ALL SAINTS' COLLEGE

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IQAC 2018-2019

MEETING OF THE IQAC HELD ON 7 December 2018

Agenda:

1. Progress review of AQAR-2017- 18
2. Department and Criteria wise progress of the data collection for AQAR 2018 – 19
3. Workshop- Capacity Building for Office Staff
4. Online Courses
5. Any other item permitted by the Chairperson

MINUTES

The meeting started with a silent prayer.

The minutes of the previous meeting was read, approved by the members present at the meeting.

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

1. On 1st December 2018, the ED club organised a workshop on fabric painting with the material type of cotton by the Fevicryl Specialist Mrs.Rekha Anil Kumar.
2. An Administrative Development Programme for Quality Assurance for the Office Staff was organized on 5th December 2018.
3. The following Add on courses were started;
   (a) Department of English conducted a course on the topic "From script to screen" on 4th
   (b) "Renewable and Sustainable Energy Sources" by the department of EVS on 3rd December 2018.
   (c) Course on "Basic Econometrics" was conducted the department of Maths on 27th October 2018.

The IQAC team verified the data collected for the AQAR 2017-18 and examined the relevant documents before the last leg of the uploading process.

Dr. Liji Varghese is to coordinate with Dr. Sunitha Kurur to upload recent data of the department activities to the institution Website.

Courses under NPTEL, MOOC's and SWAYAM to be taken up both by the faculty and students.

Discussions initiated on the department and criterion wise data collection and preparation of the AQAR 2018 -19. Seven teams have been assigned the various criteria and have been asked to conduct team wise meetings to formulate and strategize the reports.

The AQAR criteria wise compilation was given to different faculty as follows:

- Criterion I – Dr. Reshma J.K. and Mrs.Rajani
- Criterion II - Ms. Shirley Joseph Dr,Sunita Kurur Dr. Lekha Rani,Mrs Jiji Vijayan and Ms. Renjini R
- Criterion III - Dr. Deepa M, Dr. Siny Benjamin and Faculty in charge of 'SCORE'
  - o NSS - Dr. Ayona J and Dr. Kavitha K
  - o Sports – Dr. Leena M and Dr. Divya S.R
- Criterion IV - Dr. Srilekha Nair and Dept. of Commerce
- Criterion V – Dr. Dhanlekshmi, Ms. Divya Grace and Dr.Beena Kumari
- Criterion VI – Dr. Sr. Pascoela and Dept of English
- Criterion VII - Dr. Anjana P.S. and Ms. Sonya J. Nair

The completed AQAR data is to be sent to IQAC by 1 July 2019.

The Academic protocol committee forwarded a proposal submitted by the Department of Chemistry for starting a 6 month diploma course in Computer Application. The same has been approved by the IQAC.

IQAC decided to conduct a workshop for the administrative staff on Capacity Building.

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

Coordinator
IQAC

Principal