



ST. PETER'S COLLEGE, KOLENCHERY

ERNAKULAM DIST., KERALA, INDIA - 682 311

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)

Accredited by the National Assessment and Accreditation Council of U.G.C. with 'A' Grade

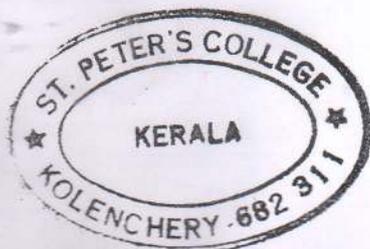
04.07.2019

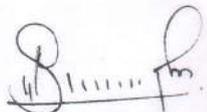
PRINCIPAL

The Principal is pleased to reconstitute internal quality assurance cell (IQAC) of the college as per the new guidelines issued by National Assessment and Accreditation Council (NAAC). The Principal nominated Sri. Gean A Varghese, Assistant professor, Department of Chemistry as the coordinator and the following representatives of different categories as the members.

The committee stands reconstituted as follows

1. Chairperson	Dr. Shaju Varghese
2. Teachers	Dr. Meena K.K Dr. Binuja Josephi Dr. Mathew Jacob Dr. Jessy James Dr. Jose K.P. Dr. Arun A.U. Dr. Abraham Mathew Mr. Siljo C. J.
3. Senior administrative officer	Mr. Senny Paul
4. Member from the Management	Mr. Babu Paul
5. Nominees from local society, Students and Alumni	Mr. Jojoy Eloor Ms. Supriya James
6. Nominees from Employers /Industrialists/stakeholders	Mr. Jacob Joy
7. Coordinator of the IQAC	Mr. Gean A Varghese




PRINCIPAL
ST. PETER'S COLLEGE
KOLENCHERY, KERALA

Meeting 1:

Date & Time : 8/7/2019, 2:30pm

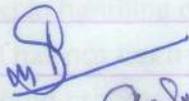
Venue : Principal's Office

Agenda:

1. Creation of IQAC & NAAC Co-ordination committee
2. Creation of QIC (Quality Improvement Cell) and distribution of charges to IQAC members.
3. Quality Improvement ~~matters~~ programmes to be conducted this year
4. Accreditation related classes and workshops for staff to be conducted this year.
5. Appointment of an office assistant at IQAC office
6. Any other matters permitted by the chair

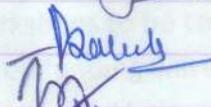
Members Present

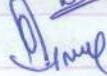
1. Dr. Shaju Varghese
2. Gean A Varghese
3. Dr Meena K.K
4. Dr. Jessy James
5. Mr Babu Paul
6. Mr. Jacob Joy
7. Mr. Joyy Eloor
8. Dr Binuya Joseph
9. Dr Matthew Jacob
10. Dr Jose K.P
11. Dr Arun A.U
12. Dr Abraham Matthew
13. Mr. Siljo C.T
14. Ms. Supriya James
15. Mr. Berry Paul
16. ~~Mr Joyy Eloor~~




Mathe

Jessy

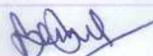







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8.7.19 (Monday) 2: 30 pm

The Meeting began with a silent prayer. The IQAC co-ordinator welcomed the gathering.

The first item on the agenda was the creation of a co-ordination committee. Mr. Jojoy Eloor suggested that the committee should consist of all the members of IQAC, NAAC Criterion Committee Convenors and Heads of Departments. The Principal explained that most of the HOD's were already members of the IQAC or NAAC and also that if the Co-ordination Committee becomes too large then it will become more difficult to schedule meetings. Hence it was decided that the Co-ordination Committee will consist of all the members of the IQAC, NAAC co-ordinator and the Chairpersons and Convenors of the Seven Criteria.

The IQAC co-ordinator raised a related matter- the need for the presence of the NAAC co-ordinator in all the discussions of the IQAC. It was unanimously agreed that though he is officially not a member of the IQAC his active involvement in the meetings is a must and hence it was decided that from the next meeting onwards Mr. Jain Mathew N. the NAAC co-ordinator will be a special invitee in all IQAC meetings.

