



**ST.XAVIER'S COLLEGE,  
THUMBA  
THIRUVANANTHAPURAM**

**INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)**

**MINUTES BOOK**

## Meeting held on 08/06/2013

Venue : IQAC Room

Time : 1:15/

### Agenda :

- Framing the plan of action for the year 2013.
- Preparation of the AQAR report
- Any other matter.

### Members Present :

1. Rev. Father Dr. Sunny Jose [Principal] *Sunny*
2. Dr. Felix Pereira [Co-ordinator] *Felix*
3. Dr. Zajo Joseph
4. Dr. John Michael
5. Dr. Tomy Chacko *Tomy*
6. Burrey Sebastian
7. Thomas P. John *Thomas*
8. Dr. Nisha Rani *Nisha*
9. Ajith M. Thomas *Ajith*
10. Fr. Jose V. T.S.J *Jose*
11. John Selvakumar
12. Firoz A.S. *Firoz*

### Minutes of the meeting :

- The meeting started with a Silent prayer.
- Dr. Zajo Joseph expressed satisfaction over the effective accomplishment of the action plan

proposed during the academic year 2012-13.

- Advised that the VAKAR for 2012-13 has to be prepared and uploaded as soon as possible.
- Decided to organize seminars and workshops for teaching and non-teaching staff.
- Took the decision to form a group from the faculty members to prepare an academic calendar for the current academic year.
- Suggested to fix solar panels as part of promoting sustainable use of energy resources.
- Agreed upon preparing CA Sheets after the completion of second and fourth semester internal examinations.
- Decided to felicitate the first rank holder of BBT.
- Directed all departments to develop strategic plans to implement the programs proposed for the current academic year.

### Plans of Action for the year 2013-14:

1. To prepare a strategic plan to make the campus green and plastic free.
2. To boost up the activities of various clubs and cells in the college.

3. To provide the help of a full time counselor in the College.
4. To enhance the ICT facilities.
5. To organize as many seminars / workshops as possible in various departments.
6. To conduct orientation classes for first semester students.
7. To submit proposals to the management to start new UG and P.G. Courses.
8. To make an appeal to the departments to have invited lecturers.
9. To encourage the faculty members to avail assistance from CBIC for major / minor projects.
10. To conduct special classes for slow learners.
11. To take necessary strategies to purchase books and journals and to enhance the student's knowledge and research aptitude.
12. To give directions to the placement cell in arranging maximum possible number of placement programs.
13. To promote conducting Co-Curricular activities in the College.



Dummy  
PRINCIPAL

Meeting held on 19/08/2013.

Venue : LOUAG Room

Time: 12:15 pm

Agenda :

- Preparation of the strategic plan to make the campus plastic free.
- Monitoring of the working of various committees.
- Evaluation of the functioning of various bodies.
- ASAP
- Any other matter

Members Present :

1. Rev. Father Dr. Sunny Jose [Principal] ~~Sunny~~
2. Dr. Felix Pereira [co-ordinator] ~~Felix~~
3. Dr. Zeyo Joseph
4. Dr. John Michael
5. Dr. Tevy Charles ~~Tevy~~
6. Burney Sebastian
7. Thomas P. John
8. Dr. Nisha Rani
9. Ajith M. Thomas
10. Fr. Jose. V.T.S.J
11. John Selvakumar
12. Feroz A.S. ~~Feroz~~

## Minutes of the meeting:

The meeting started with a silent prayer.

- Convener used the action taken report.
- Dr. John Michael was assigned the duty of making the strategic plan to building a green campus.
- Discussed the proposals put forward by the CLMC.
- Decided to take necessary actions based on CLMC findings.
- Took decision to organize value education class for non-teaching staff.
- Suggestions were made on reconstituting the Legal Literacy Cell.
- Made plans to summon interactive meeting with the academic and administrative staff.
- Resolved to continue the financial support for deserving students and the 'Noon meal Scheme' with the help of staff, alumni and other well-wishers.
- Gave instructions to organize an ASIAP Orientation Program.

- Decided to conduct department wise class PTA meetings.

### Actions taken based on previous meetings:

- Conducted orientation program and orientation classes for first semester students.
- Fixed solar panels above the library building
- prepared CA Sheets of second and fourth semesters in time.
- Waste Environment Day program by Nature Club.
- Felicitation of first marks holder of BBT.



*Dummy*  
 ST. XAVIER'S COLLEGE THUMBA  
 ST. XAVIER'S COLLEGE  
 TRIVANDRUM - 686 586

Meeting held on 02/01/2013.





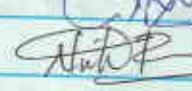



Venue : I&VAC Room

Time : 12.00pm.

Agenda :

- RUSA
- Enhancement of ICT facilities
- placement interviews
- planning Cell meetings
- Sixth Semester internal exams
- Outreach programs
- Any other matter.

Members present :

1. Rev. Father Dr. Sunny Jose [Principal] 
2. Det. Felix Pereira [Co-ordinator] 
3. Det. Zayo Joseph
4. Det. John Michael
5. Det. Tevy Chacko 
6. Bwinney Sebastian
7. Thomas P. John 
8. Det. Nisha Rani 
9. Ajith M. Thomas
10. Fr. Jose V.T.S.J 
11. John Selvakumar 
12. P. 2102 V.S. 

Minutes of the meeting :

The meeting commenced with a short prayer.



- Dr. Zajo Joseph read the action taken report which was approved by the committee
- Discussions were made on summoning meetings of the planning cell, placement interviews to be held in the college for final semester students, and conducting Sixth semester internal examination
- Decided to re-constitute the planning cell for making it more effective.
- Discussed the urgency to appoint a full time Counsellor in the campus.
- Suggested to give instructions to the placement cell to provide training for the last semester students to make them employable.
- Took decision to do the needful for conducting the sixth semester internal examinations and the preparation of this CA Sheets.
- Decision was taken to organize an introductory class on RUSA for teaching and non-teaching staff

### Actions taken based on previous meeting:

- Seminar on Intellectual Property Rights organized in collaboration with KSCSTE.
- Soft Skill training programme and placement interview for final year students by South

## Indian Bank.

- Film Screening Appreciation Course of Film Lovers by BMMC.
- Value Education class for non-teaching staff.
- Seminar on Adivasi Culture.
- Legal Literacy Cell meeting.
- Seminars for second semester students.
- Seminar on 'Network Systems' for fifth semester students.
- class on Informatics for third semester students.
- Restarted Noon Meal Scheme and Student Support Fund.
- class by TIME
- Interaction with BSNL over radiation through mobile tower.
- Intra-departmental Quiz Competition by Nactus Club
- Exhibition of Artist Bhattacharya on 'Kajezhukku Shylikal'.
- Film Appreciation Course by Media club
- class PTAs



*Dummy*  
PRINCIPAL

## Meeting held on 28-03-2014

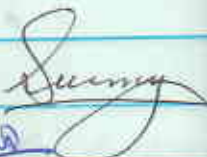


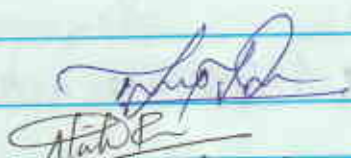
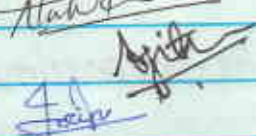


Venue: IQIAC Room

Time: 3pm

### Agenda:

- Outcome for the year 2013-14
- Discussion on the achievements
- Feedback activities
- Presenting IQIAR for the year 2013-14
- Any other matters.

