

26-05-2020 (Tuesday) 2: 30 pm

Agenda of the Meeting

1. Constituting IQAC Team for the year.
2. Online teaching-learning process evaluation
3. Arrangements for the timetable.
4. Collection of IT Infrastructure details of students
5. Doubt clearance sessions on Online teaching for teachers.
6. Assistance for using online platforms for students.
7. Evaluation of the new programmes UBA & SAP
8. Discussion on the cancelled NAAC seminar.
9. University exams under COVID protocol

Minutes of the Meeting

The online meeting began with a silent prayer. The Principal Dr. Shaju Varghese welcomed the gathering.

The Principal Dr. Shaju Varghese stated that as the current IQAC team was functioning well there need not be any changes in the constitution and so it may continue this year too. However next year it may have to be reconstituted as one of the members may retire.

Since the lockdown has been continuing the Principal Dr. Shaju Varghese said that decisions have to be made pertaining to the problems faced by teachers and students on Online teaching. Gean A Varghese said that the IQAC has already arranged online classes for the teachers to equip them for Online teaching but as many teachers have approached the Principal Dr. Shaju Varghese stating that they are finding it different maybe Offline Doubt Clearance sessions can be arranged for the teacher after the reopening. Jain Mathew N suggested that a workshop or a Hands-on training be held for the teachers. Dr. Meena K. K suggested that the numbers be kept to a minimum so that the Covid protocol is not violated. The members were informed that a formal Inauguration of online classes is scheduled on the first day of class i.e, on 01-06-2020. Dr. K. P Jose suggested that a MOODLE Tutorial group be begun as early as possible in order to shift to an LMS. All the members actively participated on the discussion of the pros and cons of MOODLE and Google Classroom.

A lengthy discussion was also conducted on the fixing of the time-table for the online classes based on the options provided by the Kerala government and MGU. It was decided that a suggestion would be prepared for the consideration and approval by the College Council.

As requested by the Principal, Gean Varghese agreed to take the initiative for the collection of the details on IT infrastructure from students. As the classes are proceeding through online mode, we have to assess the availability of online infrastructure details of the students and for that he agreed to circulate a Google form/ sheet to measure the current reality. If there is any difficulty faced by the students, measures are to be taken to overcome such difficulties by providing mobile phones, recharge facilities, etc. Students are also to be supported with some measures to overcome the difficulties they are facing in the usage of online platforms.

Dr. Meena K. K said that the UBA and SAP initiatives are very laudable and that the co-ordinators chosen by the principal, Dr. Gracy K.S and Dr. Anat Suman Jose are extremely efficient but both of them have asked for teacher representatives to help them execute their plans. Gean A Varghese asked Dr. Meena to help the co-ordinators find suitable teacher representatives from the departments.

Gean A Varghese stated that the NAAC sponsored Seminar for which all communication and sanction related documentation process has been completed stands cancelled as it was scheduled in May 27th and 28th, 2020 but due to the lockdown could not be conducted. Mr. Jojoy Eloor suggested that the Principal Dr. Shaju Varghese encourage various departments to conduct more webinars in this scenario rather than expecting the lockdown to end so as to get the permission to conduct NAAC sponsored National webinars.

Mr. Gean A. Varghese, IQAC Coordinator proposed the Vote of Thanks.

Action Taken Report

1. The IQAC team constituted in the year 2019-2020 should continue as such this year.
2. The Online Classes were planned to be inaugurated by the Trust Secretary on 1st of June 2020. Two members of the Technical Cell Dr. Jini Joseph and Dr. Solvin Mathew were given the charge of starting a MOODLE Tutorial group for the teachers.
3. Arrangements were made for fixing a time table for the Online UG/PG classes in consultation with the HODs, taking into consideration the opinions of students as reported by the class teachers and orders of the Govt. of Kerala and MGU. The timing has been fixed as below after approval from the College Council:

Time table (Monday to Thursday)

Period	1	2	3	4	5
Time	9-9:50am	10-10:50am	11-11:50am	12-12:50pm	1 to 1:50pm

Time table (Friday)

