

IQAC MEETING MINUTES – 1 [2021-22]

The first IQAC meeting of St. Thomas College in the Academic Session 2021-22 was held on 25/08/2021 (Wednesday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11 a.m.

Attended by:

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

Agenda No – 1 :New Session 2021-22

Resolution:The new session for 2021-22 to be started from 1st September 2021. The time table of all classes to be made and classrooms to be allotted. The classes will be in blended form in both online and offline mode

Agenda No – 2 :Website upgradation

Resolution:All departments faculties will update their respective department page in the HEI website with the latest data . convenors of cells and forums will do the same for their respective cell.

Agenda No - 3 :AQAR 2020-21 Documentation

Resolution:AQAR 2020-21 is in the new format. Documentation has to be done as required in the Metric and the given templates.

Agenda No – 4 :Academic Audit

Resolution:Academic Audit will be done in the coming weeks. Format will be given out to all departments. Data has to be prepared accordingly.


PRINCIPAL




IQAC COORDINATOR

IQAC MEETING MINUTES – 2 [2021-22]

The second IQAC meeting of St. Thomas College in the Academic Session 2021-22 was held on 23/10/2021 (Saturday) under the chairmanship of Dr. M.G. Roymon (Principal) at 12:30 p.m. with committee members.

Googlemeet

Attended by:

Dr. M.G. Roymon (Chairman)	CA Rinu V. Koshy (Alumnus)
Rev. Fr. Dr. Joshi Varghese (Management Representative)	Mr. Shikhar Mathur (Student Representative)
Dr. Debjani Mukherjee, IQAC Coordinator	Dr. Mariam Jacob (Member)
	Dr. Chanda Verma (Member)
Prof. Sushil Tiwari (External Expert)	Dr. Shiny Mendonce (Member)
Prof. Dr. Prashant Shrivastava (External Expert)	Dr. Sapna Sharma (Member)
Mr. Saji Thomas (Finance Controller)	Dr. Susan. R. Abraham (Member)
Mr. Mukesh Porwal(Alumnus& Industry Representative)	Dr. V. Shanti (Member)
Mr. Asitabha Sanyal (Stake Holder Parent Representative)	Dr. Jayshree Balasubramanian (Member)
Mr. Samson Nainam(Employer& Educationist	Mr. Shyji Thomas (Member)

Agenda No. 1:Review of AQAR 2020-21 documents.

Resolution:The documentation of AQAR 2020-21 done as per the new format was presented and reviewed by IQAC committee members.

Agenda No. 2:Preparation of SSR

Resolution:The meeting commenced with welcome speech by IQAC Coordinator Dr. Debjani Mukherjee

The Principal briefed about the development of the collegeBoth academic and infrastructure

He pointed out that the most Department of the college has introduced CP and Entered with MOU with reputed institution and jointly organized various programs in collaboration with them.Green / Energy audit was conducted in the session 2020-21.

Agenda No. 3: Input given by External Members

- 1) External Expert Dean Students Welfare, HemchandYadav University, Durg.

He suggested to upgrade the website.

He also gave various birds eye view of various metrics of the criterions as per the new format of AQAR 2020-21

He said all affiliation letter have to be in English language.

SSS should be practiced by students.

Mukesh PorwalAlumni member would support the students with regards to internship , training of entrepreneurial skills

Samson Ninanemployer also attended the meeting

AsitavaSanyal (Parent member) gave few constructive suggestions

Every students should be given institutional id so that the student can access online academic portals.



PRINCIPAL



IQAC COORDINATOR

IQAC MEETING MINUTES – 3 [2021-22]

The third IQAC meeting of St. Thomas College in the Academic Session 2021-22 was held on 6/1/2022 (Thursday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11a.m.