### Members present

1. Rev. Father Dr. Sunny Jose [Principal] 
2. Dr. Felix Pereira [Co-ordinator] 
3. Dr. Zaja Joseph
4. Dr. John Michael
5. Dr. Terry Chacko 
6. Burney Sebastian
7. Thomas P. John
8. Dr. Nisha Rani 
9. Ajith M. Thomas 
10. Fr. Jose V.T.S.J
11. John Selvakumar 
12. Firoz A.S. 

## Minutes of the meeting:

The meeting started with a silent prayer.

→ Analysed the effectiveness of the plan of action set in the beginning of the academic year.

→ Goals achieved: A Plastic free Campus, Counselling Service for students, Seminar rooms with ICT facilities in all blocks, Requesting Government approval for starting new UG and PG Courses, providing computers with internet facility in the library for students use, Outreach programme in 'Fathimapuram', Training and Orientation programmes for both teaching and non-teaching staff, Successful implementation of 'Scholar Support programme', Various Seminars, Clauses and workshops organized by different departments, 'Earn While You Learn' Scheme with the help of Commerce department, ASAP and other treasury programmes for students, Fixing Solar panels, Strengthening different clubs and cells like placement cell, Legal Literacy cell etc. Peropus planning and administration of internal examinations, Class PTA meetings.

→ Decided to prepare a report after evaluating the feedback obtained from various stakeholders which would be forwarded to the authorities concerned for further action.

→ presented the AQAR before the Committee which was approved by the members.

Actions taken after previous meeting:

- Workshop by BMMC Department
- Seminars by Mathematics Department
- Interdepartmental Quiz Competition
- preparation of Second and fourth Semesters CA Sheet.

## ACTION TAKEN REPORT OF 2013-14.

PLAN OF ACTION	ACHIEVEMENTS
→ Organize Faculty Development programmes for both teaching and non-teaching staff.	→ One day seminar for non-teaching staff on Computer literacy. → Training for teaching staff on using technology for learning.
→ Encourage the departments to conduct national / International Seminars, exhibitions workshops etc...	→ Seminar for staff on IPR with the support of KSCSTE → Seminar on "Gender Sensitization for a whole society"
→ Reenergize the activities of various clubs	→ Nature club conducted a Symposium, Quiz Competitions and Poster Competitions on various topics related to environment and other subjects.
→ Create awareness about Gender issues.	→ National seminar by WSC for students on Harassment of women & children
	→ Eight departments organized Seminars for faculty and students on various topics

→ Introduction of new courses.

→ PG Courses and - UG Courses sanctioned by the University and awaiting for Govt. Concurrence

→ Additional Skill Acquisition Programme is successfully continued

→ Post Graduate Course M.COM Started

→ SSP started with the support of state Govt.

→ Intra Collegiate / departmental Competitions

→ Intra collegiate education Competition conducted

→ Intra collegiate recitation Competition conducted

→ Football match with SBT Team

→ Kerala University Football, Handball and Cricket tournaments were held

→ Intra departmental Quiz, Elocaution, Football, Cricket Competitions were organized.

→ Motivate faculty members to apply for research guideship and take up new research projects.

→ Dr. Sarithoshkumar, Dept. of BMMC got research guideship in Kerala University

→ There are three on-going research projects

→ Faculty members published papers in National and International journals.

- Faculty members attended Seminars and Conferences at regional and national level in their fields.
- Make the Campus Eco-friendly.
  - Students were given awareness regarding protecting the natural and national resources
  - NCC club took initiative in planting tree saplings to make the Campus green
  - Organized Campaign to avoid using plastic in the Campus.
- Extension programmes
  - Organized two orientation programmes for the students of our neighbourhood on study skills
  - Medical Camp and Blood donation Campaign arranged by NSS
  - Survey on the impact of visual media on the people of Tiruvandur district by the Media Club.
  - Focus group discussions on domestic violence in Coastal Villages by women studies Centre.
  - Balamela organized for neighbouring school children by XOS



→ De-addiction awareness drive which began the previous year was continued at Parthimapuram, adopted village.

→ New Cricket Stadium joint venture with Kerala Cricket Association.

→ Construction of new Cricket stadium in the college campus is nearing completion.

→ Alternative Sources of electricity

→ Solar panel installed for library Building.



*Sunny*  
 PRINCIPAL  
 ST. XAVIER'S COLLEGE, THUMBA  
 ST. XAVIER'S COLLEGE P.O.  
 TRIVANDRUM - 695 586

Meeting held on 05/06/2014

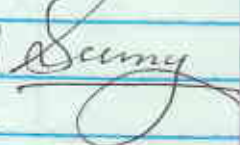


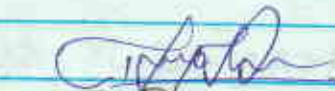


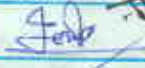


Venue: IQAC Room

Time: 3:00 pm

Agenda :

- Constituting the plan of action for the year 2014-15.
- Ensuring quality initiatives in accordance with the Jubilee Year Celebrations.
- Reenergize the activities of various clubs and promote civil and eco sensitivity in students
- Any other matter.

Members Present :

1. Rev. Father Dr. Sunny Jose [Principal] 
2. Dr. Felix Perera [Co-ordinator] 
3. Dr. Zajo Joseph
4. Dr. Johns Michael
5. Dr. Jessy Chacko 
6. Busney Sebastian
7. Sri. Thomas P. John 
8. Dr. Nisha Rani 
9. Sri. Ajith M. Thomas 
10. Fr. Jose V. T. S. J 
11. John Selvakumar 
12. Kiroz A. S. 

Minutes of the meeting :

The meeting commenced with a silent prayer.

- Prepared the Action Plan for the academic year 2014-15

- Being Jubilee year, the members agreed to relinquish the activities of various clubs and committees and welcomed various ideas on quality initiatives.
- The committee decided to focus on the values of eco sensitivity and urged the Nature Club co-ordinator to rejuvenate the activities of the club.

### Plan of Action for the year 2014-2015:

1. Teaching and non-teaching faculty should be constantly motivated by organising faculty Development Programs in the institution.
2. There should be more inter-departmental and inter-collegiate competitions and other pedagogical activities.
3. Proposals should be given to the management to improve the infrastructure of the college.
4. ASAP, WWS, SSP and other funded initiatives can be continued with the same effect.
5. Departments should be encouraged to conduct institutional / National / International Seminars / exhibitions / workshops, invited talks etc.
6. Department should be vigilant in conducting regular class wise PTAs.

7. Clubs, committees and cells should continue their activities and come up with more initiatives.
8. Conduction internal examinations and Preparations CA sheets should be done and recorded properly.



*Sunny*

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TRIVANDRUM - 695 586

## Meeting held on 16/09/2014

Venue: IQAC Room

Time: 12:30 pm

### Agenda:

- Seminars by various departments
- Xavier fest
- Infrastructural renovations
- Outreach activities
- Any other matters

### Members Present:

1. Rev. Father Dr. Sunny Jose (Principal) Sunny
2. Dr. Felix Perera (Coordinator) Felix
3. Dr. Zajo Joseph
4. Dr. Johns Michael
5. Dr. Tessy Chacko Tex
6. Bueneq Sebastian
7. Sri. Thomas P. John Thomas
8. Dr. Nisha Rani
9. Sri Ajith M. Thomas Ajith
10. Fr. Joe V. T. S. J Joe
11. John Selvakumar John
12. Froz. A. S. Froz

### Minutes of the meeting:

The meeting commenced with a silent prayer.