Period	1	2	3	4	5
Time	8:30-9:10am	9:20 – 10am	10:10-10:50am	11-11:40 am	11:50 - 12:30pm

4. A google sheet was created by the IQAC and circulated through the WhatsApp groups by class-teachers and in a short period the data of each and every student studying at St. Peter's was faithfully recorded.
5. A hands-on training workshop was organised for the teacher to clear their doubts on online classes from July 1-3.
6. YouTube link shared in student WhatsApp groups explaining the registration, usage, uploading assignments, marking attendance in Google Classroom.
7. The newly started MHRD initiatives in the College, the Unnat Bharat Abhiyan (UBA) started the previous year was given co-ordinators from each department to help decide on and execute its plans. In the case of Swachhata Action Plan (SAP) 10 teacher representatives were selected to help Dr. Anat decide on and execute the SAP initiatives.
8. The Principal in the next College Council Meeting said that we have been presented with the opportunity to conduct national and international webinars in the offline mode and need to make use of it. The HODs have promised to take serious note of it.

2-06-2020 (Tuesday) 2pm

Agenda of the Meeting

1. Monitoring of Online classes
2. Providing G-Suite ID to teachers
3. Hands-on Training Program for Teachers
4. Add-on courses and Certificate courses
5. Observing important days and events
6. Providing support to COVID Relief activities

Minutes of the Meeting

After a silent prayer Mr. Gean A. Varghese IQAC Coordinator welcomed the members.

Discussions were conducted on the effectiveness of Online classes and its monitoring. Dr. Meena K K suggested that a format be created and provided to individual teachers so that they may keep a record of the work from home activities. Principal Dr. Shaju Varghese remarked that though the government has declared that the attendance should not be made mandatory and the University has taken away the marks usually given for attendance as part of the internal marking system; the attendance of each online class should be kept by the teachers so as to minimize dropouts and to maintain the quality of the teaching-learning process. Jain Mathew N. suggested that some financial assistance can be given to students who do not have enough money for meeting data charges.

Dr. Jessy James suggested, making available more advanced tools for teaching, and that a G-Suite account should be given to all teachers. Recording of classes and more data space can be availed through this. Babu Paul sir said that this should be done without delay.

Gean A Varghese said that many teachers had approached him requesting a Hand-on Training Programme on Online Tools for Teaching. He announced that with the permission of the Principal Dr. Shaju Varghese he had already approached a few experts among our own faculty to act as resource Persons. The only matter left to do is decide upon a probable date. Mr. Babu Paul suggested that the training programme be spread out over two or three days as only a few can attend at the same time due to the covid restrictions. Gean A Varghese agreed to find out probable dates and also suggested that an Orientation Programme has to be conducted on how to start Certificate courses and Add-On courses this year. Seed Money needs to be provided to encourage

more departments to start courses. Dr. Mathew Jacob remarked that as classes finish by 2pm everyday may be more students will join such courses.

Dr. K. P Jose suggested that teacher-in-charge of various Clubs and Cells be encouraged to observe the days of national and international importance which fall under their purview and departments be encouraged to conduct more webinars with the support of IQAC. This was unanimously accepted as a necessity.

A discussion was held on the various activities to help the community in this pandemic situation. It was decided that NSS, NCC, Departments and Clubs/Cells will be given support to conduct COVID Relief Activities like Awareness Generation, Mask & Sanitary Materials Distribution, Collection of Materials for Quarantine Centres, Volunteering at Vaccination Centres, Disinfecting homes of COVID Survivors etc.

Dr. Jessy James proposed the Vote of Thanks.

