



## **ALL SAINTS' COLLEGE**

*Re-accredited with 'A' - Grade by NAAC*

Thiruvananthapuram - 695 007, Kerala - South India

Phone : 0471-2501153, 8281334337

E-mail : [allsaintscollegeasc@gmail.com](mailto:allsaintscollegeasc@gmail.com), [www.allsaintscollege.com](http://www.allsaintscollege.com)

### **IQAC 2018-2019**

### **MEETING OF THE IQAC MEMBERS HELD ON 4 JULY 2018**

#### **AGENDA**

1. Reconstitution of the IQAC as per NAAC guidelines 2018
2. Constituting the Central Planning Committee and Sub-Committees
3. Launch of Saints' Centre for Outreach, Research and Extension (SCORE)
4. Preparation and submission of Project and Seminar Proposals to SCORE
5. Preparation and Uploading of the Academic Calendar
6. Uploading of the AQAR for 2017-2018
7. Orientation and Bridge course Programme for the newly admitted batch of students
8. Registration of the DC I students in the SWAYAM portal
9. Add-on and Value Added courses
10. Training Programme for the Administrative Staff
11. Professional Development Programme for Faculty
12. Personal Counselling
13. Sparsham Counselling Centre
14. Any other item permitted by the Chairperson

#### **MINUTES**

The meeting of the IQAC was held at 11.30am on 4.07.2018. The meeting started with a silent prayer and was presided over by the Principal

The minutes of the previous meeting held on 28.2.2018 were read and approved.

The IQAC Coordinator presented the Action taken report of the previous minutes:

1. Environment Auditing – Ottotractions carried out an environmental audit of the campus building in April . And recommendations for improvements relating to environmental issues has been documented for action.
2. Green Auditing – has been carried out by Ottotractions in April – It is An Accredited Energy Auditor of Bureau of Energy Efficiency, Government of India., in Kerala for conducting Mandatory Energy Audits in Designated Consumers as per Energy Conservation Act-2001.The recommendations of the same has been recorded for action.
3. Energy Auditing – has been carried out by Ottotractions in April- The energy audit was carried out in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for the Conduct of Energy Audit) Regulations, 2010.the recommendations of the same has been recorded for action.
4. Value Added courses were started by the following departments:
  - (a) The Department of History started a course on “Extracurricular Scholastic Skill Development” on 10<sup>th</sup> June 2018.
  - (b) The course on “Public Health and Hygeine” was started on 13<sup>th</sup> June 2018
  - (c) The course “Spreadsheet for Beginners” was started on 12<sup>th</sup> June 2018 by the department of Chemistry.
  - (d) A Value added course on “Extracurricular Scholastic Skill Development” was started on 2<sup>nd</sup> June 2018
  - (e) Department of Commerce started a Value-Added Course on “**Fundamental of Income Tax**” on 3<sup>rd</sup> July 2018 and was to be continued till 20<sup>th</sup> September 2018
  - (f) “Research Writing Ethics” a value added course was started on 2<sup>nd</sup> July 2018 by the department of English.
5. “Pragya” a Book Bank Scheme an initiative of the Department of Commerce was launched to inculcate in the students a sense of solidarity and sharing. The students were to donate textbooks to the book bank which would be later distributed to those students who are economically backward.

The IQAC has been reconstituted according to the new guidelines of NAAC. The newly added members were :

- Ms. P S Iswarya - Student Representative
- Ms. Hima Siji - Local Ward Councillor
- Dr. Arun Surendran – Industrialist
- Mr. K. P.Suresh Kumar - Stakeholder (PTA)

Next the discussion for proposal of the funding by UGC for Block grant was taken up .The total funding proposed is 11 Lakhs under 2 categories- Capital 8,80,000 and General 2,20,000.



Ms. Lissy Bennet, Assistant Professor, Department of Commerce has been appointed as the new Coordinator of Entrepreneurship Development club.

New Add on courses for the academic year were to be decided on by the departments

A Training Programme for the Administrative Staff was to be conducted for the month of June by the IQAC

Also a Professional Development Programme for the Faculty was to be organized by the IQAC.

Personal Counselling for students was to be taken up in the new academic year by the class teachers.

Sparsham Counselling Centre of the College was to be continued for the current academic year and for the same a professional Medical Counselor was to be arranged.

Members
Dr. Caroline Beena Mendez
Dr. Srilekha Nair
Ms. Shirly Joseph
Dr. Deepa M
Dr. Liji Varghese
Ms. Sonya J Nair
Dr. Nisha K K
Dr. Anjana P S
Sr. Tissy Joseph
Ms. P S Iswarya
Sr. Lilian Rosario
Ms. Hima Siji
Ms. Saudamini S Kumar
Dr. Arun Surendran
Mr. K P Suresh Kumar
Dr. Sr. Pascoela A D'Souza
IQAC Coordinator

**IQAC CO-ORDINATOR**  
**ALL SAINTS' COLLEGE**  
**THIRUVANANTHAPURAM-7**

Coordinator  
IQAC



**Principal**  
**All Saints' College**  
**Thiruvananthapuram.**

Principal