The IQAC co-ordinator explained how Dr. Meena K. K and her AQAR team were finding it difficult to complete AQAR 2017-18 as the amount of work involved in collecting data, consolidating it and entering it into the AQAR was time consuming. It was hence decided that a committee named Quality Improvement Cell (QIC) will be created to assist the IQAC. The IQAC co-ordinator was given permission to decide the members of the cell though ideally it should consist of faculty members well versed in handling computer software. Dr. Binuja Joseph suggested that though AQAR 2017-18 has not been completed yet work should simultaneously be started on AQAR 2018-19 as we would otherwise miss the deadline. Mr. Gean A Varghese promised that the list would be prepared by the end of the day and consent collected by tomorrow.

The next topic on the agenda was the seminars and workshops to be conducted during the year. At the outset Mr. Babu Paul stated that the required funding will be handled by the Management and as many classes as required can be arranged. Various members stated the requirements and it was decided that we should have workshops on MOOC, MOODLE, NPTEL etc; how to fix PO, PSO, CO and also interactions with NAAC/IQAC co-ordinators of other affiliated colleges which have recently completed the accreditation process. Mr. Gean A. Varghese said that the Orientation Class taken by Fr. Joby of St. Joseph's college, Moolamattom on 28/6/2019 was definitely useful. He also mentioned that he has contacted and Dr. George of MES College Marampally for an interactive session on processing SSR and he has responded positively

Mr. Babu Paul stated that the Management has already on the request of the Principal initiated the process of appointing an office assistant to help manage the office work at the IQAC. Dr. Jessy James stressed upon the need to expedite the process.

Dr. Jose K. P. proposed the Vote of Thanks.

ACTION TAKEN REPORT

- I. Members of the NAAC- IQAC co-ordination committee are as follows:

Chairman - Dr. Shaju Varghese (Principal)

Coordinator NAAC - Sri. Jain Mathew N

Coordinator IQAC - Sri. Gean A Varghese

1. Curricular Aspects
 - Dr. Sheela P V
 - Anu V.
 - Dr. Arun A. U.
 - Dr. Jaya Paul
2. Teaching-Learning Evaluation
 - Mr. Abraham Mathew
 - Dr. Sonia James
 - Dr. Binuja Joseph
 - Eldho Kuriakose
 - Jestu Thankachan
3. Research Innovations and Extension
 - Dr. Annie Varghese
 - Dr. Gracy K. S.
 - Dr. Sreeja Sukumar
 - Dr. Abraham Mathew
 - Dr. Solvin Mathew
4. Infrastructure and Learning Resources
 - Dr. Sajeev S.
 - Anat Suman Jose
 - Adv. Siljo C. J.
 - Mr. John C.
 - Ms. Krishna Raju
5. Student Support Progression
 - Dr. John K. Mathew
 - Dr. Beena Pylee
 - Dr. K. P. Jose
 - Dr. Teena Thomas
 - Dr. Basil B. Mathew
6. Governance, Leadership and Management
 - Dr. Jinu George
 - Dr. Dileesh S.
 - Dr. Mathew Jacob
 - Ms. Ligi Lambert Rozario

7. Institutional Values and Best Practices

□ Dr. Venugopal V.

- Dr. Susha T. K.
- Dr. Meena K. K.
- Anumol Antony

8. Team AQAR □ Dr. Meena K. K.

- Dr. Jessy James
- Ms. Piya Mathew
- Ms. Silja Roy
- Mr. Binu Mathew

- II. The NAAC co-ordinator Mr. Jain Mathew has been informed of the decision to request him to attend IQAC meetings henceforth and has consented to the same.
- III. The Quality Assurance Cell (QIC) has been formed with the following members. The charges given to them is indicated within brackets.

Dr. Helaney M.Y

Dr. P. V. Shibu

Ms. Piya Mathew (AQAR & Crit 3)

Ms. Silja Roy (AQAR & Crit 4) Mr.

Binu Mathew (AQAR & Crit 1).

