

IQAC MEETING MINUTES - 1 [2020-21]

The first IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 13/08/2020 (Thursday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |

Agenda No. 1: Preparation of Work Allotment and Time Table for the Academic Session 2020-21

Resolution: Time Table Committee was made to monitor the classes allotted to faculty members..

Agenda No. 2: Planning of Departmental Activities and Academic Calendar.

Resolution: It was decided to prepare a Academic Calendar for the session 2020-21 in accordance with the University Norms to ensure effective institutional functioning.


PRINCIPAL




IQAC

IQAC MEETING MINUTES - 2 [2020-21]

The second IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 13/10 /2020 (Tuesday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |

Agenda No. 1: AQAR related documentation work of 2017-18 and 2018-19 to be completed.

Resolution: Criterion wise Data and supporting documents for AQAR like vouchers, photographs etc to be collected for the year 2017-18 and 2018-19

Agenda No. 2: AQAR Criterion Heads will continue to be same as previous year

Resolution: The names of Criterion heads and their team would remain the same. The criterion heads were instructed to collect data in accordance with the requirements of new format.

Agenda No. 3 : Analysis of Student Feedback

Resolution : The Student Feedback for the year 2017-18 and 2018-19 was analysed.


PRINCIPAL




IQAC COORDINATOR

IQAC MEETING MINUTES - 3 [2020-21]

The third IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 1/12/2020 (Tuesday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |

Agenda No. 1: Student Representative in the IQAC Committee to be updated

Agenda No. 2: IQAC Details in the College Website to be Updated

Agenda No. 3: Feedback Analysis of 2019-20 to be Analysed


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IQAC COORDINATOR

IQAC MEETING MINUTES - 4 [2020-21]

The fourth IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 9/1/2021 (Saturday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |

Agenda No. 1: Work on AQAR 2019-20 to be completed

Agenda No. 2: Best Practices for 2019-20 to be discussed

Agenda No. 3: Discussion on Revised SOP (SSR)

Agenda No. 4: SSS (Student Satisfaction Survey) for the Year 2020-21 to be conducted


PRINCIPAL




IQAC COORDINATOR

IQAC MEETING MINUTES - 5 [2020-21]

The fifth IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 30 /1/2021 (Saturday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |

Agenda No. 1: First Draft of AQAR 2019-20 to be Submitted and analysed

Agenda No. 2: Online Mentor Mentee to be conducted regularly

Agenda No. 3: Result Analysis of 2019 - 20 to be done


PRINCIPAL




IQAC COORDINATOR

IQAC MEETING MINUTES – 6 [2020-21]

The sixth IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 22 /2/2021 (Monday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m.

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Suja Varghese |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Susan. R. Abraham |
| Dr. James Mathew, NAAC Coordinator | Dr. V. Shanti |
| Dr. Vinita Thomas | Dr. Sheeja Thomas |
| Dr. Mariam Jacob | Dr. Jayshree Balasubramanian |
| Dr. Chanda Verma | Mr. Kailash Narayan Verma |
| Dr. Shiny Mendonce | |
| Dr. Sapna Sharma | |


Agenda No. 1: Certificate Program and Value added courses to be conducted on regular basis.

Agenda No. 2: Discussion on MOU's to be done with various college and industry

Agenda No. 3: IPR program to be conducted


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IQAC

IQAC MEETING MINUTES – 7 [2020-21]

The seventh IQAC meeting of St. Thomas College in the Academic Session 2020-21 was held on 27/3/2021 (Saturday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11:30 a.m, with external members

Googlemeet

Attended by:

| | |
|---|------------------------------|
| Dr. M.G. Roymon | Dr. Chanda Verma |
| Fr. Dr. Joshi Varghese (Management Representative) | Dr. Shiny Mendonce |
| Prof. Sushil Tiwari (External Expert) | Dr. Sapna Sharma |
| Dr. Prashant Shrivastava (External Expert) | Dr. Suja Varghese |
| Mr. Asitabha Sanyal (Parent Representative) | Dr. Susan. R. Abraham |
| Mr. Reenu Koshy (Alumni Representative) | Dr. V. Shanti |
| Dr. Debjani Mukherjee, IQAC Coordinator | Dr. Sheeja Thomas |
| Dr. James Mathew, NAAC Coordinator | Dr. Jayshree Balasubramanian |
| Dr. Vinita Thomas | Mr. Kailash Narayan Verma |
| Dr. Mariam Jacob | |

