



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 7th September, 2020

AGENDA

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

1. Admission Procedures -2020-21
2. Designing of new ID cards for students and faculty
3. Participation in NIRF
4. Submission of pending AQARs
5. Induction Programme for the new the batch of students
6. Bridge Course for newly admitted students
7. Establishment of IEDC in All Saints' College, Trivandrum
8. Uploading of study material in website
9. Welfare schemes for staff and students
10. Discussion on Internships
11. Time table to be set for remedial, Extension and Mentoring
12. MoUs with various agencies
13. Inauguration of "Community of Practice" and International Webinar on US Sustainable Development Goals
14. Collection of Documents for AQARs
15. Feedback of students from 2019-20
16. Inauguration of "Community of Practice" and International Webinar on UN Sustainable Development Goals
17. 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 01/7/2020. The same was approved by the members.

The new IQAC members were Dr. Joseph Injodey as the Academic Advisor, Dr. Sindu nandakumar as Alumni member, Dr. Jayakrishnan Divakaran as Industrialist, Dr. Madhav Chandra Kurup as academician, Ms. Anu Mary Thomas as Student Representative.

The Admission procedure for 2020-21 has to be started. Sr. Shaina is selected as the Admission Coordinator. The video presentation for admission procedure has to be finalized and Dr. Sonia J Nair has been appointed for finalizing the presentation.

The different members of the Admission committee are

Ms. Divya Grace	Assistant Professor, Department of Zoology
Dr. Sonia J Nair	Assistant Professor, Department of English
Dr. Veena Suresh Babu	Assistant Professor, Department of Physics
Dr. Siny Benjamin	Assistant Professor, Department of Zoology
Ms. Celina James	Assistant Professor, Department of English
Dr. Reshma J K	Assistant Professor, Department of Environmental Sciences
Dr. Udayakala	Assistant Professor, Department of Malayalam

The student members were-Ms. Nandita and Ms. Sanjana, Ms. Devika Mohan, Dept of Chemistry, ms. Anu Mary-Dept. of Economics.

A flowchart has been prepared for admission procedure.

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 pending AQARs has to be uploaded (2016-17, 2019-20) and effective discussions were held for their submission.

The Induction Programme for the S1 students will be held from 18.11 2020- 25.11.2020. Decided to conduct it online. 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.

IEDC (Innovation and Entrepreneurship Development Centre)- As part of Youth Entrepreneurship, Kerala Start up Mission sanctioned the establishment of IEDC in All Saints' College, Trivandrum on 16/09/2020. Order No. KSUM/613/2020. IEDC Centre is a venture to promote Innovation and Entrepreneurial culture in Educational institutions and to develop Institutional mechanisms to foster Techno-entrepreneurs.

IQAC gave permission to IEDC to organise a workshop on 17.10.2020 at All Saints' College in association with Climatehood Foundation, on the topic 'Waste management, Sustainable Constructions and Ecofriendly substitutes'. The resource person will be Mr. Midhun Lal, MD & Founder of G-route Sustainable Solutions.

The IQAC decided to inform teachers to upload study materials for students in their respective google classrooms and website.

Regarding the collection of proofs for internship IQAC informed the respective departments to collect letter from both the concerned institutions and students.

The IQAC decided to conduct remedial coaching for the academic year (from 07.10.2020-20.02.2021) in consultation with the mentors of each department for students who need special care and support in academics.

It is decided that the workload of 40 hours would be divided into 35 teaching hours and 3 hours for Remedial, Extension work and Mentoring.

Inauguration of "Community of Practice" and International Webinar on UN Sustainable Development Goals was decided to be conducted on 2nd October, 2020. Mr. Jayakrishnan Divakaran and Dr. Madhava Chandra Kurup promised to help us in arranging the International Webinar.

The documents for AQARS have been started collecting from various departments. Regarding the bills to be collected, it should be collected from concerned or get a signature as received/returned. Regarding the purchase of books in library, photocopy of the bills has to be collected.

The other initiatives discussed for implementation during the year were-

- Modification of website
- 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- iqac@allsaintscollege.ac.in
- Feedback of students from 2019-20 has to be collected and send to feedbackallsaintscollege@gmail.com

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

MEMBERS PRESENT		
1.	Dr. Deepa M	Principal and Chair, IQAC
2.	Dr. Anjana P S, Assistant Professor, Dept. of Physics	IQAC Coordinator
3.	Dr. Srilekha Nair, Associate Professor and Head, Dept. of Commerce	Member
4.	Ms. Shirley Joseph, Associate Professor and Head, Dept. of Mathematics	Member
5.	Dr. Siny G Benjamin, Assistant Professor,	Member

	Dept. of Zoology	
6.	Dr.Sunita Kurur, Assistant Professor and Head, Dept. Chemistry	Member
7.	Dr.Reshma J K, Assistant Professor and Head, Dept. of Environmental Sciences	Member
8.	Dr.Sonya J Nair, Assistant Professor and Head, Dept. of English	Member
9.	Dr. Lekha Rani, Assistant Professor and Head, Dept. of History	Member
10.	Ms.Sapna Srinivas, Assistant Professor, Dept. of English	Member
11.	Sr.Sheeba N A	Administrative Staff
12.	Dr.Sr.Lilian Rozario (General Coordinator for Education)	Management Representative
13.	Anu Mary Thomas	Student Representative
14.	Dr. Joseph Injodey	Academic Advisor
15.	Mr. Jayakrishnan Divakaran	Industrialist
16.	Mr. K P Suresh Kumar	Stakeholder, PTA Vice President

PS

IQAC Coordinator

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7



Deepa

Principal

Principal
All Saints' College
Thiruvananthapuram-7