



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

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IQAC 2018-2019

MEETING OF THE IQAC MEMBERS HELD ON 14 August 2018

AGENDA

1. Capacity Building Initiatives for faculty and Administrative Staff
2. Starting of new Life skill/Add-on/Soft skill course by each department
3. Departments to follow **PRAGYA - MY BOOK FOR YOU** scheme
4. Discussion on RAF (Revised Accreditation Framework)
5. Uploading of notes in the student corner in the website
6. Welfare schemes to be initiated for staff and students
7. Continue vocational programme in association with the alumni under 'Women on Wings' initiative
8. Time table to be set for remedial, Extension and Mentoring
9. Walk with a Scholar
10. Scholar Support Programme
11. Certificate Courses
12. Departments to collaborate with agencies to sign MoU's
13. Flood Relief Camp
14. The ED Club to conduct workshops for the students in the current academic year
15. Any other item permitted by the Chairperson

MINUTES

The meeting was presided over by the Principal and commenced with a silent prayer.

The IQAC coordinator presented the minutes of the previous meeting held on 4/7/2018. The same was approved by the members.

The Coordinator presented the Action taken report of the previous meeting:

1. Add on Courses were conducted by the following departments:
 - (a) "Machine Learning" was started by the department of Mathematics on 27th July 2018.
 - (b) The Department of Commerce conducted an Add course '**Foundation Programme in Banking and Financial Service**' from 29th July 2018 to 7th August 2018
 - (c) "Desktop Publishing" a course by the department of English was started on 1st august 2018

- (d) Department of Chemistry started a course in "Chemistry in Everyday life" on 1st August 2018
2. "Sparsham – Counselling Centre" was resumed with Dr. Lekshmi as the Professional Counsellor.
 3. A Professional Development Programme for Administrative Staff on "Effective Utilization of IT in Administration" was conducted from 25th July to 26th July 2018.
 4. Another Administrative Training Programme on "Financial Management and Office Automation" was organized from 8th to 9th August 2018.
 5. Professional Development Programme on "Effective Mentoring" was organized for the Faculty on 7th July 2018.
 6. The following Value added courses were conducted:
 - (a) "Healthy Eating in Women" by the department of Physical Education from 23rd July 2018
 - (b) "ELSA" (English Language Skill Acquisition) by Department of English from 1st August 2018
 - (c) "Student Portfolio Preparation and Management" by the Department of Environment Sciences from 28th July 2018
 - (d) "Quantitative Aptitude for Competitive Exams" by the department of Mathematics from 1st August 2018
 - (e) "Tourism Management Practices" by the Department of Commerce from 1st August 2018
 - (f) "Web development" by the department of Chemistry from 4th August 2018
 - (g) "Fundamentals of Astronomy" by the department of Physics from 1st August 2018

The progress of the AQAR 2017-18 to be uploaded was scrutinized and discussed effectively

The IQAC decided to organize a one day workshop for the Office Staff on the topic – "Effective Utilization of IT in Administration".

The other initiatives discussed for implementation during the year were-

- Minutes of the IQAC to be uploaded on the Institution Website
- All departments are to conduct at least one Certificate/Diploma/Life skill/Add-on/Soft skill course for the year 2018-19
- All department activity data mails to be forwarded to IQAC at the following mail-
allsaintscollegeiqac@gmail.com

The IQAC also decided to organize a workshop for faculty promotion on the topic – "Capacity Enhancement Programme and Discussion on UGC- 2010 Regulations" for Faculty Promotion on 18/08/ 2018 – 19/08/2018.

Along with this, it has been decided to organize a Mentoring Programme for the newly appointed guest faculty on 25/08/2018 by Ms. Sonya J. Nair, Head, Department of English, All Saints' College, Trivandrum.

“ PRAGYA- My Book For You”, which was started by the Department of Commerce wherein the outgoing students would donate their textbooks to the College Book Bank for financially needy students of the following years was to be followed by the other departments. The cell also discussed the RAF and decided to inform the departments to organize activities based on the new format to collect data in preparation of the AQAR new format.

The departments were to upload the study material in the Student corner of the department website.

Another important initiative decided upon by the members is to restart the vocational classes in the stitching unit with the existing 10 sewing machines under the programme titled ‘Women on Wings’ through a tie up with the Alumni.

It is decided that the workload of 40 hours would be divided into 35 teaching hours and 5 hours for Remedial, Extension work and Mentoring.

The five hours were divided as follows:

- Monday – Ethics class
- Tuesday – Tutorial hour/ Mentoring
- Wednesday – Extension Activity
- Thursday – Social Work
- Friday – Club activity

The Walk With Scholar Programme – an initiative of the Govt. of Kerala , Higher Education department was discussed and the department were asked to give the names of eligible students to the IQAC.

Likewise the Student Support Programme, another initiative of the Govt. of Kerala, Higher Education department too was discussed and for this too the departments were asked to shortlist the students.

The departments were to find out about Certificate Courses that could be implemented in the ongoing academic year.

The departments were also to find out about programmes that could be done in collaboration with outside agencies by signing MoU's.–

The College decided to make provision to organize the Flood Relief Camp at the request of the District Collector. All preparations were to be undertaken by the college with the NSS unit and with the help of the local authorities. It was to be from - 8/18/2018 to 8/21/2018.

The ED Club of the college that was launched in January 2018 was asked to organize workshops to give hands on training to the students.

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-7

Principal