Agenda No. 1: Website Upgradation

Agenda No. 2: Discussion on possible Short term courses

Agenda No. 3: Mental health programme to be conducted more frequently

Agenda No. 4 : Online practical exams to be conducted

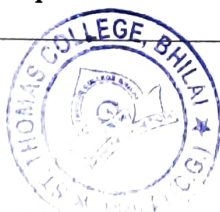

PRINCIPAL




IQAC COORDINATOR

IQAC Compliance Report [2020-21]

| Meeting & Agenda | Resolution | Action Taken |
|--|---|---|
| II - 3/8/2020 Agenda No. 1: Preparation of Work Allotment and Time Table for the Academic Session 2020-21 Agenda No. 2: Planning of Departmental Activities and Academic Calendar. | Resolution: Time Table Committee was made to monitor the classes allotted to faculty members.. Resolution: It was decided to prepare a Academic Calendar in accordance with the University Norms to ensure effective institutional functioning. | The Time Table was made by every department and classes were commenced accordingly. Every department submitted the list of activities to be conducted for the session 2020-21 according to the Academic Calendar prepared. |
| II - 13/10/2020 Agenda No. 1: AQAR related documentation work of 2017-18 and 2018-19 to be completed. Agenda No. 2: AQAR Criterion Heads will continue to be same as previous year Agenda No. 3: Analysis of Student Feedback | Resolution: Criterion wise Data and supporting documents for AQAR like vouchers, photographs etc to be collected for the year 2017-18 and 2018-19 Resolution: The names of Criterion heads and their team would remain the same. The criterion heads were instructed to collect data in accordance with the requirements of new format. Resolution : The Student Feedback for the year 2017-18 and 2018-19 was analysed. | Criterion Heads collected all relevant documents for AQAR for the year 2017-18 and 2018-19. There was no change in the list of Criterion Heads and their team and all were instructed to follow the new format of AQAR submission. The suggestion given by students in the Feedback form were adhered to by the IQAC. |
| III - 1/12/2020 Agenda No. 1: Student Representative in the IQAC Committee to be | Resolution: Updation was done of the new student representative | The student Representative was informed of of her role in |



1/12/20

| | | |
|--|---|--|
| updated | | |
| Agenda No. 2: IQAC Details in the College Website to be Updated Agenda No. 3: Feedback Analysis of 2019-20 | Resolution: IQAC Details of 2018-19 and 2019-20 were updated in website Resolution: Student Feedback of 2019-20 to be analysed | IQAC All the details of 2018-19 and 2019-20 were updated in the website. The suggestion given by students in the Feedback form were adhered to by the IQAC. |
| IV – 9/1/2021 Agenda No. 1: Work on AQAR 2019-20 to be completed. Agenda No. 2: Best Practices for 2019-20 to be discussed Agenda No. 3: Discussion on SOP (SSR) Agenda No. 4: SSS (Student Satisfaction Survey) for the Year 2020-21 to be conducted | Resolution: Documentation of AQAR 2019-20, all the seven criterions were initiated and discussion were done. Resolution: The two Best Practices for criterion 7 was finalized for the session 2019-20. Resolution: SOP was studied in detail Resolution: The format of SSS was finalised | AQAR of 2019-20 were discussed and updated. Best practices were documented for the year 2019-20. The SOP was discussed and studied in detail SSS was rolled on to students of different streams |
| V – 30/1/2021 Agenda No. 1: First Draft of AQAR 2019-20 to be Submitted and analyzed Agenda No. 2: Online Mentor Mentee to be conducted regularly | Resolution: First Draft of AQAR 2019-20 were analyzed Resolution: Online mentor mentee to be done Resolution: Result | Submission of AQAR 2019-20 was done All Departmental Heads were instructed to do the mentor mentee interactions in online |



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|--|---|--|
| Agenda No. 3: Result Analysis of 2019 - 20 to be done | Analysis of 2019 - 20 to be done | mode Result Analysis was completed of 2019-20. |
| VI – 22/2/2021 Agenda No. 1: Certificate Program and Value added courses to be conducted on regular basis. Agenda No. 2: Discussion on MOU's to be done with various college and industry Agenda No. 3: IPR program to be conducted | Resolution: Every departmental head agreed to develop module of Certificate program and run it on virtual mode Resolution: Many MOU's were finalized with institutions. Resolution: IPR program to be conducted | All departments of the college successfully ran certificate program on virtual mode . More than 20 MOU's were signed Three departments conducted programs on IPR |
| VII – 27/3/2021 Agenda No. 1: Website Upgradation Agenda No. 2: Discussion on possible Short term courses Agenda No. 3: Mental health programme to be conducted more frequently Agenda No. 4 : Online practical exams to be conducted | Resolution: Website upgradation to be done Resolution: Short term courses to be initiated Resolution: Due to pandemic the mental health programs were conducted for students. Resolution: Suggestion from parent representative to conduct the practical exam in online mode | Website upgradation has been in initiated. Short term course in tally and web designing was discussed. Counselling was given to covid affected students. Practical's were conducted in online mode. |