- The Convener read the minutes of the previous meeting and it was approved by the members. The academic calendar of the year has been completed and the Handbook has been made accessible to all the staff and students.
- The Committee discussed about the upcoming Xavier Fest and prompted the various club and committees to come up with curricular as well as extracurricular initiatives.
- Being the Jubilee year, it was decided to give proposals to the management for infrastructural renovations and modifications. It was assured that proposals will be discussed in the upcoming meeting of the Planning Board.
- Decided to build new set of washing sinks near the cooperative society for students, new benches in the inner quadrangle for students and a new compound wall around the ladies hostel.
- It was agreed that the students should be involved more in the outreach activities to the adopted village, Pathirapuzham.

#### Actions taken based on previous meeting:

- World Environment day celebrations and interdepartmental quiz competitions.
- Fourth Semester Internal examinations and CA preparation.
- Talk on Ethical values in Scriptures.

- Orientation class on Probationary Officer's recruitment.
- Observance of Nagasaki and Hiroshima day.
- Fifth Semester BBT students visited Agricultural University Vellayani.
- Inauguration of Malayalam Samajam, 'Kelikottu'.
- Skill development Programme by Career guidance cell.
- ASAP Orientation Programme.
- Seminar by Commerce department.
- Class wise PTA meeting for 55 Economic students.



*Sunny*  
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TRIVANDRUM - 695 586

Meeting held on 13/02/2015

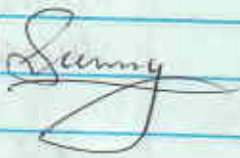


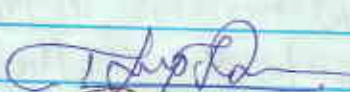
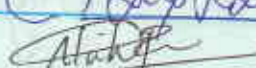




Venue: IQAC Room

Time: 12:30 pm

Agenda:

- Progress of the activities of departments and clubs
- Inauguration of the new cricket auditorium.
- Installation of Generators and Invertors.
- Renovation of auditorium and canteen.
- Any other matters.

Members Present:

1. Rev. Father Dr. Sunny Jose (Principal) 
2. Dr. Felix Pereira (Co-ordinator) 
3. Dr. Rajo Joseph
4. Dr. Johns Michael
5. Dr. Tessa Chacko 
6. Burney Sebastian
7. Sri. Thomas P. John 
8. Dr. Nisha Rani 
9. Sri. Ajith M Thomas 
10. Fr. Jose V. T. S.J 
11. John Selvakumar 
12. Kizor. A. S 

Minutes of the meeting:

The meeting commenced with a silent prayer.

- Discussed the various activities that were well coordinated by the various clubs and departments during Xavier Fest. It was appreciated that even amidst the busy schedule, departments of Physics



and Malayalam and Mass Communication were able to conduct National Seminars

- Examined the progress of renovation in the stage of the auditoriums and canteen.
- Decided to request the management to install invertors and generators as alternative sources of electricity for uninterrupted power supply.
- Since the construction of the cricket stadium was almost over, it was decided to have the inauguration before the end of the current academic year.

Actions taken based on previous meeting:

- UGC Sponsored National Seminar titled 'New Frontiers in Physics: Scope and Challenges' by Department of Physics.
- class PTA meeting for semester 2 Economics.
- South Zone Cricket match.
- Seminar titled 'Narichethana' by BMCC department.
- National Seminar by BMCC department on Navamadhya Mangal Tarakeegarthayam, Viswasayathum.
- Xavier Fest
- Fifth and third Semester Internal Examinations

and Preparations of CA sheets.

- Seminars by Botany and Biotechnology department.
- Planning cell meeting.
- Blessing of the foundation stone of new auditorium.
- Talk on Cyber Crimes and Drug Abuse.
- Built a new set of washing sinks over the cooperative society for students as per their requests.
- More branches were placed in the inner quadrangle to provide space for students to relax and study quietly.
- A new compound wall was built around the ladies hostel to provide safety for girl students.



*Dummy*  
 PRINCIPAL  
 ST. XAVIER'S COLLEGE, THUMBA  
 ST. XAVIER'S COLLEGE P.O.  
 TRIVANDRUM - 695 586

Meeting held on 01/05/2015

Venue: IGAC Room

Time: 12:30pm

Agendas:

- Presenting of Action taken report and the AGAR
- Analysis of feedback
- Any other matters.

Members Present:

1. Rev. Father Dr. Sunny Jose S.J (Principal) *Sunny*
  2. Dr. Felix Perera (Co-ordinator) *Felix*
  3. Dr. Zajo Joseph
  4. Dr. Johns Michael
  5. Dr. Tessa Chacko *Tessa*
  6. Burney Sebastian
  7. Sri. Thomas P. John
  8. Dr. Nisha Rani
  9. Sri. Ajith M. Thomas
  10. Fr. Jose V.T. S.J
  11. John Selvakumar
  12. Jijo A.S
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Minutes of the meeting:

The meeting commenced with a silent prayer.

- The minutes of the meeting and the action taken report were read and approved. The committee observed that there were able to fulfill most of

the activities of the action plan.

- The coordinator read the action taken report of the year 2014-15. The activities and achievements were expressed and the members were appreciated for their effort and participation.
- The AQAR of the academic year 2014-15 was read and approved.
- Coordinator was requested to prepare a feedback analysis report of the current year.

Actions taken based on previous meeting:

- Seminars by the department of Chemistry, Mathematics and Latin.
- Skit on 'Women Issues' by Women's Study Cell.
- Elocution Competition
- Women's day celebration
- Inter departmental quiz competition
- Inauguration of new cricket stadium.
- Fr. Paul Vadakkal Endowment Inter-collegiate elocution competition.

## ACTION TAKEN REPORT OF 2014-15

PLAN OF ACTION	ACHIEVEMENTS
<ul style="list-style-type: none"> <li>&gt; Organize Faculty Development programmes for both teaching and non-teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; UGC Sponsored National Seminars               <ul style="list-style-type: none"> <li>• New Frontiers in Physics Scope and Challenges by Physics Department</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>&gt; Encourage the departments to conduct national/International Seminars, exhibitions workshop etc.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Training for teaching staff on using technology for learning.</li> <li>&gt; Nature club conducted a Symposium Quiz competitions and Posters competition on various topics related to environment and allied subjects.</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Reenergize the activities of various clubs.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Departments organized Seminars for faculty and subjects on various topics</li> <li>&gt; National Seminar by Malayalam &amp; Mass Communication department.</li> </ul>
<ul style="list-style-type: none"> <li>&gt; Introduction of new Courses</li> </ul>	<ul style="list-style-type: none"> <li>&gt; P.G. Courses and - UG Courses sanctioned by the university and awaiting for Govt. concurrence.</li> <li>&gt; Additional Skill Acquisition Programme and SSP are successfully continued.</li> </ul>

- > NWS started with the support of state govt.
- 
- > Intercollegiate / departmental competitions
    - > Intercollegiate elocution competitions conducted.
    - > Intercollegiate recitation competition conducted.
    - > Football match with SBT Team.
    - > Keeala University Football / Handball and Cricket tournaments were held.
    - > Interdepartmental Quiz, Elocution, Football, Cricket competitions were organized.
- 
- > Motivate faculty members to apply for research guidships and take up new research projects.
    - > There are three on-going research projects
    - > Faculty members published papers in National and International journals.
    - > Faculty members attended Seminars and Conferences at regional and national level in their fields.
    - > Dr. Iris Koileo Department of BMMC got a new minor project from UoG.
- 
- > Make the Campus eco friendly
    - > Students were given awareness regarding protecting the nature and natural resources.