Attended by:

Dr. M.G. Roymon	Dr. Sapna Sharma
Dr. Debjani Mukherjee, IQAC Coordinator	Dr. Susan. R. Abraham
Dr. James Mathew, NAAC Coordinator	Dr. V. Shanti
Dr. Mariam Jacob	Dr. Jayshree Balasubramanian
Dr. Shiny Mendonce	Mr. Shyji Thomas

Agenda No. 1:Preparation of work for SSR

Resolution: Data of all 5 years have to be compiled. 2016-20 data is in old format. Only 2020-21 is in new format. So 2016-20 data has to be made into new format. Compile all data year wise and see what documentation has to be done for those years. It will be a redo of work for 2016-20. For eg- criterion 1 has to compile BOS, setting papers, design curriculum, practical examiner. Project details.

Agenda No. 2:Finalizing of timeline

Resolution:Time fixed for compilation work of data for SSR is till 11 January, 2022. On 12 January, 2022 criterion heads will inform their status of data collected till dateto IQAC office.After collection of data a meeting of departmentheads will take place where documentation needed from departments for criteria will be discussed.

Agenda No. 3:Website upgradation

Resolution: website in new format has been launched floated. All dept. heads and cell/forum conveners were directed to go through the writeups and make corrections incase required.. It is directed that relevant incharges of criterion and cells will make the writeups and get it uploaded in website. Latest Syllabus will be uploaded by Librarian. Green audit both 2017 and 2021 should be uploaded in IQAC.MOU signed papers can be uploaded in MOU section.

PRINCIPAL



IQAC COORDINATOR

IQAC MEETING MINUTES – 4[2021-22]

The Fourth IQAC meeting of St. Thomas College in the Academic Session 2021-22 was held on 19 March, 2022(Saturday)

Attended by:

Dr. Debjani Mukherjee, IQAC Coordinator	Dr. Susan. R. Abraham
Dr. James Mathew, NAAC Coordinator	Dr. V. Shanti
Dr. Mariam Jacob	Dr. Jayshree Balasubramanian
Dr. Chanda Verma	Mr. Shyji Thomas
Dr. Shiny Mendonce	

Agenda No. 1: Reviewing of Part A of SSR

Resolution: Documentation work related to preparation of SSR was discussed. Criterion Heads will submit the summary of their respective criteria to the IOAC office by 7 April 2022. SSR has to be submitted before 30 June 2022. Discussion on current charges in SOP will be discussed and allotment and collection of documents in letterhead is to be done respectively

Agenda No. 2: Power Point Presentation of all Criterion's

Resolution: From 22 March 2022 all the Criteria Head and Co - Head will present PPT of their Criteria in the Conference hall. It has been decided that All the Criteria heads, Departmental Heads & Additional Heads of Departments will gather daily after noon at 11:00 AM in IQAC Office to collect the Documents related to preparation of SSR. All the criteria heads and additional heads of department will meet daily from 28 March 2022 at 11:00 a.m. in IQAC office so that the document related to SSR can be collected timely.


IQAC COORDINATOR

IQAC MEETING MINUTES – 5[2021-22]

The Fifth IQAC meeting of St. Thomas College in the Academic Session 2021-22 was held on 29th March 2022, (Tuesday) under the chairmanship of Dr. M.G. Roymon (Principal) at 11a.m, with committee members.

Attended by:

Dr. Debjani Mukherjee, IQAC Coordinator	Dr. Susan. R. Abraham
Dr. James Mathew, NAAC Coordinator	Dr. V. Shanti
Dr. Mariam Jacob	Dr. Jayshree Balasubramanian
Dr. Shiny Mendonce	Mr. Shyji Thomas
Dr. Sapna Sharma	

Agenda No. 1:Final Draft of SSR

Resolution:The timeline for final draft of SSR completion is 30th April 2022..The departmental activities has to be collected from June 2020 to December 2021 from all departments. All the documents has to be updated and reviewed by IQAC office.

Agenda No. 2:Activities with MOU partners

Resolution:For making all the MOU's functional programs has to be conducted with the MOU partners by May 31, 2022.