Action Taken Report

1. For monitoring online classes all the faculties should maintain an attendance record of students which has to be submitted to the IQAC as monthly reports.
2. G-Suite account were given to all teachers between 6/7/2020 and 15/7/2020.
3. 3-Day Hands on Training Programme on Online Tools for Teaching was conducted for the teachers from 1st July 2020 to 3rd July 2020.
4. Plans were initiated for starting as many as 4 Certificate courses this year. The plan for starting Add-on courses was dropped as it requires a lot of paper-work from the University with which the continuing lockdown is causing problems.
5. Almost all the departments have agreed to and have started conducting more and more webinars every day.
6. Awareness Generation activities on Covid were conducted by NCC & NSS, Mask & Sanitary Materials Distribution were done by departments of Chemistry, Commerce (SF) & UBA. The NSS volunteers collected Materials for Quarantine Centres by and also some of them volunteered at Vaccination Centres. Some of the students of the newly begun UBA initiative disinfected homes of COVID survivors.

24-06-2020 (Wednesday) 2.30 pm

Agenda of the Meeting

1. AQAR 2018-19 and 2019-20
2. Patron's Day Celebration
3. Hands-on Training Program on Brochure designing.
4. Arrangements for CFLTC
5. Progress of New building

Minutes of the Meeting

After a silent prayer the Principal Dr. Shaju Varghese welcomed the members.

Mr. Gean A Varghese reported that AQAR 2018-19 has been uploaded on 23-06-2020 and the gathering congratulated Dr. Meena K. K and Dr. Jessy James for their hard work. Dr. Jessy James thanked everyone for their constant encouragement and useful suggestion during the process and spoke on the developments regarding the compilation of data related to AQAR 2019-20. As the covid restriction has inserted a clog into the process it was suggested by her that this year's AQAR can be completed by the members of the AQAR team without asking for the criterion committees to be involved. Jain Mathew N. reported that AISHE 2019-20 has also been submitted on 31/7/2020 ahead of the last date given by the Govt. of Kerala. The Principal Dr. Shaju Varghese congratulated everyone on their hard work and commitment.

Principal said that despite covid restrictions Patron's Day needs to be celebrated appropriately and that an apt chief guest has to be found for giving the keynote address. He also suggested including Cultural events by students. Babu Paul sir stated that other than the Google Meet arrangements should be made to live stream the meeting through YouTube live. He also informed that a request has been made by the local panchayat that the College auditorium should be handed over to them so as to make arrangements for a CFLTC. The Principal, Dr. Shaju Varghese stated that as the students are not coming to the College premises this can be arranged. Everyone agreed that despite the fears we need to do as much as possible to contribute to the society in these trying times.

The chairman of the Trust, Sri. Babu Paul informed the members that the work on the new College building which had come to a halt for a while has been restarted. He also suggested that the teachers and the Management co-ordinate together for the quick completion of the New College Building. Principal agreed to ask the teachers of the four departments which are planned to be shifted into

the new building to go and take a look at the venue so as to make suggestions based on their requirements.

An evaluation of the success of the Hands-on training organized by IQAC was done and Jain Mathew N. congratulated Mr. Gean A Varghese for the execution. Gean however mentioned that requests have been received for the training programs on brochure designing as there are more and more webinars being conducted by the departments and cells every day. Principal asked him to check out probable dates.

Dr. Jessy James proposed the Vote of Thanks.

Action Taken Report

1. Dr. Jiji Thomson IAS, former Chief Secretary of the Govt. of Kerala has consented to be the Chief Guest for the Patron's Day. Cultural events of students will also be included. A YouTube Channel was begun for the College on 29/6/2020 for stakeholders to share content.
2. A One Day Hands-on Training Programme on Brochure Designing and Certificate Creation is scheduled to be conducted for the teachers in the month of July to equip them, in designing brochures themselves for the webinars conducted by them.
3. The College auditorium was handed over to the District Collector for setting up a CLFTC (First Line Treatment Centre for Covid Patients) as on 1-10-2020. They were asked to bring thick canvas/plastic sheets to segregate the CLFTC from the pathways into the College building as many staff members are still on the campus everyday despite work from home being granted to the teachers.
4. Structure work including plastering has been completed for the ground floor, 1st and 2nd floors of the new building.

23.7.2020 at 3 pm (Thursday)

Agenda of the Meeting

1. Online admission procedures- UG & PG
2. FDP Program
3. Webinar on CAS
4. Initiating Digitalization of IQAC documents
5. An assistant in NAAC Room
6. NIRF uploading
7. AQAR 2019 - 20 and SSR for accreditation
8. Introduction of Gender Champions Club.