> Nature club took the initiative in planting tree saplings to make the campus green.

> Organized campaigns to avoid using plastic in the campus.

> Nature Club took initiative in Beautification of the pond in the college campus.

> Orientation on legal literacy

> Extension Programmes

> Health Survey of the fishermen Colony at Marayyanadu

> collection of Kashmir Relief fund

> Survey on the impact of visual media on the people of Tiruvardur district by the Media club.

> Awareness class on Cancer

> Balamela organized for neighbouring school childrens by XOS.

> De-addiction awareness drive which began the previous year was continued at Puthimapuram, adopted village.

> New cricket stadium joint venture with Keeala Cricket Association

> Construction of new cricket stadium in the college campus completed and inaugurated.

> Alternative Sources of electricity

> Invertors and Generators uninterrupted power supply

> Infrastructure

> The College canteen was renovated with a purpose to provide the students with more space and light.

> The interior designing of the stage of the college was modified to give a festive look.

> A new set of washing sinks were built near the cooperative society for students as per their request to have more facility.

> More benches were built and placed in the inner quadrangle to provide space for students to relax and study quietly.

> A new compound wall was built around the ladies hostel to provide safety for girl students.



*Shrini*  
PRINCIPAL



## Meeting held on 08.06.2015








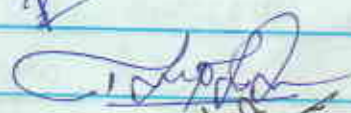



Venue : IQAC Room

Time : 12.15 pm

### Agenda :

- Framing the plan of action for the year 2015-16.
- Implementation of the Strategic plan to make a green campus
- Orientation programme for first semester students.
- CA Sheet preparation of fourth semester students
- Any other matter.

### Members present :

1. Principal Dr. (Fr.) Sunny Jose (Chairperson) 
2. Dr. Tessa Chacko (Co-Ord) 
3. Dr. (Fr.) Dasappan V.Y. S.T. 
4. Dr. Zajo Joseph
5. Bijoy John Philip
6. Dr. George Thomas 
7. Dr. J. Jayasree
8. Renuka O. 
9. Rajesh M. 
10. Reshmi Loulase 
11. Thomas P. Jobo 
12. Ajith M. Thomas 
13. Dr. Nisha Rani D. 
14. Fr. Biju Varghese S.T. 

15. Fr. Dominic Joseph      DOMINIC  
 16. John Selvakumar c.      ✓  
 17. Dr. Antony Palaackal  
 18. Fr. P. J. A. S.      ~~Fr.~~

### Minutes of the meeting:

The meeting started with a silent prayer.

- The 'Actions Taken Report' of the previous year was read and confirmed.

- The Principal of the college expressed his ideas of spreading awareness.

- Took the decision to organize department wise orientation programmes for first semester students and to have a demonstration programme of open course.

### Plan of Action for the year 2015-2016.

1. To implement the strategic plan to make the campus plastic-free.

2. To request the management to appointment of new teachers and to apply for new courses.

3. To continue the service of the counsellor.

4. To ensure internet access to all students in the college.

5. To have more Add on Courses.
6. To give the students training in Martial Arts.
7. To continue with ASAP, SSP, WKLS, Noon-Meal Scheme and Student Support Fund.
8. To motivate cells committees and clubs to enhance the effectiveness of their activities.
9. To instruct all departments to conduct seminars, workshops and invited lectures.
10. To arrange training and awareness programmes for students, teachers and non-teaching staff.
11. To collect feedback of teachers from students and also collect feedback of non-teaching staff from students, teachers and management.
12. To encourage co-curricular activities of students.
13. To conduct internal examinations, prepare CA sheets, upload CA marks, arrange class PTA meetings and summer meetings with the stakeholders in time.
14. To take necessary steps in directing the departments to execute the plans made for the current academic year successfully.
15. To extend the activities of X.O.s.

Meeting held on 05/09/2015

Venue : IQAC Rooms

Time : 3.30 pm

Agenda :

- Concurrence from Govt. for new courses.
- Assessment of functioning of various bodies.
- Provision of internet centre.
- Book exhibition.
- Any other matter.

Members Present :

1. Principal Dr. (Fr.) Sunny Jose (Chairperson) *Sunny*
2. Dr. Tessa Chacko (Co-ord) *T*
3. Dr. (Fr.) Dasappan V.V., S.T. *Das*
4. Dr. Laja Joseph
5. Bijoy John Philip
6. Dr. George Thomas *Geo*
7. Dr. J. Jayasree
8. Renuka O *Ren*
9. Rajesh M. *Raj*
10. Reshmi Poulose
11. Thomas P. John *Thomas*
12. Ajith M. Thomas *Ajith*
13. Dr. Nisha Rani D. *Nisha*
14. Fr. Biju Vadakkumcheray S.T.
15. Fr. Dominic Joseph *Dominic*
16. John Selvakumar C. *John*
17. Dr. Antony Palackal
18. Fixoz A.S. *Fixoz*

## Minutes of the meeting :

The meeting started with a silent prayer.

- Dr. Tessy Chacko read the minutes of the previous meeting which was approved by the committee.
- Decided to submit the application to the government for starting new courses.
- Assessed the functioning of cells, clubs and committees. Suggested to fill the vacancies in them.
- Took the decision to arrange a space in the library building to have the Internet Centre.
- Suggestions were made on organizing the book exhibition by 'National Book Trust.' The programme was scheduled to be organized in November, 2015.
- Instructions were made on conducting third and fifth semester internal examinations.

## Actions taken based on previous meeting:

➤ Fourth semester internal examination and preparation of CA sheets.

- 'Campus walk' on World Environment Day by Nature club.
- Planting of Saplings of Neem by Nature club.
- Demonstration programme of open course.
- Investors club meeting.
- Seminar for teaching staff.
- Orientation programmes for S<sub>1</sub> BMMC B. Com, Physics, Chemistry, Mathematics and RBT.
- class PTA meeting of S<sub>5</sub> BMMC.
- Talk on Financial Crisis.



*Sunny*

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Meeting held on 06/12/2015

Venue: IQAC Room

Time: 11 am

Agenda:

- Installation of Solar Panels in Science B/room
- ASAP related programmes.
- Activities to promote environmental awareness as part of Green campus initiative.
- Starting computer programme for school children.
- Outreach programme in 'Fathirapuram.'
- Any other matter.

Members Present:

1. Principal Dr. (Fr.) Sunny Jose (chairperson) *Sunny*
2. Dr. Jerry Chacko (co-ord) *Jerry*
3. Dr. (Fr.) Dasappan V.V., S.J. *Dasappan*
4. Dr. Zoya Joseph
5. Biju Philip
6. Dr. George Thomas *George*
7. Dr. J. Jayasree
8. Renuka O *Renuka*
9. Rajesh M. *Rajesh*
10. Reshmi Poulose *Reshmi*
11. Thomas P. Jobo *Thomas*
12. Ajith M. Thomas *Ajith*
13. Dr. Nisha Rani D *Nisha*
14. Fr. Biju Vadakkumchery S.J. *Biju*
15. Fr. Dominic Joseph *DOMINIC*
16. John Selvakumar C. *John*

17. Dr. Antony Palackal

18. Firoz A.S. Fire

### Minutes of the meeting:

The meeting started with a silent prayer.

