

Minutes of IQAC meeting held on 06/06/2019

IQAC of St. Xavier's College, Thumba had its first meeting of the academic year 2019-20 on 6th March 2019 at 10.45 a.m. in IQAC room. Members of IQAC participated in the meeting.

Agenda

1. Planning of academic activities
2. Preparation and release of 5 year plan in the name Vision 2025
3. Planning and preparation of quality initiatives of IQAC for the academic year.
4. Orientation programmes for teachers
5. Orientation programme for not-teaching staff
6. Admission procedure for first year UG

Members participated in the Meeting

1. Dr. (Fr.) V Y Dasappan S J (Principal)
2. Dr. T K Santhoshkumar (IQAC Coordinator)
3. Dr. Thomas P John
4. Dr. Manju L
5. Mrs. Edna Richard
6. Mr. Rajesh M
7. Mrs. Reshmi Poulouse
8. Dr. Sunil C Vattappalam
9. Dr. (Fr.) Biju Joy S J
10. Mr. Sheen Jose

Minutes of the Meeting

Meeting started at 10.45 a.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- Planning discussions were made about academic activities for the coming year. Setting of goals for different departments, appointment of guest staff, seeding up of permanent staff appointments were discussed.
- IQAC coordinator suggested academic planning should be done on the basis of 5 year plan Vision 2025.
- A committee was formulated for preparation and release of Vision 2025 document. Fr. Principal, Dr. T K Santhoshkumar, Dr. Sunil C Vattappalam, and Dr. Sudheesh V Sam were included in the committee.
- It was decided to conduct orientation programme for teaching staff in the first week of July and orientation programme for non-teaching staff in the third weekend of June.

- Dr. Thomas P John suggested that measures should be taken to improve the results of all the programmes especially UG programmes. Smt. Edna Richard was entrusted with formulating possible measures to improve the results.
- Principal insisted all department heads to conduct national/international seminars in their concerned subjects.
- Coordinator of value added courses reminded the heads of departments to start value added courses for the current academic year.
- It was decided to meet again in the first week of September.

Dr.(Fr.) V. Y. Dasappan S.J.
Principal

Dr. T. K. Santhoshkumar
IQAC Coordinator

Minutes of IQAC meeting held on 8/11/2019

IQAC of St. Xavier's College, Thumba had its second meeting of the academic year 2019-20 on 8th November 2019 at 10.30 a.m. in IQAC room. 10 members of IQAC participated in the meeting.

Agenda

1. Measures to assurance of quality in higher education
2. Applying for UGC/DST research funds
3. Training programme on mentoring
4. Evaluate the progress and effectiveness of measures taken to improve results of UG programmes

Members participated in the Meeting

1. Dr. (Fr.) V Y Dasappan S J (Principal)
2. Dr. T K Santhoshkumar (IQAC Coordinator)
3. Dr. Thomas P John
4. Dr. Manju L
5. Mrs. Edna Richard
6. Mr. Rajesh M
7. Mrs. Reshmi Poulouse
8. Dr. Sunil C Vattappalam
9. Dr. (Fr.) Biju Joy S J
10. Mr. Sheen Jose

Minutes of the Meeting

Meeting started at 10.30 a.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- ◆ Report of the previous meeting with agenda, minutes and action taken report were read in the meeting and approved by all members.
- ◆ Principal asked the heads of departments to brief about planning of academic activities in their corresponding departments.
- ◆ Heads of departments explained about value added courses started in their departments.
- ◆ IQAC coordinator suggested the necessity of creation of an IT cell in the college.
- ◆ It was decided to conduct a training programme on mentoring and the date was fixed tentatively as 16th Nov 2019.

- ◆ IQAC coordinator informed that Fr. A R John, educationalist has agreed to come as resource person for the training programme on mentoring.
- ◆ It was also decided to conduct a colloquium on assurance of quality in higher education.
- ◆ Mrs. Reshmi Poulouse suggested that it will be convenient to conduct the programme along with seminar on mentoring. So it was decided by the members to conduct both the programmes together on 16th November 2019 in morning and afternoon sessions.
- ◆ It was decided to meet again in the last week of December.

Action taken based on the previous meeting

- ◆ A document was prepared on 5 year action plan in the name Vision 2025 and was released in a public gathering by deputy speaker of LA, Sri. V Sasi.
- ◆ All departments prepared their action plans and set goals for the current academic year.
- ◆ Training cum orientation programme was conducted for non-teaching staff.
- ◆ Mrs. Edna Richard with the help of Dr. Divya Thomas of Dept of Chemistry prepared a report on measures that can be adopted to improve result of UG programmes.

Dr.(Fr.) V. Y. Dasappan S.J.
Principal

Dr. T. K. Santhoshkumar
IQAC Coordinator

Minutes of IQAC meeting held on 02/03/2020

IQAC of St. Xavier's College, Thumba had its third meeting of the academic year 2019-20 on 2th March 2020 at 2.30 p.m. 10 members of IQAC participated in the meeting.

