



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

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MEETING OF THE IQAC MEMBERS HELD ON 30 August 2019

AGENDA

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

1. Participation in NIRF
2. Progress of the AQAR 2018-19
3. Flood Relief Camp and distribution of Materials
4. Devising of Strategic Plan
5. Submit the proposal for funding to NAAC for seminar
6. To Apply for STRIDE Component 1
7. To Apply for STRIDE Component 2
8. Conducting Remedial Coaching
9. Discussion on RAF (Revised Accreditation Framework)
10. Mass Beach Cleaning Cum Awareness Drive
11. Uploading of study material in website
12. Welfare schemes for staff and students
13. Career Awareness
14. Time table to be set for remedial, Extension and Mentoring
15. MoU with Bioroute Exploration
16. Administrative Training Programme on 'Accounts Management' on 24th and 25th September, 2019
17. Administrative Training Programme on 'Improving Communication Skills' on 25th October, 2019
18. Professional Development programme on "Emotional Literacy" on 6th and 7th September, 2019 and "Strategic Management" on 19th October, 2019 for teachers
19. Any other item permitted by the Chairperson

Vote of Thanks : Dr. Anjana P S, IQAC Coordinator

Highlights of the meeting

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 02/7/2018. The same was approved by the members.

Dr. Anjana P S, Assistant Professor in Physics took Charge as IQAC Co-ordinator. The new IQAC members were Dr. Reshma J K, Assistant Professor, Department of Environmental Sciences, Dr. Siny Benjamin, Assistant Professor, Department of Zoology, Dr. Sunita Kurur, Assistant Professor, Department of Chemistry, Ms. Sapna Srinivas, Assistant Professor, Department of English and Dr. Lekha rani, Assistant Professor, Department of History.

The IQAC decided to participate in NIRF and two faculty were selected for the same. Sr. Cicila Carvalho Faustina, Assistant Professor, Department of Commerce and Dr. Siny Benjamin, Assistant Professor, Department of Zoology. Registration of college should be done in NIRF portal.

The progress of the AQAR 2018-19 to be uploaded was scrutinized and effective discussions were held.

The IQAC in collaboration with NSS Unit of our college conducted a Flood Relief camp in our college for one week and distributed materials to aid flood victims tide over the crisis. The IQAC thanked all the teachers and students who participated in the activity.

The IQAC recommends the devising of a Strategic Action Plan for the College- at the institutional and the department levels. The three year strategic action plans will help provide a clear pathway of the strategies to be adopted for enhancing the resource utilisation of the institution.

The IQAC will also look for a partner institution in order to train the administrative and academic officers of the college so as to implement these plans in an effective and timely manner.

The IQAC decided to submit a finding proposal to NAAC for seminar titled "NEW VISTAS IN HIGHER EDUCATION: ROLE OF REVISED ACCREDITATION IN QUALITY ENHANCEMENT". The proposed dates are 30 and 31st January, 2020

The IQAC decided to apply for UGC STRIDE- "Scheme for Trans-disciplinary Research for India's Developing Economy" which fund socially relevant and need-based research projects- a new scheme to promote quality research by faculty and students. There are two components - Component 1 (teachers from different disciplines should collaborate and submit the proposal) and Component 2 (individual teachers can submit the proposal). The topic selected for Component 1 is "The Anthropocene and its impact on the coastal regions of South Kerala". The teachers were encouraged to apply for individual projects under STRIDE component 1.

The IQAC decided to conduct remedial coaching for the academic year (from 07.10.2019-20.02.2020) in consultation with the mentors of each department for students who need special care and support in academics.

Discussion on RAF (Revised Accreditation Framework) has been done by the IQAC members for obtaining a higher grade in the next NAAC visit.

Decided to conduct a Mass Beach Cleaning Cum Awareness Drive to make the students and staff aware of the need to make our beaches clean and create awareness amongst citizens about the importance of coastal ecosystems from 11.11.2019-17.11.2019

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

The maintenance of house of Ms. Thankamani, casual laborer is progressing with the help of NSS unit of our college.

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 Department of Zoology will sign MoU with Bioroute Exploration for providing Skill Based Training in Instrumentation, Cell Biology, Molecular Biology and Micro Biology

The five hours were divided as follows:

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

Decided to conduct an Administrative Training Programme for administrative staff on 'Accounts Management' on 24th and 25th September, 2019 and 'Improving Communication Skills' on 25th October, 2019

Decided to conduct a Professional Development Programme for teaching faculty on "Emotional Literacy" on 6th and 7th September, 2019 and "Strategic Management" on 19th October, 2019

The other initiatives discussed for implementation during the year were-

- Minutes of the IQAC to be uploaded on the Institution Website

- All department activity data mails to be forwarded to IQAC at the following mail-
allsaintscollegeiqac@gmail.com

Dr. Anjana P S, IQAC Coordinator proposed Vote of Thanks.

Members Present
<p>Dr. Caroline Beena Mendez (Principal)</p> <ul style="list-style-type: none"> • Dr. Srilekha Nair–Member, IQAC • Ms. Shirly 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 • Dr. Anjana P S –IQAC Coordinator

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



IQAC Coordinator

**Principal
All Saints' College
Thiruvananthapuram**

Principal