- Co-ordinator read the minutes and actions taken report of the previous meeting which was approved by other members.

- Discussed the upcoming events regarding ASAP.

- Decided to organize a poster competition for students to inculcate in them eco-sensitivity.

- Members agreed to suggestion of starting short-term computer courses for school children.

- Took decision to give direction to XOS to conduct a De-Addiction awareness programme in 'Fathimapuram'.

- Decided to conduct class PTA meetings of final semester students.

### Actions taken based on previous meetings:

> Inter collegiate cricket match.

> Malayalam Department Literary Association



Programme - 'kelikottu'

- > AllIT examination for AllIT scholarship.
- > Seminars conducted by Department of Malayalam.
- > Environmental awareness and anti plastic campaign.
- > Leadership camp for first and second year students.
- > Fifth semester internal exams and CA submissions.
- > Three days National Book Trust Exhibition.

*Dunip*

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TRIVANDRUM - 695 586



Meeting held on 29/03/2016.

Venue : IQAC Rooms

Time : 12.45 pm

Agenda :

- Feedback Activities
- Result Analysis
- Discussion on achievements and challenges
- AQAR for the year 2015-16
- Any other matter.

Members present :

1. Principal Dr. (Fr) Sunny Jose (chairperson) *Sunny*
2. Dr. Terry chacko (Co-ord) *Terry*
3. Dr. (Fr) Dasappan v. Y., S.J. *Dasappan*
4. Dr. Zajo Josepb
5. Bijoy John Philip
6. Dr. George Thomas *GM*
7. Dr. J. Jayasree
8. Renuka O. *Ren*
9. Rajesh M. *RS*
10. Reshmi Poulose *R*
11. Thomas P. John *Thomas P. John*
12. Ajith M. Thomas *Ajith*
13. Dr. Nisha Kani D *Nisha*
14. Fr. Biju Vadakkumcherry S.J.
15. Fr. Dominic Josepb *Dom*
16. John Selvakumar C *J*
17. Dr. Antony Palackal
18. Firoz A.S *Firoz*

## Minutes of the meeting:

The meeting started with a silent prayer.

> Convener read the minutes and Actions Taken Report of the previous meeting which was approved by the committee.

> Analyzed the action plan proposed during the beginning of the academic year.

> Expressed satisfaction over the effective functioning of various department, clubs and committees.

> Discussed the feedback in detail and entrusted the co-ordinator to prepare a report on the data collected.

> Execution of plans made for making a plastic-free campus was appreciated by all.

> Had a discussion on the changes in the attitude of students regarding environment protection.

> Actions taken report of the current academic year was read by the convener which included the activities of clubs, cells and departments. Co-curricular activities were given special attention.

> Problems faced in achieving the goals in the academic year 2015-16 were also examined for finding out solutions.

> Co-ordinator presented the A&AR and the members approved it.

Actions taken based on previous meeting:

1. Seminar and talk on 'Drug Abuse.'
2. Inter department cricket competitions.
3. Seminar for students who avail fisheries govt.
4. Media club inauguration
5. Inter departmental football match.
6. Inauguration of Women's Studies centre.
7. Class on Human Trafficking
8. Seminar for non-teaching staff in Loyola college, TVM.
9. Career guidance seminar for students in Loyola college, TVM.
10. Short film competition for students.
11. ASAP interview

12. Medical Camp
13. Interdepartmental elocution competition.
14. Quiz Competition.
15. CA marks submission of  $S_6$  students.
16. Fr. Paul Vadakel elocution competition.



*Sunny*  
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## Actions taken report of 2015-16

Plan of action	Achievements
<ul style="list-style-type: none"> <li>Organize Faculty Development Programme for both teaching and non-teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>Training in advanced computer technology was given to non-teaching staff.</li> </ul>
<ul style="list-style-type: none"> <li>Encourage the department to conduct national/international seminars, exhibitions workshops etc.</li> </ul>	<ul style="list-style-type: none"> <li>Training programme for optimum use of internet resources for staff and students.</li> </ul>
<ul style="list-style-type: none"> <li>Re-energize the activities of various clubs.</li> </ul>	<ul style="list-style-type: none"> <li>A short film production competition was organized for students.</li> </ul>
<ul style="list-style-type: none"> <li>create awareness about gender issues.</li> </ul>	<ul style="list-style-type: none"> <li>Departments organized seminars for faculty and students in college level.</li> </ul>
<ul style="list-style-type: none"> <li>Collection of feedback</li> </ul>	
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Training for teaching and non-teaching staff on using technology for learning.</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Newly recruited teaching staff had a one day workshop on the use of smart board &amp; latest teaching tools.</li> </ul>

- Different competitions like elocution, debate quiz and various other cultural & intellectual items are conducted.
- Orientation on special rules and privileges for selfguarding of women.
- Awareness programmes against sexual abuse, harassment, suicidal tendencies were conducted.
- Special training in Karate, Yoga were provided for students.
- Departments organized seminars for faculty and students on various topics.
- collected feedback of students from students and feedback of non-teaching staff from students, teachers and managers.
- Introduction of new courses.
- PG courses and -UG courses sanctioned by the University and awaiting

- for Govt. concurrence.
- Additional Skill Acquisition Programme is successfully continued.
- UGC Sponsored two Add on courses started.
- SSP b/w/s continued for selected students.
- Intercollegiate / departmental competitions.
- Intercollegiate elocution competition was conducted.
- Intercollegiate recitation competition conducted.
- Interdepartmental quiz, Elocution, Football cricket competitions were organized.
- Motivate faculty members to apply for research grantships and take up new research projects.
- One on-going research project.
- Faculty members published papers in National and International journals.
- Faculty members attended Seminars and conferences at regional and national level.



• Make the campus eco-friendly

in their fields.

• Students were given awareness regarding protecting the nature and natural resources.

• Nature club took initiative in planting tree saplings to make the campus green.

• Organized campaign to avoid using plastic in the campus.

• Solar system & lamps are fitted in campus

• Planted saplings of Neem under the initiative of nature club.

• Conducted seminars on Environment related topics.

• Conducted poster competition to promote eco sensitivity.

• Extension Programme • Short duration computer courses were conducted for school children.

• De-Addiction awareness programme was organized at a nearby coastal village.

• Poster exhibition was conducted on various social media.

• Leadership training camp was organized by XOS.

• Observed World Population day & Malala Solidarity Day for world peace.

• Sports activities

• Intense training for cricket & football.

• Intercollegiate cricket & football matches were conducted.

• Two students played Santosh Trophy national football championship.

• SXC owned & KCA managed new cricket

Stadium is one of best  
in the district

- Alternative sources of electricity panel for science block is in progress.
- Installation of solar is in progress.