Dr. Basil B. Mathew (Faculty of Arts & Crit 5)

Dr. Solvin Mathew (Faculty of Arts & Crit 3)

Ms. Anumol Antony (Commerce, Phy Edn & Crit 7)

Mr. Eldho Kuriakose (Commerce SF, MTA and Crit2)

Mr. Jestho Thankachan(Language & Crit 2)

Ms. Krishna Raju (Language & Crit 4)

Dr. Teena Thomas (Science & Crit 5)

Ms. Ligi Lambert D'Rozario (Science & Crit 6)

Dr. Jaya Paul (Science & Crit 1)

Mr. John C. (Science & Crit 4)

- IV. Dr. Manzurali P.P of MES College, Marampally has consented to engage the staff for a day on 25 /7/2019 to help expedite the processing of the AQAR and SSR
- V. An application to conduct a workshop on MOOC/MOODLE has been processed
- VI. A workshop on calculation and mapping of Academic Outcome is scheduled for the month of November.
- VII. An advertisement has been given in regional newspapers inviting applications for an office assistant for the IQAC and 9 applications have been received till date. An interview date will be fixed after informing the Management.

Meeting 2

Date & Time: 21/11/2019 at 2pm
 Venue: Principals Office.

Agenda

1. AQAR 2018-19
2. Academic, Administrative and Financial Audit
3. Certificate Courses
4. Memorandum of Understanding (MOU)
5. Quality Improvement Initiatives
6. Other relevant matters allowed by the chair.

Members Present

1. Dr Shaju Varghese
2. Gean A Varghese
3. Mr Babu Paul
4. Mr Jacob Joy
5. Mr. Joyi Eloor
6. Dr Binuya Joseph
7. Dr Mathew Jacobs
8. Dr Jose K.P
9. Dr Arun A.U
10. Dr Abraham Mathew
11. Dr Meena K.K
12. Mr. Siljo C.J
13. Dr. Jessy James
14. Mr Benny Paul
15. Ms. Supriya James
16. Jovin Mathew N.

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21/11/2019 at 2pm(Thursday)

After a silent prayer Dr. Meena K. K. welcomed the members.

The steps completed till date towards generating AQAR 2018-19 was elaborated by Mr. Gean A. Varghese. He also placed on record the work done by the QIC members till date. The difficulties experienced because of the partial filling of the AQAR by Departments was voiced. It was decided that the Principal in the next Council/HOD's meeting will emphasise the need for all the columns of an AQAR or questionnaire to be filled. Dr. Jessy James stated that HOD's should be instructed to enter Nil or '0' instead of leaving blank spaces.

It was decided that a joint meeting of the QIC and criteria convenors should be scheduled as soon as possible to discuss the progress till date and resolve issues.

Dr. Mathew Jacob talked about the need for an Academic as well as Administrative Audit to be conducted as early as possible. After much discussion it was decided that at first an internal audit would be ideal so that the teachers get a rough idea of what to expect and then maybe we can follow it up with an external team consisting of a retired administrative officer either from the DD office or from an affiliated college of repute. Dr. K. P. Jose suggested that the internal audit team should consist of teachers from departments of Commerce, Economics and Mathematics. Dr. Arun A. U. suggested that the dates between 12th and 20th would be ideal for an audit. The Principal was asked to communicate the decision to the HOD's.

Dr. Meena K.K. raised the issue of the small number of certificate courses being run in the college currently. Mr. Gean A. Varghese asked for suggestions on how the number can be raised. Dr. Arun A. U stated that lack of funds is the reason for the inability to conduct such courses. Mr. Jojoy Eloor asked why students cannot be charged for the certificate courses. Dr. Mathew Jacob replied that currently the Dept. of Commerce is charging Rs. 5000/- for the Tally Certificate Course that they are running. But Dr. Arun stated that not all students can afford to pay fees and so Mr. Babu Paul said that if proposals are put forward with the details of the certificate courses proposed and the budget required then the Management will in the next meeting check into the feasibility of allocating funds for at least a few of them.

Mr. Gean A. Varghese also raised the need for signing more MoU's with industries, or academic institutions. The Principal stated that till date the NAAC co-ordinator Mr. Jain Mathew N. had been monitoring the MoU's being signed and it would be better if he could be provided some assistance. Dr. Mathew Jacob volunteered for the same. He was also asked to encourage more departments and clubs to think of possibilities.

The possibility of applying for an NIRF ranking as part of the Quality improvement initiative was discussed at length. Mr. Siljo C. J. stated that if we embark on such a mission then it would be

ideal if an entirely different team is brought in as the already burdened IQAC might find it difficult to simultaneously work on both leading to the slowing down of both. So the Principal suggested that a new team consisting of a few members from the QIC will function under the IQAC co-ordinator's instructions towards applying and securing an NIRF ranking. Mr. Babu Paul promised all help for the same.