The Principal Dr. Shaju Varghese welcomed the members.

The Principal Dr. Shaju Varghese spoke on the need to complete the online preparations for admissions as MGU has declared that the admission process for UG/PG courses this year would be online, arrangements were made accordingly in August for UG courses and November for PG Courses under the monitoring of the IQAC with Dr. Meena K. K at its helm.

Gean A Varghese suggested that though there are many national and international webinars being conducted in the College something more like an FDP programme need to be conducted. Dr. K. P Jose suggested that Dr. Renu Susan Samuel, the ICT co-ordinator of the College be assigned to convene an FDP. As our College has many teachers who need to fulfil the requirements for promotion by attending FDPs it would be best if we could provide one and it would be better if it was on a relevant topic.

Dr. K. P Jose informed the members that steps have been taken to conduct a Webinar on UGC regulations for Career Advancement of College Teachers on 13/9/2020. Dr. Teena Thomas Assistant Professor, dept. of Chemistry has been made the convener of the Webinar. The members assured all support for the same.

Principal suggested that steps be initiated to digitalise the IQAC office. He sought the co-operation of all the members to initiate digitalisation as early as possible. He also informed the committee that Dr. Sindhu T.I has agreed to take the initiative to complete the NIRF application.

Dr. Jessy James suggested that in this case an office assistant for the NAAC office is a must. Gean A Varghese reminded the members of the Management that this request which had been mentioned in many earlier meetings is still pending. Sri. Babu Paul assured that the delay has been caused by the Covid

scenario and the interview for selecting an appropriate candidate from among the nine applicants will be done immediately. Gean A Varghese demanded that during the screening process the person's experience in data management should be checked and ensured.

Gean A Varghese brought to the attention of the team the fact that our NAAC accreditation lapses in March 2021 but NAAC has recently released an order extending the submission of pending AQARs and SSRs till the covid situation is under control and Colleges, start functioning regularly. SSR submission has been extended till 3 months after the regular functioning of colleges. The Principal said that as SSR preparation is a group effort in which all the teachers need to participate actively it would be best for us to wait and watch for appropriate circumstances when working together becomes a possibility.

Principal said Gender Champions Club is a mandatory club and we have to introduce it into our college. John C and Teena P Varghese assigned the charges for the same.

Dr. Mathew Jacob proposed the Vote of Thanks.

Action Taken Report

1. The admission process for UG/PG courses were completed online. The formal inauguration was done by the Trust Secretary on 15/9/2020. A special feature of our College admission process was the creation of a gateway for online fee remittance.
2. Dr. Renu Susan Samuel organised a Five-Day Faculty Development Programme (FDP) on libreoffice in association with MHRD, IIT Bombay, NMEICT under PMMMNMTT from 14th to 18th September 2020.
3. The IQAC conducted a Webinar on UGC regulations for Career Advancement of College Teachers on 13/9/2020.
4. Steps were initiated towards digitalisation of IQAC office.
5. Smt. Liya Reji was appointed as Office Assistant for the NAAC office on 1-11-2020.
6. Application for NIRF ranking has been uploaded under the able leadership of Dr. Sindhu T. I
7. Gender Champions Club inaugurated on 28-01-2021.

10/2/2021 at 2pm (Thursday)

Agenda of the Meeting

1. Starting Online courses, Journals and Polygon
2. Increase the number of research papers.
3. Increasing the Bandwidth
4. Solar power, Water harvesting
5. Assembly Elections 2020
6. Evaluation of IIC/IEDC activities
7. Arrangements for University Examinations
8. Inauguration of newly granted M.Sc. course

Minutes of the Meeting

Gean A Varghese the IQAC Co-ordinator welcomed the members.

The members discussed the scenario of the fast spread of the Corona virus. As the lockdown and covid related restrictions were still in place it was understood that we need to start online meetings and more and more online courses to compensate. Principal suggested that the research guides and Ph.D holders take the initiative to start online courses, journals and our in-house journal Polygon.