*Shiny*  
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TRIVANDRUM - 695 585

## Meeting held on 03-06-2016



Venue: IQAC Room

Time: 1.30pm

### Agenda

- Preparation for the re-accreditation (3<sup>rd</sup> cycle)
- Framing the plan of action for the year 2016-2017
- Preparation of AQAR report
- Any other matter

### Members Present

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Tessy chacko P 
3. Dr. Zajo Joseph
4. Dr.J Francis 
5. Sri.Rajeev M R 
6. Dr. George Thomas 
7. Dr.Santhy Jose
8. Sri.Bijoy John Philip
9. Sri. Rajesh M 
10. Smt. Reshmi Poullose
11. Fr. Shibu Joseph S J 
12. Dr.Hrish S R
13. Dr. Nisha Rani D 
14. Smt. Lisba Yesudas
15. Fr. Dominic Joseph S J 
16. Sri John Selvakumar C 
17. Dr. Antony Palakal
18. Sri. Firoz A S 
19. Smt. Renuka O 
20. Sri. Muthappan M 

### Minutes of meeting

The meeting started with a silent prayer

- The convener expressed satisfaction over the effective accomplishment of the action plan proposed during the academic year 2015-2016
- Advised that the AQAR for 2015-2016 has to be prepared and uploaded as soon as possible
- Decided to make necessary arrangements for the fourth coming accreditation.
- Decide to organize seminars and workshop for teaching and non-teaching staff

- Took the decision to form a group from among the faculty members to prepare an academic calendar for the current academic year
- Suggested to installation of CCTV camera as part of the security of the college
- Directed all departments to develop strategic plans to implement the programs proposed for the current academic year
- Decide to conduct department wise class PTA meeting
- Decided to draft the minutes of IQAC in digital format instead of hand written and to keep soft as well as hard copies in the IQAC from this meeting onwards.

#### Plan of action for the year 2016-2017

- Preparation of Assessment and Accreditation of NAAC Third cycle.
- To boost up the activities of various clubs and cells in the college
- To organize as many seminars/workshops as possible in various departments.
- To conduct orientation classes for first semester students
- Continue the strategic plan to make the campus green and plastic free
- To make an appeal to the departments to have invited lectures
- To promote conducting co-curricular activities in college
- To conduct special classes for slow learners
- Continue the mentoring and walk with scholar program(WWS)
- To submit proposals to managements to start new UG and PG courses
- Request to the local authorities for the transportation facilities



*Principals*  
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## Meeting held on 02-09-2016








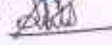






Venue: IQAC Room

Time: 1.30pm

### Agenda

- Preparation for the re-accreditation (3<sup>rd</sup> cycle)
- Monitoring of the working of various committees
- Evaluation of the functioning of various bodies
- Any other matters

### Members

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Tessy chacko P 
3. Dr. Zajo Joseph
4. Dr.J Francis 
5. Sri.Rajeev M R 
6. Dr. George Thomas 
7. Dr.Santhy Jose
8. Sri.Bijoy John Philip
9. Sri. Rajesh M 
10. Smt. Reshmi Poulose 
11. Fr. Shibu Joseph S J 
12. Dr.Hrishi S R
13. Dr. Nisha Rani D 
14. Smt. Lisba Yesudas
15. Fr. Dominic Joseph S J 
16. Sri John Selvakumar C 
17. Dr. Antony Palakal
18. Sri. Firoz A S 
19. Smt. Renuka O 
20. Sri. Muthappan M 

### Minutes of the meeting

The meeting started with a silent prayer

1. Convener read the action taken report
2. Gave instructions for organize an ASAP orientation program
3. Made plans to interactive meetings with the academic ad administrative staff

4. Reviewed the assessment and accreditation preparation.
5. Discussed the proposals put forwarded by CLMC and decided to take necessary actions based on CLMC.
6. Resolved to continue the financial support for deserving students and the noon meal scheme with help of staff , alumni and other well-wisher
7. Decide to provide a training in cultivation of vegetable for the students of the neighbourhood up school St. Andrew's

**Actions taken based on previous meeting**

- Conducted an orientation program for teachers
- World Environment day program by Nature club
- Class PTA's
- Reading Day Celebration by literary club
- Conducted a welcome program for the first semester students
- Celebration of independence day
- ARISE a two hour music program by Jesus youth
- Kelikottu celebration organized by Department of Malayalam and Mass Communication.
- Malayala samajam literary forum meeting was conducted



  
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## Meeting held on 16-12-2016

Venue: IQAC Room

Time: 10.30am

### Agenda

- Preparation for the re-accreditation (3<sup>rd</sup> cycle)
- Outreach programs
- Placement interviews

### Member present

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) *Dasappan*
2. Dr. Tessy chacko P *Tessy*
3. Dr. Zajo Joseph
4. Dr.J Francis *Francis*
5. Sri.Rajeev M R *Rajeev*
6. Dr. George Thomas *George*
7. Dr.Santhy Jose
8. Sri.Bijoy John Philip
9. Sri. Rajesh M *Rajesh*
10. Smt. Reshmi Poulose *Reshmi*
11. Fr. Shibu Joseph S J *Shibu*
12. Dr.Hrish S R
13. Dr. Nisha Rani D *Nisha*
14. Smt. Lisba Yesudas
15. Fr. Dominic Joseph S J *DOMINIC*
16. Sri John Selvakumar C *John*
17. Dr. Antony Palakal
18. Sri. Firoz A S *Firoz*
19. Smt. Renuka O *Renuka*
20. Sri. Muthappan M *Muthappan*

### Minutes of the meeting

- Convener read the action taken report which was approved by the committee
- Discussions were made on meetings of planning cell , placement ,interviews to be held for final students and conducting sixth semester internal examination
- Discussion also held on the forth coming accreditation.

### Actions taken based on previous meeting

- One day workshop on television program Production for Department of Malayalam and Mass communication.
- An academic visit for the final year students to the Dept. of Economics Kariyavattom



- A full day session on Radio program production for Department of Malayalam and Mass communication.
- Class on informatics for first and third semester students
- Class PTAs
- Give methodology training for the project work to the fifth semester Department of Malayalam and Mass communication students
- Celebration of Kerala piravi by Department of Malayalam and Mass communication.
- Film Screening for film lovers by Department of Malayalam and Mass communication.
- Inter collegiate spot-reporting and Quiz competition by Department of Malayalam and Mass communication.
- Food fest and Bioexpo by BBT
- Spot photography and debate competition by Department of Malayalam and Mass communication.
- A short film fest organized by Department of Malayalam and Mass communication.
- Prof.V . Madhusoodanan Nair inter collegiate Recitation competition organized by poomukham alumni association
- Seminar by economics department



  
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## Meeting held on 20-03-2017










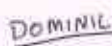




Venue: IQAC Room

Time: 1.30pm

### Agenda

- Preparation for the re-accreditation (3<sup>rd</sup> cycle)
- Outcome for the year 2016-2017
- Discuss on the achievements
- Feedback activities
- Discuss the preparation of AQAR for the year 2016-2017

### Members present

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Tessy chacko P 
3. Dr. Zajo Joseph
4. Dr. J Francis 
5. Sri.Rajeev M R 
6. Dr. George Thomas 
7. Dr. Santhi Jose
8. Sri. Bijoy John Philip
9. Sri. Rajesh M 
10. Smt. Reshmi Poulouse 
11. Fr. Shibu Joseph S J 
12. Dr.Hrish S R
13. Dr. Nisha Rani D 
14. Smt. Lisba Yesudas
15. Fr. Dominic Joseph S J 
16. Sri John Selvakumar C 
17. Dr. Antony Palakal
18. Sri. Firoz A S 
19. Smt. Renuka O 
20. Sri. Muthappan M 

### Minutes of the meeting

- Analyzed the effectiveness of the plan of action set in the beginning of the academic year.