Gean A. Varghese proposed the Vote of Thanks.

ACTION TAKEN REPORT

- I. In the council Meeting held on 19/12/2019 a discussion was held on the right method of filling the questionnaire for generation of data pertaining to 2019-20.
- II. A joint meeting of the Criterion Convenors and QIC members was held on 28/11/2019 after class hours.
- III. The internal audit could not be conducted as the HODs asked for more time and proper directions regarding the preparation of the files.
- IV. Around three more certificate courses are going to be introduced this year.
- V. The Self- financing department of Commerce, the departments of Zoology and Biotechnology have initiated discussions with institutions regarding MoUs
- VI. Dr. Sindhu TI, the Assistant NAAC Co-ordinator has been given charge of studying the process for NIRF ranking.

Meeting 3

Date and Time : 24/11/2020 , 3pm

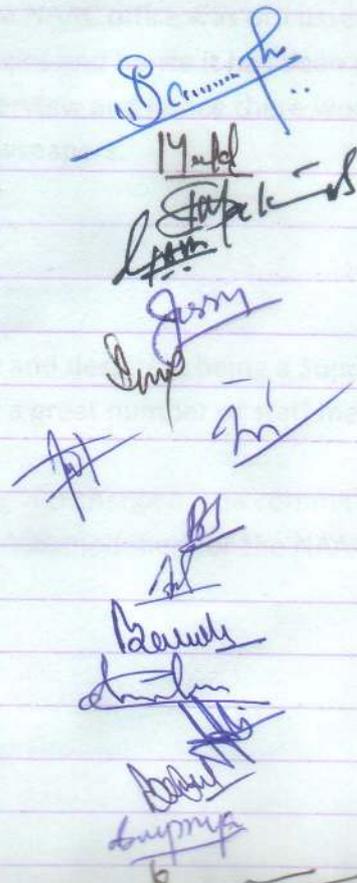
Venue : Conference Hall

Agenda

1. AQAR 2018-19 and 2019-20
2. Staff Day 2020.
3. NAAC sponsored seminar on Quality Enhancement of Higher Education in Rural Areas
4. 7 Day Faculty Development Programme to be conducted in March.
5. Office Assistant at NAAC Office
6. Any other Relevant Matters allowed by the Chair

Members Present

1. Dr Shajin Varghese
2. Dr Meena K.K
3. Jais Mathew N
4. Gean A. Varghese
5. Dr. Jozzy James
6. Dr Mathew Jacob
7. Mr Jacob Joy
8. Dr Jose K.P
9. Dr Binuya Joseph
10. Dr Abraham Mathew
11. Mr Babu Paul
12. Dr A-U Aoun
13. Mr Jozzy Elevar
14. Mr. Benny Paul
15. Ms Supriya James



 A collection of handwritten signatures corresponding to the list of members present. The signatures are written in blue ink and include names like 'Dr. Shajin Varghese', 'Dr. Meena K.K', 'Jais Mathew N', 'Gean A. Varghese', 'Dr. Jozzy James', 'Dr. Mathew Jacob', 'Mr. Jacob Joy', 'Dr. Jose K.P', 'Dr. Binuya Joseph', 'Dr. Abraham Mathew', 'Mr. Babu Paul', 'Dr. A-U Aoun', 'Mr. Jozzy Elevar', 'Mr. Benny Paul', and 'Ms. Supriya James'.

24.1.2020 at 3 pm (Friday)

The Principal welcomed the members.

Mr. Gean A Varghese reported on the developments regarding the compilation of data related to AQAR 2018-19 and 2019-20. The work according to him was moving smoothly under the efficient leadership of the AQAR team and the Criterion Convenors. New activities and inventive programmes were also being organized by various departments and clubs to his satisfaction.

The Principal spoke on the need to boost the morale of the staff by participating in the Staff day scheduled on 26/1/2020. As the NAAC visit is due in a year teamwork has to be ensured through more and more group activity.

Gean A Varghese announced that the application for a NAAC sponsored Seminar on "Innovative Practices for Quality Enhancement of Higher Education in Rural Areas" has been approved on the 3rd of this month and its proposed dates are in May. The sanctioned amount for the Seminar is Rs. 1,00,000/-. Also discussions on a 7 Day Faculty Development Programme on Capacity Building and Skill Development is progressing at a fast pace and he requested the members to promote the programmes to their friends and acquaintances in other colleges so as to ensure its success.

