



# ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

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## INTERNAL QUALITY ASSURANCE CELL 2019-2020

### MINUTES OF THE IQAC MEETING HELD ON 02.07.2019

#### AGENDA

Welcome : Dr. Caroline Beena Mendez, Principal, All Saints' College and Chair, IQAC

1. Minutes of the previous meeting and Action taken Report
2. Reconstitution of the IQAC
3. Preparation and Uploading of the Academic Calendar
4. Preparation for Uploading of the AQAR for 2018-2019
5. To start Yoga and Meditation classes for students and teachers
6. Starting of new Value Added/Add-on/ Certificate courses by each department
7. Induction Programme for the new batch of students
8. Bridge Course for newly admitted students
9. Start Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP) of Kerala State Higher Education Council for the new academic year
10. To conduct Personal Counselling and Sparsham Counselling Centre
11. Departments to follow *PRAGYA - MY BOOK FOR YOU* scheme for the academic year 2019-20
12. "A Roof Over One's Head"- Scheme to be conducted in association with NSS Unit of our college
13. Conducting Green Audit, Energy Audit and Environment Audit
14. Discuss the activities of Entrepreneurship Development Club
15. MoUs with NETWORKZ SYSTEMS (Value Added/ Certificate Course)
16. FDP programme on "Demystifying Tax"
17. Administrative Training Programme on 'Organizational Skills'
18. FDP programme for teachers Ethics in Higher Education: Policies and Praxis

19. Feedback mechanism

20. Any other item permitted by the Chairperson

Vote of Thanks : Dr. Sr. Pascoela D'Souza: IQAC Coordinator

### **Highlights of the meeting**

The meeting of the IQAC was held at 11.30 am on 02.07.2018. The meeting started with a silent prayer and was presided over by the Principal

The minutes of the previous meeting held on 19.06.2019 were read and approved.

The IQAC has been reconstituted according to the new guidelines of NAAC. Decision has been taken to select Dr. Anjana P S, Assistant Professor, Department of Physics as the new IQAC Coordinator. The Members were :

- Dr. Anjana P S –IQAC Coordinator
- Dr. Srilekha Nair–Member, IQAC
- Ms. Shirley Joseph –Member, IQAC
- Dr. Sunita Kurur –Member, IQAC
- Dr. Soniya J Nair –Member, IQAC
- Dr. Siny Benjamin –Member, IQAC
- Dr. Lekha Rani –Member, IQAC
- Ms. Sapna Srinivas–Member, IQAC
- Dr. Reshma J K – Member, IQAC
- Ms. Iswarya P S - Student Representative
- Sr. Lilian Rosario – Management Representative
- Ms. Saudamini S Kumar – Alumni Representative
- Ms. Hima Siji - Local Ward Councillor
- Dr. Arun Surendran – Industrialist
- Mr. K. P.Suresh Kumar - Stakeholder (PTA)

The Academic calendar is to be prepared and uploaded at the earliest on the College website. The task of preparing the same is given to Dr. Liji Varghese and Ms Sapna Srinivas of the Dept. of English.

The meeting discussed the preparation of the AQAR for the year 2018-2019. The AQAR is to be uploaded by 20 December 2019 in the new format. The duly filled data for the preparation of the same by the departments was already begun in February and is to be mailed to the IQAC by July 31.

Yoga day has been celebrated on International Yoga Day on June 21<sup>st</sup> and the meeting decided to inculcate the habit of healthy lifestyle practices in students and teachers through Yoga and meditation classes.

The meeting decided to conduct new Value Added/Add-on/ Certificate courses by each department in addition to some of the existing courses

The Induction Programme for the S1 students will be held from 15.07.2019- 19.07.2019. Ms. Nishel Prem Elias of the Department of English has been made in charge of the same. The Bridge course in each department has to be conducted just after the Induction programme.

The meeting decided to conduct Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP) of Kerala State Higher Education Council for the new academic year. Dr. Siji V L, Assistant professor, Department of Chemistry is being selected as the Coordinator of WWS Programme and Dr. Vidya Nair, Assistant Professor, Department of Political Science as the Coordinator of Scholar Support Programme.

The meeting decided to continue the Personal Counselling done by the respective class teachers to students in need for academic career and social challenges. The problem students can be identified and directed to our Sparsham Counselling Centre for further Counselling by a certified Counsellor to support students in addressing and solving real life problems.

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.

Decided to conduct "A Roof Over One's Head" Scheme in association with NSS Unit of our college. A needy student/person has to be identified and construct/repair a house for safe living.

Decided to Conduct Green Audit, Energy Audit and Environment Audit for the college as it is mandatory for higher education institutions to improve the sustainability of the building and to reduce energy consumption and save energy costs.

Decided to continue Ms. Lissy Bennet, Assistant Professor, Department of Commerce as the Coordinator of Entrepreneurship Development club. The activities to be conducted in the academic year are decided.

The meeting decided to conduct various capacity building programmes for administrative and teaching staff to obtain, strengthen, and maintain the capabilities to set and achieve their own development objectives over time. The meeting decided to conduct an FDP programme on

The Departments of Physics and Mathematics will sign MoUs with NETWORKZ SYSTEMS to conduct Value added - Certificate Courses ['Web Development and Design' for Physics]

"Demystifying Tax' is decided on 06.07.2019 and an Administrative Training Programme on 'Organizational Skills' is decided to conduct on 29.07.2019.



One more FDP programme on Ethics in Higher Education: Policies and Praxis- Two day National Seminar in collaboration with the Journal of Dharma for the teaching faculty is decided to conduct on 29.07.2019 and 30.07.2019.

Feedback collected from the various stakeholders were analyzed and action has been taken for the same.

Members Present
Dr. Caroline Beena Mendez (Principal)
Dr. Srilekha Nair
Ms. Shirley 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 Co-ordinator

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

IQAC Coordinator



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

Principal