Dr. K. P Jose suggested that the Management should provide financial aid for teachers undertaking publications. Dr. Meena K. K remarked that we should also increase the student enrollment in online courses such as SWAYAM.

Gean A Varghese announced that ever since the work from home period has ended teachers were facing network issue within the college and suggested increasing the Bandwidth, this month itself. When so many teachers were logging in at once sometimes the whole network would be slowed down affecting the quality of the classes.

A discussion was also held on solar power and rain water harvesting. It was decided that after studying the equipment available and techniques currently being used suggestions would be given in writing to the Management for augmentation.

Principal announced that no other institution from the district and maybe even the State has provided as many polling officials for the Assembly election 2020 as ours have. Babu Paul sir congratulated the 71 staff members who had done the duty despite the continuing threat of Corona.

Dr. K. P Jose also mentioned that the Training Class for Polling Officials from the College organised by the Electoral Literacy Club in association with the IQAC on 7/12/2020 was indeed useful and a step in the right direction. Dr. Shaju Varghese that a senior official from the office of the Election Commission had directly called and appreciated the commitment of the staff of our College.

Jain Mathew N. stated that the charges of the newly started IIC and IEDC given to Dr. Sona S Dev and Dr. Renu Susan Samuel were ideal choices as the two of them had in the short span of time since the inauguration on 14/12/2020 already actively recruited many students and had started organising activities.

The Principal requested the IQAC members to monitor the arrangements being made for the conduct of the University Examinations following the Covid Protocol. Everyone assured him of their support.

The Principal reported that the team under the leadership of Dr. K. P Jose had worked efficiently and sincerely in time-bound manner to submit the application invited by the Govt. of Kerala for sanctioning new courses in this academic year. After inspection we have been granted a PG course in Computer Science (Data Analytics). Dr. Abraham Mathew suggested that a high-profile academician should be contacted to inaugurate the newly granted course in M.Sc. Computer Science (Data Analytics). Babu Paul sir assured that steps would be taken for this.

Dr. Meena K. K proposed the Vote of Thanks.

Action Taken Report

1. Principal informed the staff that financial support will be given to teachers for their research work.
2. Arrangements for starting a multiple disciplinary journal Polygon, discussions for which had started before Corona restrictions had come into place were restarted.
3. Bandwidth was increased to 50 MBPS for better internet access within the campus
4. Quotations were received for installing Solar Power Generation equipment in the new building.
5. The University examinations have been going on smoothly in the College. The student strength in each hall was reduced to half leading to double the number of teachers having to do invigilation duty. Separate hall was also arranged for COVID Positive students who wished to write the exam. Those who were primary contacts and hence under quarantine were also given separate rooms to attend University exams safely.
6. The formal inauguration of the M.Sc. Computer Science Data Analytics was performed online by the Vice-Chancellor of Mahatma Gandhi University Dr. Sabu Thomas on 17/2/2021.

09-03-2021 2 pm (Tuesday)

Agenda of the Meeting

1. Felicitation for Dr. V.P. Joy IAS
2. Uploading of AQAR 2019-2020
3. NAAC webinar series in April-May
4. Audit of departments.
5. Collection and analysis of feedbacks
6. Vaccination drive
7. Plan of Action for the year 2021-2022
8. Video center for E-Content development.
9. Increase the usage of INFIBNET
10. Alumni Association Registration

Minutes of the Meeting-

Gean A Varghese the IQAC Co-ordinator welcomed the members

Sri Babu Paul stated that it is indeed a great honour that an alumnus of our institution Dr. V. P. Joy IAS has become the Chief Secretary of Kerala.

Principal stated that he has agreed to come to our college on 15/3/2021 and a grand felicitation needs to be arranged for him. Sri Jojy Eloor stated that as the Assembly elections have been announced the Chief Secretary is for the near future the most important decision in the State. Dr. Meena K. K said that it is a great honour that he agreed to come despite his tight schedule and hence we need to make the event as memorable as possible. The IQAC co-ordinator Gean A Varghese was given the responsibility to gather a team together to arrange the finer details.