Agenda

1. Conduct of training programme in MOODLE LMS
2. Starting of MOOCs and video release
3. planning about the conduct of classes, exams in Corona situation
4. Conduct of webinars by different departments and clubs

Members participated in the Meeting

1. Dr. (Fr.) V Y Dasappan S J (Principal)
2. Dr. T K Santhoshkumar (IQAC Coordinator)
3. Dr. Thomas P John
4. Dr. Manju L
5. Mrs. Edna Richard
6. Mr. Rajesh M
7. Mrs. Reshmi Poulouse
8. Dr. Sunil C Vattappalam
9. Dr. (Fr.) Biju Joy S J
10. Mr. Sheen Jose

Minutes of the Meeting

Meeting started at 2.30 p.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- ◆ Report of the previous meeting with agenda, minutes and action taken report were read in the meeting and approved by all members.
- ◆ IQAC coordinator reported that it is inevitable to give training in LMS such as MOODLE to all the teachers.
- ◆ It was decided by the IQAC to conduct a training programme on MOODLE LMS on 10th March 2020.
- ◆ IQAC coordinator reported that IQAC has taken initiative to give initial training to two teachers in MOODLE LMS and as per it, Dr. Divya Thomas of dept. of Chemistry and Dr.

Sunil C Vattappalam of dept. of Physics were undergone training in MOODLE by MOOCS Kerala.

- ◆ Dr. Sunil C Vattappalam was entrusted with conduct of a training programme in MOODLE LMS to all the teaching staff.
- ◆ MOOCS videos created by dept. of Malayalam and Mass Communication was decided to release in the MOODLE training programme.
- ◆ Admin of website, Dr. Sunil C Vattappalam reported that all video lectures are made available in college website.
- ◆ Heads of departments explained in brief about seminars they conducted in corresponding discipline.
- ◆ Head of Malayalam and Mass Communication department, Dr. t K Santhoshkumar commented that the workshop on 'career in media industry' benefited to Malayalam and Mass Communication students greatly.
- ◆ It was decided to meet again in the last week of March 2020.

Action taken based on the previous meeting

- ◆ Different departments conducted seminars on corresponding disciplines
- ◆ A half day training programme was conducted on mentoring by a well known educationalist.
- ◆ A colloquium was conducted on the assurance of quality in higher education.

Dr.(Fr.) V. Y. Dasappan S.J.
Principal

Dr. T. K. Santhoshkumar
IQAC Coordinator

Minutes of IQAC meeting held on 12/03/2020

IQAC of St. Xavier's College, Thumba had its fourth meeting of the academic year 2020-21 on 12th March 2020 at 2.30 p.m. On behalf of Covid situation, the meeting was an emergency one to discuss on the academic activities in pandemic situation. 11 members of IQAC participated in the meeting. The meeting was presided over by Rev. Fr. Principal.

Agenda

1. Discuss academic, extension and outreach activities in the COVID-19 pandemic situation.
2. Conduct of webinars by different departments and clubs.
3. Conduct of training in production of hand sanitizers in household.
4. Evaluate the progress and effectiveness of use of MOODLE LMS

Members participated in the Meeting

1. Dr. (Fr.) V Y Dasappan S J (Principal)
2. Dr. T K Santhoshkumar (IQAC Coordinator)
3. Fr. Augustine Mekunnel S J (Bursar)
4. Dr. Thomas P John
5. Dr. Ajith M Thomas
6. Mrs. Edna Richard
7. Mr. Rajesh M
8. Mrs. Reshmi Poulouse
9. Dr. Sunil C Vattappalam
10. Dr. (Fr.) Biju Joy S J
11. Mr. Sheen Jose
12. Dr. Divya Thomas (Special invitee)

Minutes of the Meeting

Meeting started at 2.30 p.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- ◆ Report of the previous meeting with agenda, minutes and action taken report were read in the meeting and approved by all members.
- ◆ IQAC discussed on all possible measures that can be taken by IQAC for the college to confront the pandemic situation.
- ◆ It was decided to produce hand sanitizers in the college and distribute the same to nearby village and to stakeholders of the college.

- ◆ Dr. Divya Thomas of Department of Chemistry was entrusted with release of a YouTube video about the production of hand sanitizer in the household.
- ◆ It was also decided the mass production and distribution of sanitizers from the department of Chemistry.
- ◆ Principal suggested that it will be very useful if a training programme is conducted for the local villages about the production of hand sanitizers in the household.
- ◆ IQAC coordinator explained about the plans of different departments and clubs towards conducting webinars instead of seminars.
- ◆ Sri Rajesh M suggested that it will be admirable to buy MOODLE platform for the college instead of using MOODLE's cloud space.
- ◆ It was decided to conduct further meetings in online mode.

Action taken based on the previous meeting

- ◆ Evaluation of use of LMS by the teachers was done and was found satisfactory.
- ◆ Different departments came up with more video lectures and all were uploaded in college website.

Dr.(Fr.) V. Y. Dasappan S.J.
Principal

Dr. T.K. Santhoshkumar
IQAC Coordinator