- Goals achieved : A plastic free green campus , Training and orientation programs for both teaching and non teaching staff successfully implementation of ssp, mentoring and wws , various seminars classes and workshop organized by different departments. ASAP and other training programs for students. strengthening different clubs. Proper planning and administration of internal examinations, class PTA meetings, CCTV cameras were installed in the campus, established additional new washroom block for girls.
- Decided to collect feedback of teaching faculty
- Helped the management in talking preliminary steps towards the construction of a new auditorium
- Discussion also held on the forth coming accreditation.

#### Action taken after previous meeting

- Class PTAs
- XOS and KSCSTE jointly organized one day workshop on coastal environment day
- Provided training in cultivation of vegetables for the students of neighbourhood UP school St.Andrew's

## Action taken report of 2016-2017

Plan of Action	Achievements
Orientation programme.	Orientation programme for new teachers was conducted successfully.
Orientation programme	Two-day orientation programme for all teaching faculty was organized.
<ul style="list-style-type: none"> <li>• Encourage the departments to conduct national/ International seminars, exhibitions workshops etc.</li> <li>• Reenergize the activities of various Clubs.</li> </ul>	<ul style="list-style-type: none"> <li>• departments organized seminars for faculty and students on various topics</li> <li>• environment day celebrated by nature club</li> <li>• XOS and KSCSTE jointly organized one day workshop on coastal environment day</li> <li>• Provided training in cultivation of vegetables for the students of neighbourhood up school St.Andrew's</li> </ul>
Celebration of important days	Celebrated Environment day, Independence day, Republic day, National Integration day, Yoga day, Teacher's day etc.
Parents meet	Conducted parent's meet for each batch.
Promotion of Eco-Friendliness.	Created awareness about Green Protocol.
Remedial teaching and mentoring	Remedial teaching and mentoring continued.
Walk With Scholar (WWS) program	Walk With Scholar program continued
Installation of CCTV cameras	CCTV cameras were installed in the campus
New washroom blocks for boys and girls	Established additional new washroom block for girls.
New auditorium	Helped the Management in taking preliminary steps towards the construction of a new auditorium.



*Ammappan*

PRINCIPAL  
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## Meeting held on 02-06-2017













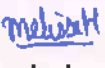



Venue: IQAC Room

Time: 1.30pm

### Agenda:

- Framing the plan of action for the year 2017 – 18.
- Preparation for NAAC accreditation process.
- Orientation programme for teaching staff.
- Any other matter.

### Members Present:

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Tessy Chacko P 
3. Dr. Zajo Joseph
4. Dr. J. Francis 
5. Dr. George Thomas 
6. Dr. Nisha Rani D. 
7. Dr. Renju R. Krishnan
8. Dr. Fr. Shibu Joseph S.J. 
9. Dr. Harish S. R.
10. Rajesh M. 
11. Reshmi Poullose 
12. Lisba Yesudas
13. Muthappan M. 
14. Renuka O. 
15. Dr. Shanthi Jose 
16. Rajeev M. R. 
17. Melissa Hilary 
18. Dr. Antony Palackal
19. Firoz A.S. 
20. Dominic Gomez 
21. Student representatives 

### **Minutes of the meeting:**

The meeting started with a silent prayer.


- Principal informed that the accreditation period of the college expired on April 17, 2017 and the college is under grace period.
- New accreditation guidelines were explained.
- Decided to start the work from the department level.
- Took the decision to request for the next NAAC visit tentatively during October-November 2018.
- Committee was informed that the copy of previous SSR was available in the library and in the IQAC room and the last peer team visit report would be sent to all departments.
- Information was given regarding the orientation class for teaching staff to be conducted on 06-06-2017.
- Plan of action for the current year was formed.

### **Plan of Action for the year 2017 – 2018:**

1. Special attention should be given to NAAC accreditation process and the preparation of SSR.
2. Instructions should be given to the departments to allot time for the consolidation of relevant data among other academic work.
3. Digitalization of attendance should be implemented systematically.
4. Gender sensitivity should be ensured in the campus through programs and other initiatives.
5. Proposals have to be submitted to avail ministry funds for the construction of Girls and Boys Amenity centers in the campus.
6. Requests should be given to the college management for the construction of the new auditorium and the renovation of the existing one.
7. More environment friendly initiatives should be implemented.
8. Wheel ramps and other infrastructural modifications have to be made for the differently abled students.

9. ASAP, SSP, WWS, Noon-Meal Scheme and Student Support Fund can be continued and request for the new job oriented PG course has to be submitted to the government.
10. Cells, committees and clubs are to be motivated to enhance the effectiveness of their activities.
11. The departments should be given directions to conduct seminars, workshops and invited lectures.
12. Training and awareness programmes for students, teachers and non-teaching staff are to be organized.
13. Co-curricular activities of students are to be encouraged.
14. A learner centric approach in the pedagogical paradigms.
15. Learner centric teaching, integrated course plan, faculty conclave, feedback and monitoring.
16. Initiative for the training and molding of faculty to ensure quality orientation, faculty development programs. Faculty is given opportunity to present their articles and platforms for the faculty to share their expertise.
17. Open book examination in PG departments in theory papers instead of second internal exam.
18. Initiate to ensure ICT in all the departments.
19. Academic Administrative Audit (AAA)
20. Online attendance system.
21. Certificate courses and value added courses.
22. Training programs/courses on soft skill development.
23. More number of LCD projectors and smart Boards.



  
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## Meeting held on 26-10-2017

















Venue: IQAC Room

Time: 2:00pm

### Agenda:

- Submission of AQAR
- New auditorium
- Proper maintenance of records in the departments.
- Repair and maintenance of computers.
- Any other matter.

### Members Present:

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Tessy Chacko P 
3. Dr. Zajo Joseph
4. Dr. J. Francis 
5. Dr. George Thomas 
6. Dr. Nisha Rani D. 
7. Dr. Renju R. Krishnan
8. Dr. Fr. Shibu Joseph S.J. 
9. Dr. Harish S. R.
10. Rajesh M. 
11. Reshmi Poulose 
12. Lisba Yesudas
13. Muthappan M. 
14. Renuka O.  
15. Dr. Shanthi Jose
16. Rajeev M. R. 
17. Melissa Hilary 
18. Dr. Antony Palackal
19. Firoz A.S. 
20. Dominic Gomez 
21. Student representatives 



## Minutes of the meeting:

The meeting started with a silent prayer.

- Discussed on improving the overall quality of the college, especially matters pertaining to the college office, library, departments, staff and students, PTA and Alumni.
- Informed that, with jointed efforts of all members, the AQAR of the academic year 2016 – 2017 has been prepared and uploaded.
- Reviewed the progress departmental wise data consolidation for NAAC and instructed the need for proper maintenance of records in the departments.
- Discussed the necessity for repairing and maintaining the computers in the computer room.
- It was decided to initiate the renovation of the college auditorium by placing false ceiling and replacing the fans and sound system.
- It was suggested to propose the plan to build a new auditorium and to construct more wheel ramps for differently abled students in the campus.

## Actions taken based on the previous meeting:

- Orientation programme for teachers by Dr. Kevin
- Class PTA meetings in Economics , Physics and BBT Departments.
- Two academic visits made by final year Economics students to the Department of Economics, Karyavattom, University of Kerala and CDS, Ullloor.
- Malayala Samajam inauguration.
- Fr. Thomas Vattakunnel Lecture series inaugurated by Prof. V. Madhusoodanan Nair.
- One day talk on Informatics for S3 students by Dr. Iris Koileo.
- “Beyond Economics”- Seminar by Economics Department in association with TIME.
- Seminar on “Evolution of Malayalam Story Telling” by Department of Malayalam and Mass Communication with the help of Kendra Sahithya Academy.
- One day seminar on “Solar Physics “by Dr. S Antony SPAG MG University.



