



# ALL SAINTS' COLLEGE

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

Thiruvananthapuram - 695 007, Kerala - South India

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## IQAC 2022-23

### MINUTES OF IQAC MEETING HELD ON 26/08/2022

Venue: IQAC Room, All Saints' College

Date: 26.08.2022

Time: 03.00 to 4.00 PM

#### **Agenda**

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

1. Collection of documents for uploading AQAR 2021-22
2. Minutes books for the committees to be maintained
3. Program outlay template for conducting programs
4. Details to be submitted after conducting a program
5. Submission of daily worklog in Linways
6. Scholarships and freeships for students
7. Any other item permitted by the Chairperson

Vote of thanks: Dr. Sunita Kurur (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 17/08/2022.

The same was approved by the members.

The principal addressed the gathering and the following matters were discussed and decisions were taken.

1. Collection of documents and proofs of activities conducted from 1<sup>st</sup> June, 2021 to 31<sup>st</sup> May 2022 is to be started immediately for submission of AQAR by 31<sup>st</sup> December, 2022.
2. Two copies of the aforementioned documents need to be collected, one to be maintained by the IQAC and one to be maintained by the DQAC.
3. New minute books will be made available for all the new committees. Existing committees will continue the use of the old minute books.
4. A common Programme Outlay Template was finalized which is to be duly filled by the organizers of various programs in the college to be maintained in the IQAC. The completed form should be signed by the Organizing Secretary, the Head of the Department and the Principal.
5. The following details of the proposed programs should be updated in the website two days prior to the program.
  - a) Program Outlay
  - b) Brochure



*Reshmi*  
PRINCIPAL  
All Saints' College  
Thiruvananthapuram

6. After the program, the following documents are to be submitted to the IQAC
  - a) Program Outlay
  - b) Brochure
  - c) Report with geo-tagged photographs
  - d) Attendance register
  - e) Certificates, if any
7. A soft copy of the daily work log is to be send to the Linways mail individually by all the members of faculty on every Friday. The hard copy of these files will be verified and counter signed by the principal and will be send to the departments for documentation.
8. Meetings of all the existing and new committees should be held regularly and the minutes are to be maintained.
9. The meeting of the Finance Committee is scheduled to be conducted on Monday, the 29<sup>th</sup> of August.
10. All the clubs of the college should conduct regular meetings and the meetings should be documented. It was decided that all the clubs shall maintain minutes, reports and attendance registers.
11. Required number of attendance registers will be made available to the departments.
12. The IQAC also decided to give freeships and scholarships to students with the help of Management

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

The meeting was adjourned at 04.00 PM.

<b>Members Present</b>	
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
Dr.Sr. Pascoela Adelrich D'Souza, Assistant Professor, Department of English	Management Representative

*Sunita*

IQAC Coordinator

*Reshmi*

Principal

IQAC COORDINATOR  
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