Dr. Binuja Joseph requested a report on the Gender related and Environment related activities conducted till date and Dr. Jessy James talked about the need to encourage excellence in academic performance.

The delay in procuring an office assistant for the NAAC office was discussed. The Principal reported that the College Office had two vacancies and hence it has been decided that all three vacancies would be filled through the same interview and hence there would be a delay as a new advertisement has to be put out in the newspapers.

ACTION TAKEN REPORT

- I. The Staff Day was conducted on 26th and despite it being a Sunday the day and night programme saw the participation of a great number of staff members with their family.
- II. Various members of the IQAC were given charge of the committees like Reception, Registration, Programme, Food and Accomodation for the NAAC sponsored National Seminar to be held in May.

- III. The 7 Day Faculty Development Programme on Capacity Building and Skill Development is scheduled to begin on the 4th of March. Online registration has already begun.
- IV. An advertisement has been given in all the regional dailies for the post of an office assistant.

Meeting 4

Date and Time : 20/3/2020 , 2pm
Venue : Principal's Office

Agenda

1. Threat of Corona and how to handle the ongoing academic and non-academic activities
2. AQAR 2018-19 for final discussion
3. Construction of the New Building for the College
4. Any Other Matters allowed by the Chair.

Members Present

1. Dr. Shaji Varghese
2. Mr. Jain Mathew N
3. Mr. Alan A Varghese
4. Mr. Babu Paul
5. Mr. Jacob Joy
6. Dr. Meena K.K
7. Dr. Binuya Joseph
8. Dr. Abraham Mathew
9. Dr. Mathew Jacob
10. Mr. Siljo C.J
11. Ms. Supriya James
12. Dr. Jose K.P
13. Mr. Benny Paul
14. Dr. A.U. Anu
15. Dr. Jessy James
16. Mr. Joji Eloor

(Handwritten signatures and initials corresponding to the list above)

Dr. Shaji Varghese
 Jain Mathew N
 Alan A Varghese
 Babu Paul
 Jacob Joy
 Meena K.K
 Binuya Joseph
 Abraham Mathew
 Mathew Jacob
 Siljo C.J
 Supriya James
 Jose K.P
 Benny Paul
 A.U. Anu
 Jessy James
 Joji Eloor

24.1.2020 at 3 pm (Friday)

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The Principal spoke on the need to boost the morale of the staff by participating in the Staff day scheduled on 26/1/2020. As the NAAC visit is due in a year teamwork has to be ensured through more and more group activity.

Gean A Varghese announced that the application for a NAAC sponsored Seminar on "Innovative Practices for Quality Enhancement of Higher Education in Rural Areas" has been approved on the 3rd of this month and its proposed dates are in May. The sanctioned amount for the Seminar is Rs. 1,00,000/-. Also discussions on a 7 Day Faculty Development Programme on Capacity Building and Skill Development is progressing at a fast pace and he requested the members to promote the programmes to their friends and acquaintances in other colleges so as to ensure its success. Dr. Binuja Joseph requested a report on the Gender related and Environment related activities conducted till date and Dr. Jessy James talked about the need to encourage excellence in academic performance. The Principal said that he had received a proposal from the Physical Education Dept along with the NCC suggesting that an Academy to train students for recruitment to the Defense Services may be started in the College. The idea was unanimously welcomed.

The delay in procuring an office assistant for the NAAC office was discussed. The Principal reported that the College Office had two vacancies and hence it has been decided that all three vacancies would be filled through the same interview and hence there would be a delay as a new advertisement has to be put out in the newspapers.

ACTION TAKEN REPORT

- I. The Staff Day was conducted on 26th and despite it being a Sunday the day and night programme saw the participation of a great number of staff members with their family.
- II. Various members of the IQAC were given charge of the committees like Reception, Registration, Programme, Food and Accommodation for the NAAC sponsored National Seminar to be held in May.
- III. The proposal for St. Peter's Training Academy for Recruitment to the Defense Services was forwarded to the Executive of the College Management

- IV. Training sessions on Google and Moodle Classrooms have been arranged for teachers in case the lockdown continues. Many teachers have already started handling doubt clearance session via online platforms for students.
- V. Architects have been assigned the task of drawing up a plan for submission to the concerned authorities.