



ALL SAINTS' COLLEGE

Re-accredited with 'A+' - Grade by NAAC

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IQAC 2022-23

MINUTES OF IQAC MEETING HELD ON 17/08/2022

Venue: IQAC Room, All Saints' College

Date: 17.08.2022

Time: 09.30 to 10.30 AM

Agenda

Welcome: Dr. Reshmi R Prasad, Principal, All Saints' College and Chair I

QAC

1. Minutes of the previous meeting and Action taken Report
2. Formation of Criteria group members
3. Preparation and Uploading of the Academic Calendar
4. Conducting Green Audit and Environment Audit
5. Add-on and Certificate courses for the new Academic Year
6. Discussion on submission on field projects, University projects, student progression reports, conduct of seminars and workshops and other activities
7. Signing new MoUs with other governmental/ non-governmental agencies.
8. PBAS procedures of teachers due for promotion to be initiated
9. Professional development programmes for faculty
10. Administrative Training Programme for administrative staff
11. Programmes on Code of conduct have to be conducted for teaching faculty, non-teaching faculty as well as for students
12. SEED money related matters to be discussed with management
13. Conduct talks in departments as part of knowledge sharing
14. Feedback mechanism
15. Any other item permitted by the Chairperson

Vote of thanks: Dr. Sunita Kurur (IQAC Coordinator)

Highlights of the meeting:

The meeting started at 9.30 AM with a silent prayer.

The principal addressed the gathering and wished smooth and successful functioning of the IQAC team.

The IQAC coordinator presented the minutes of the previous meeting held on 01/08/2022. The same was approved by the members



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The following matters were discussed and deliberations were made.

1. Criteria groups were formed under each criterion along with the IQAC members shown as below
 - a. Criteria I: Along with Dr. Lekha Rani M L, there will be Dr. Kavitha N, Ms. Aparna Merin Mathew, Ms. Simna Stephan, Ms. Renjini Raveendran P. and Ms. Mira Joshy
 - b. Criteria II: Along with Dr. Nisha K K., there will be Dr. Cinthya Christopher, Dr. (Sr.) Shaina T J., Dr. Vidya Nair, Ms. Sebina Mathew, Dr. Shalini Harilal and Ms. Nikitha Ann Jacob
 - c. Criteria III: Along with Dr. Ayona Jayadev, there will be Dr. Siny Benjamin, Dr. Pressy P Prakasia, Dr. Nimmy Mohan and Ms. Mareet Paul
 - d. Criteria IV: Along with Dr. Sangeetha S., there will be Dr. (Sr.) Carvalho Faustina Cicila, Dr. Lissy Bennet, Dr. Gayathri S Nair and Sr. Nancy Waral. For qualitative works of the criteria, help can be taken from faculty of Department of English
 - e. Criteria V: Along with Ms. Divya Dilip, there will be Dr. Divya S R., Ms. Nishel Prem Elias, Dr. Siji V L. and Dr. Beena Kumari K S
 - f. Criteria VI: Along with Dr. Veena Suresh Babu, there will be Dr. Anjana P S., Ms. Rajani V., Ms. Sapna Srinivas, Ms. Celina James and Ms. Dhanya Jose
 - g. Criteria VII: Along with Dr. Sonya J Nair, there will be Ms. Kukku Xavier, Dr. Liji Varghese, Dr. (Sr.) D'Souza Pascola Adelrich and Dr. Smitha Asok V.
2. 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. Reshma J K of the Dept. of Environmental Sciences.
3. It was decided to provide certificate courses to the first year students, Add-on courses for the second year students and courses offered by Nandi Foundation (Employability Training Course) to the third year students of the college.
4. The meeting decided to direct the teaching and the supporting departments to conduct at least one add-on course each year so that there will be a total of 14 certificate and 14 add-on courses each year.
5. While allocating student to the add-on course, care should be taken that all the second year students should be enrolled to at least one add-on course
6. Each department should give a proposal for the conduct of the courses with Syllabus (mentioning the objective, outcomes, name of the course coordinator) and a brochure. After the completion of the course, the course coordinator should submit the attendance register, sample certificates, mark list, outcome report, and the course summary to the IQAC. A copy of these documents should be maintained in the department as well.
7. The departments need to submit the details of their best practice to the IQAC.
8. Mini projects are to be performed by second and fourth semester students and it should preferably be field based.
9. Discussions on the club activities culminating in any one social outreach was done in the meeting and it was decided that the principal will give intimations to the clubs.
10. Decision was taken to maintain documents related to internal examinations such as minutes of the meeting for conduct of internal examination, time table, list of invigilators, grievance received from the students, action taken and its minutes.



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11. The meeting decided to have a Department Quality Assurance Committee (DQAC) headed by the faculty who comes next to the Head of the Department to monitor the accreditation related functioning of the departments.
12. It was decided that in each department, the Student Support and Progression can be better handled by the respective class teachers of student batches.
13. The meeting decided to distribute responsibility to the conduct of seminars on Intellectual Property Rights (IPR), Research Methodology (RM) and Entrepreneur Development (ED) among departments and the selected departments need to provide tentative dates for the seminars.
14. Matters related to the provision of seed money for conducting programmes will be discussed with the management and decisions will be taken accordingly.
15. It was also decided that sessions on Professional Ethics to be conducted for students.
16. Programmes on Code of conduct have to be conducted for teaching faculty, non-teaching faculty as well as for students.
17. In the UG and PG dissertations maintained in the library and departments, there should be a certificate which is duly signed by the guide, the Head of the Department and the external examiners. A format will be provided to the departments by the IQAC.
18. The departments should encourage the students to register for SWAYAM courses.
19. All the teaching faculty have to prepare course plan and should submit it to the IQAC regularly.
20. The faculty also should maintain and update the daily work log in the Linways Academic Management System and monthly report of the same should be submitted to the IQAC
21. Principal, the chairperson of the IQAC directed the members to find the procedure for application for Faculty Development Programmes with the support of various agencies.
22. IQAC gave instructions to departments to conduct talks for students for knowledge enhancement.
23. Any program to be conducted must be informed in advance to the vice-Principal.
24. Feedback should be collected from students and stake holders every year.
25. 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.
26. The PBAS proforma of teachers due for promotion will be called for and will be verified and forwarded for promotion related procedures
27. Departments were to be informed of securing new MoU's with other governmental/ non-governmental agencies.

Dr. Sunita Kurur , IQAC coordinator, proposed the vote of thanks.



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The meeting was adjourned at 11.30 AM.

Dr. Reshmi R Prasad	Principal and Chair, IQAC
Dr. Sunita Kurur	IQAC Coordinator
Dr. Lekha Rani M L, Assistant Professor and Head, Department of History	Member
Dr. Nisha K K, Assistant Professor, Department of Botany	Member
Dr. Ayona Jayadev, Assistant Professor, Department of Environmental Sciences	Member
Dr. Sangeetha S, Assistant Professor, Department of Commerce	Member
Ms. Divya Grace Dilip, Assistant Professor, Department of Zoology	Member
Dr. Veena Suresh Babu Assistant Professor, Department of Physics,	Member
Dr. Sonya J Nair, Assistant Professor and Head, Department of English	Member
Ms. Latha Varghese	Administrative Staff
Malavika S	Student Representative
Dr.Sr. Lilian Rozario (General Coordinator for Education)	Management Representative
Mrs. Jayashankar Prasad	Stakeholder (PTA Vice president)

Sunita

IQAC Coordinator

**IQAC CO-ORDINATOR
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Reshmi
Principal

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