Dr. Meena K. K reported that the work on AQAR 2019-20 had been facing a great deal of obstacles due to the unavailability of teachers. The threat of Corona and the extra workload due to online teaching had been posing problems for the criterion convenors to conduct team meetings. So with the permission of the Principal the AQAR team had taken over the entire burden on to their shoulders. This year the data for the AQAR received from the departments, clubs and cells will be processed by them for uploading in the proper format.

Dr. Jessy James assured the IQAC that the work had been progressing quickly and that the AQAR 2019-20 would be uploaded before 31st March 2020. Feedbacks were collected this year from Students, Parents, Alumni and Teachers in the online format for evaluation. Dr. Sindhu TI had prepared google forms to make the process easier. Gean A Varghese showed the members the results obtained and it was noted that most of the stakeholders seem to be content with the curriculum and feel that it is good enough to acquire knowledge in their concerned field and to gain an employment. Dr. Sindhu TI in consultation with Dr. Anu V had also prepared a google form for employers of our former students and it is in the process of being collected. Only 4 responses have been obtained till now as the form had been sent out officially only yesterday but Gean A Varghese showed that all four responses were highly motivating. More responses will definitely be received soon and these can be added to the AQAR of 2020-21.

Gean A Varghese stated that NAAC has announced a series of webinars on the process of accreditation which would be useful for our staff as we would have to go in for accreditation as soon as possible. Sri. Babu Paul asked the Principal to device some means to monitor that every single teacher who is part of a criterion team attends the online seminar. It was decided that certificates of attendance will be demanded from the teachers for each webinar.

As Parliamentary elections 2021 have been announced, many of the staff members of our College will definitely have to participate. Hence Dr. Meena K K advised that the College should take steps to make vaccines available to all staff in preparation for the call of duty.

Principal said that many teachers had requested for video and audio recording room for e-content development. Dr. Abraham Mathew suggested that the digital room created using the RUSA can be used for the same, after its completion.

Dr. Meena K K stated that the librarian has suggested that since students are unable to physically access the library, we should encourage them to use online resources like N-List and INFLIBNET.

The Principal remarked that Alumni Secretary Dr. Sindhu P. Kauma has requested that register our Alumni Association and need to take steps for that.

Action Taken Report

1. The felicitation conducted for Dr. V. P Joy was a grand success. Later on reaching his office he once again called the Chairman of the Trust and stated how happy he was with the event, especially when he found that we had arranged for some of his teachers and classmates to speak on the occasion.
2. Principal congratulated the whole AQAR team for having successfully completed the uploading of AQAR 2019-20 on 30th March 2021, despite the lockdown.
3. It was found that the NAAC was not issuing certificates of attendance for the webinar series in April. Each convenor was asked to consolidate evaluation reports sent by team mates by mail to the Convenor after each webinar session is over. This consolidated feedback report can be posted to the IQAC mail on the very same day. Later on, coming to the College on June 1st signed sheets on each session should be prepared and collected by the convenors from the teachers who had attended the same. Teachers were encouraged to attend NAAC Webinar series in October 2020 as well as 1-21 April 2021.
4. Restrictions due to Lockdowns posed a series of problems for the conduct of the Academic audit. So, this year a physical audit of a few departments was done between 23rd and 25th March 2021 and then an E-Audit was conducted between 17/4/2021 and 17/6/2021 for the rest of the departments.
5. The feedback received from students, parents, teachers, alumni and employers of our former students was sent for uploading on to the website. As the initiative of IQAC, alumni association is registered under the Act on 21-04-2021.
6. A vaccination drive was conducted for all staff members of the College with the help of Primary Health Centre, Kadayirippu from 1st to 4th March 2021.
7. Dr. Abraham Mathew and Dr. Sona S Dev took initiative to call quotations for the same.
8. The Principal requested class teachers to encourage students to do their assignments through online resources like N-List.
9. Alumni Association was successfully registered under the 1955/12 Thiruvithamkoor-Kochi Literary, Scientific Registration Act as on 21-04-2021.