*[Handwritten Signature]*

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## Meeting held on 03-11-2017

















Venue: IQAC Room

Time: 2:00pm

### Agenda:

- Workshop for teachers
- Initiating the construction of Girl's Amenity Centre
- Preparation for NAAC accreditation process
- Any other matter

### Members Present:

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Nisha Rani D. 
3. Dr. Zajo Joseph
4. Dr. J. Francis 
5. Dr. George Thomas 
6. Dr. Tessy Chacko P. 
7. Dr. Renju R. Krishnan
8. Dr. Fr. Shibu Joseph S.J. 
9. Dr. Harish S. R.
10. Rajesh M. 
11. Reshmi Poulose 
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13. Muthappan M. 
14. Renuka O. 
15. Dr. Shanthi Jose 
16. Rajeev M. R. 
17. Melissa Hilary 
18. Dr. Antony Palackal
19. Firoz A.S. 
20. Dominic Gomez 
21. Student representatives 

## Minutes of the meeting:


The meeting started with a silent prayer.

- Major topic of discussion was conducting motivational classes for teachers with special focus on students' psychology.
- Decided to arrange an invited talk by Dr. V. Sunil Raj on Students' psychology in order to boost the teaching learning process.
- A workshop on "Quality Assurance" was tentatively scheduled for December, 2017.
- The date for laying foundation stone of Girls friendly Amenity Centre was decided for 17-01-2018.
- Instructions were given to speed up the preparations for NAAC accreditation and writing the SSR.

## Actions taken based on the previous meeting:

- An interactive session with C.S. Venketeswaran on his new book, organized by Department of Malayalam and Mass Communication.



  
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## Meeting held on 23-01-2018









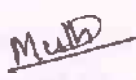







Venue: IQAC Room

Time: 1:00pm

### Agenda:

- Preparation of SSR
- Empowerment of girls students
- Campus beautification
- Observance of important days
- Students' quality improvement
- Add on courses
- Any other matter

### Members Present:

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Nisha Rani D. 
3. Dr. Zajo Joseph
4. Dr. J. Francis 
5. Dr. George Thomas 
6. Dr. Tessy Chacko P. 
7. Dr. Renju R. Krishnan
8. Dr. Fr. Shibu Joseph S.J. 
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15. Dr. Shanthi Jose 
16. Rajeev M. R. 
17. Melissa Hilary 
18. Dr. Antony Palackal
19. Firoz A.S. 
20. Dominic Gomez 
21. Student representatives 

### Minutes of the meeting:


The meeting started with a silent prayer.

- Took the decision to empower girl students by giving them regular training in "Kalari" and "Yoga". Suggestions were made on ensuring active participation of maximum number of students.
- Decided to give directions to all departments to conduct classes to improve the quality of students and to make them aware of the need to protect the environment.
- Decision was taken to appoint a full time horticulturist/ landscapist solely for campus beautification.
- Suggestions were invited from the departments and clubs in observing important days like Science Day, World Environment Day, World Ocean Day, etc.
- Reviewed the preparation for SSR.

### Actions taken based on the previous meeting:

- Workshop on "Television Programme Production" by George Pulikkan (Asianet News), organized by Department of Malayalam and Mass Communication.
- A talk for final year Department of Malayalam and Mass Communication students on "Performing Arts" by Dr. N. Anil Kumar, as part of Fr. Thomas Vattkkunnel Lecture Series.
- One day seminar on "Changing LoC of Media" by Department of Malayalam and Mass Communication in collaboration with Nehru Yuvakendra.
- Class PTA meetings of S5 and S3 Economics, S1 Chemistry and S1 BBT.
- Women's Studies Centre inauguration by Prof. Suja Susan George, Director, Malayalam Mission.
- Orientation Programme for teachers.
- Media club inauguration by Dr. Divya S Iyer IAS Sub-collector, Thiruvananthapuram.
- "Meet Your Great Seniors" programme organized by BBT Department.



  
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## Meeting held on 28-03-2018

















Venue: IQAC Room

Time: 1:00pm

### Agenda:

- Preparation for the fourth coming accreditation
- Cleaner- greener campus
- Master plan
- New PG courses
- Raising fund from RUSA
- Quality enhancement of faculty
- Feedback evaluation
- AQAR
- Any other matter

### Members Present:

1. Principal Rev. Fr. Dr. V.Y. Dasappan S.J. (Chairperson) 
2. Dr. Nisha Rani D. 
3. Dr. Zajo Joseph
4. Dr. J. Francis 
5. Dr. George Thomas 
6. Dr. Tessy Chacko P. 
7. Dr. Renju R. Krishnan
8. Dr. Fr. Shibu Joseph S.J. 
9. Dr. Harish S. R.
10. Rajesh M. 
11. Reshmi Poulose 
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13. Muthappan M. 
14. Renuka O. 
15. Dr. Shanthi Jose 
16. Rajeev M. R. 
17. Melissa Hilary 
18. Dr. Antony Palackal
19. Firoz A.S. 
20. Dominic Gomez 
21. Student representatives 

### **Minutes of the meeting:**

The meeting commenced with a silent prayer.

- Decided to install new bins for separately collecting and processing waste.
- Took the decision to take part in "Haritha Keralam" plan of the Govt. of Kerala. The principal opined that all the stakeholders of the college must participate in the drive which was supported by other members.
- Progress of the Master Plan preparation was discussed. Decision was taken to submit the same to the Minister for Education tentatively on June 13. Inauguration of Girls' Amenity Centre was also planned for the day.
- Decided to give request to the Minister for Education for new job oriented PG courses.
- The members agreed upon submitting application for raising fund from RUSA.
- Decision was taken to give more quality related classes to the faculty. The principal informed the committee that he would invite Prof. John Kattakkayam and Dr. Antony Palakkal for the preparation of NAAC orientation.
- Decided to prepare a feedback evaluation report.
- AQAR and Actions taken Report of academic year 2015-16 was presented before the committee for approval.

### **Actions taken based on the previous meeting:**

- Photography workshop for Department of Malayalam and Mass Communication students conducted by Vakkom Moulavi Foundation.
- One day seminar and power point presentations organized by final year Economics students.
- Seminar organized by BBT department.
- Prof. V. Madhusoodanan Nair Inter Collegiate Recitation Competition jointly organized by Department of Malayalam and Mass Communication and Pommukham.

- International Women's day celebration and debate competitions.
- Media Fest conducted by Media Academy.
- Class PTA meetings of S1 and S6 Economics.
- One Day Seminar on "Arnos Pathiri's Life, Time and Works" in connection with the death anniversary of the missionary conducted by Department of Malayalam and Mass Communication and Literary Forum of the college.
- One day session on Film Studies for final year BMMC students. The film critic, Mr. Vijaykrishnan was the resource person.
- Internal examinations and CA preparations of S5.
- A talk on "Recent Economic Reforms of the Government of India and its Impact" by Dr. Priyesh CA, Asst. Professor and Joint Secretary of Kerala Economic Association.
- Bio- Expo organized by BBT department.
- Women's study centre organized a class on health hygiene in association with Sakhi, an NGO
- Department of Physics conduct two day seminar "Padartha 2018" for faculty and students.
- Department of mathematics conducted an Exhibition.



  
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