aquariaums and they need to enhance the number as the no. of students who are attracted to this course is also increasing. The IQAC team approved the proposal submitted by the Department of Zoology and forwarded it to the Administrator of the College for further processing.

Agenda 4 : Proposal for starting bee-keeping mechanism by the Department of Zoology : The Department of Zoology has submitted a proposal for starting a bee-keeping mechanism. The main agenda of this system is to help the farmers for getting maximum income by giving them scientific training in bee-keeping. For that the Department of Zoology is planning to adopt a tribal village in Wayanad. According to the proposal, it is mentioned that this activity will serve as an extension activity also. The IQAC Team considered this proposal and commented that this would

serve as a best practice if started. But as it involves investment, the proposal is forwarded to the Administrator of the College, Fr. Bony Augustine, for the final decision regarding funding and ultimately it will be passed to the Principal for the approval.

Agenda 5 : Evaluation of the SSR works :  
 The Director of IQAC, Fr. Anto NJ enquired about the progress of the SSR work and he asked the IQAC Criterion Co-ordinators to make a small presentation on the progress of their work. Finally the Director after hearing the entire presentations of the Criterion co-ordinators, he appreciated them for doing and taking all efforts for the completion of the work. He also gave suggestions and recommendations for improving the quality of the work.

Agenda 6 : General Discussions and Miscellaneous Details : The meeting of the Core Committee is scheduled on 27/5/2022. The meeting started by 10.00 am at IQAC Room. The welcome speech was delivered by the IQAC Core Committee member Dr. Asha Mathew. The meeting was chaired by the IQAC Director, Fr. Anto NJ. He led the meeting and the above said agenda all were discussed in detail. The IQAC Director gave suggestions and recommendations for enhancing the quality of the work. The meeting got concluded by the vote of thanks of the IQAC Core Committee member Mr. Nitin Jose.

Closing time of the meeting : 12.20 pm