Agenda No. 3: Reviewing of Student Satisfaction Survey

Resolution:All the Mentors has to conduct the Mock SSS with their Mentee groups latest by April 10, 2022.



IQAC COORDINATOR

IQAC Compliance Report [2021-22]

Meeting & Agenda	Resolution	Action Taken
I - 25/08/2021		
Agenda No. 1: New Session 2021-22.	Resolution: The new session for 2021-22 to be started from 1 st September 2021. The Time Table of all Classes to be made and Classrooms to be allotted. The classes will be in blended form in both online and offline mode.	New session commenced on 1 st September, 2020. Timetable was prepared and classrooms were allotted. Classes were conducted in blended mode both online and offline.
Agenda No. 2: Website Upgradation	Resolution: All departments' faculties will update their respective department page in the HEI website with the latest data. Convenors of cells and forums will do the same for their respective cell.	All departments' faculties updated their respective department page in the HEI website with the latest data. Convenors of Cells and Forums also did the same.
Agenda No - 3 : AQAR 2020-21 Documentation	Resolution: AQAR 2020-21 is in the new format. Documentation has to be done as required in the Metric and the given templates.	AQAR 2020-21 documentation by the Criterion members was started.
Agenda No - 4 : Academic Audit	Resolution: Academic Audit will be done in the coming weeks. Format will be given out to all departments. Data has to be prepared accordingly.	Academic Audit was done by the Principal and IQAC office.



1/1/21

<p>II – 23/10/2021</p> <p>Agenda No. 1: Review of AQAR 2020-21 documents.</p> <p>Agenda No. 2: Preparation of SSR</p> <p>Agenda No. 3: Input given by External Members</p>	<p>Resolution: The documentation of AQAR 2020-21 done as per the new format was presented and reviewed by IQAC Committee members.</p> <p>Resolution: It was decided to start with the preparation of SSR.</p> <p>Resolution: The External Members pointed out that the most Department of the college has introduced CP and Entered with MOU with reputed institution and jointly organized various programs in collaboration with them. Green / Energy audit was conducted in the session 2020-21.</p>	<p>Review of the first draft of AQAR 2020-21 was done.</p> <p>Preparation of SSR work started</p> <p>Suggestions were given by the Internal and External Members of the IQAC and were adhered by the faculty and the college.</p>
<p>III – 6/1/2022</p> <p>Agenda No. 1: Preparation of work for SSR</p>	<p>Resolution: Data of all 5 years have to be compiled. 2016-20 data is in old format. Only 2020-21 is in new format. So 2016-20 data has to be made into new format. Compile all data year wise and see what documentation has to be done for those years.</p> <p>Resolution: Time fixed for</p>	<p>Data of all 5 years were compiled</p>



<p>Agenda No. 2:Finalizing of timeline</p>	<p>compilation work of data for SSR is till 11 January, 2022. On 12 January, 2022 criterion heads will inform their status of data collected till date to IQAC office. After collection of data a meeting of department heads will take place where documentation needed from departments for criteria will be discussed.</p>	<p>SSR preparation in progress and on time</p>
<p>Agenda No. 2:Website Upgradation</p>	<p>Resolution:Website in new format has been floated. All Departmental Heads and cell/forum conveners were directed to go through the writeups and make corrections in case required.. It is directed that relevant incharges of criterion and cells will make the writeups and get it uploaded in website. Latest Syllabus will be uploaded by Librarian. Green audit both 2017 and 2021 should be uploaded in IQAC page of Website. MOU signed papers can be uploaded in MOU section.</p>	<p>Website was upgraded with the latest data. Report of Green Audit, MOU, Latest syllabus etc were also uploaded</p>
<p>IV – 19/03/2022</p> <p>Agenda No. 1: Reviewing of Part A of SSR</p>	<p>Resolution: Documentation work related to preparation of SSR was discussed. Discussion on current changes in SOP will be discussed and allotment and</p>	<p>The data of SSR were reviewed according to SOP</p>



