



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

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MEETING OF THE IQAC MEMBERS HELD ON 6th January 2020

AGENDA

Welcome : Dr. Deepa M, Principal, All Saints' College and Chair, IQAC

1. Preparation of pending AQARs
2. Preparation of pending AQAR 2016-17
3. Feedback forms for academic year 2019-20
4. MoU with BSS IT Mission
5. Administrative Training Programme on "Effective Collaboration" on 19th and 20th of February, 2020 December, 2019
6. Administrative Development Programme on "Financial Management" on 02.03.2020
7. Professional Development programme on "The Code of Ethics for Educators" on 17th and 18th January, 2020 for teachers
8. Professional Ethics programme for teachers "Handling Distress in Classroom Situations"
9. Professional Ethics programme for office staff "Making Paper Work of Paperwork"
10. Professional Ethics programme for students "Know Your Rights- Campus Life and Student Rights"
11. 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 13/11/2019. The same was approved by the members.

The IQAC members welcomed the new Principal Dr. Deepa M.

The IQAC decided to prepare pending AQARs and the members decided to start with the preparation of AQAR 2016-17. The members in charge of each criteria are

Criteria 1	Dr. Reshma, Ms. Rajani
Criteria 2	Ms. Shirly Joseph, Ms. Jiji, Ms. Renjini and Dr. Sunita Kurur
Criteria 3	Dr. Siny Benjamin and Dr. Ayona Jayadev

Criteria 4	Dr. Srilekha and Department of Commerce
Criteria 5	Dr. lekha rani, Dr. beenakumari, Ms. Divya Grace and Dr. Dhanalekshmi
Criteria 6	Ms. Sapna Srinivas, Ms. Simna Stephen, Ms. Celina
Criteria 7	Dr. Soniya J nair and Dr. Liji Varghese

The teachers are requested to submit the data by 28th February, 2020. The data from 1st July, 2016 to 30th June 2017 has to be collected.

The feedback forms are to be distributed among the students and various stakeholders in January. The filled forms are to be duly collected and analyzed by the first week of March and Internal review on the feedback is to be given to the teachers.

The Department of Commerce decided to sign MoU with BSS IT Mission for conducting Add on Course in 'GST Using Tally'

The meeting decided to conduct various capacity building programmes for administrative and teaching staff. The meeting decided to conduct Professional Development programme on "The Code of Ethics for Educators" on 17th and 118th January, 2020 for teachers

Decided to conduct two Administrative Training Programmes (1.) "Financial Management" on 02.03.2020 and (2.) "Effective Collaboration" on 19th and 20th of February, 2020 December, 2019

The IQAC also decided to conduct a Professional Ethics programme for teachers "Handling Distress in Classroom Situations" on 11.01.2020

The IQAC also decided to conduct a Professional Ethics programme for office staff "Making Paper Work of Paperwork on 18.01.2020.

The IQAC also decided to conduct a Professional Ethics programme for students "Know Your Rights- Campus Life and Student Rights" on 25.01.2020.

The departments were to be informed of updating the department web pages with the latest activity report.

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

Members present
Dr. Deepa M (Principal)
Dr. Srilekha Nair
Ms. Shirley Joseph
Dr. Sunita Kurur
Dr. Siny Benjamin
Dr. Lekha Rani
Dr. Sonya J Nair
Ms. Sapna Srinivas
Sr. Tissy Joseph
Ms. P S Iswarya
Sr. Lilian Rosario
Mr. K. P.Suresh Kumar
Dr. Anjana P S
IQAC Co-ordinator

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM.

IQAC Coordinator



Principal
All Saints' College
Thiruvananthapuram.

Principal