



ALL SAINTS' COLLEGE

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

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IQAC 2023-24

MINUTES OF IQAC MEETING HELD ON 13/06/2023

Venue: IQAC Room, All Saints' College

Date: 13/06/2023

Time: 3.00 to 4.30 PM

Agenda

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

1. Changes in members of IQAC Core committee.
2. Analyze the activities of the academic year 2022-23
3. Plan the activities for the year 2023-24
4. Prepare strategic plan for 2023-28

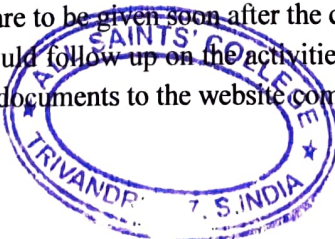
Vote of thanks: Dr. Sunita Kurur (IQAC Coordinator)

Highlights of the meeting:

The meeting was presided over by the Principal and commenced with a silent prayer.

The principal discussed the activities of each criterion with the criteria heads. Following were the discussions and deliberations of the meeting.

1. There were changes in some members in the core committee of IQAC. The members changed are: Administrative Staff- Sr. Tresa A J, Management Representative- Sr. Clare D'Souza, Student Representative- Sania Sabu, Industrialist- Aneesh Raj S S, Manager, EXL Service, Stakeholders- Dr. Vinod C Sugathan (PTA Vice-president) and Clinus Rosario (Local ward Councillor)
2. AQAR of the year 2022-23 (period 01/06/2022 to 31/05/2023) is to be submitted during December and all the data and documents are to be ready by then.
3. The details of the activities done by various departments, clubs, cells etc. are to be given to the website committee systematically upon their completion. The brochure of the activities is to be given prior to the conduct of the activity and the reports, geotagged photos and certificates are to be given soon after the completion of the activity.
4. Each criterion team should follow up on the activities coming under it and ensure the submission of required documents to the website committee and the IQAC.



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5. Under criteria I, certified courses were conducted enough in number during the year 2022-23 and were advised to follow the pattern in the current year too.
6. All the details of the minor projects are available in the library and the details can be taken from there.
7. Three courses will be offered during the time of admission which are Data Science, Hospitality Management and Content Writing this academic year too, just like in 2022-23. These courses would have a minimum of 20 students.
8. It was also decided that students can do National Skill Development Corporation (NSDC) e-skill India course which is free of cost. Prior to giving it to the students, the teachers can enroll and select the courses that the students could do. It was also decided that each course has a coordinator. This will align with the college's institutional distinctiveness-Transformation through digital education.
9. Thus, there will be two kinds of courses, certificate courses and skill-based courses. Certificate courses will be offered by the departments and skill-based courses will be mediated by the coordinators.
10. Criteria III has shortcomings with the seminars/workshops on Intellectual Property Rights (IPR), Research Methodology (RM) and Entrepreneurship Development (ED). The number of research publications has to be boosted in the institution. Teaching faculty has to be directed to apply for as many major and minor research projects as possible.
11. It was decided to sign an MoU with the SVARO foundation and do at least four programs with them.
12. For Criteria 4, all other fields except library expenditure were good for the academic year 2022-23. This was decided to be rectified in the academic year 2023-24. The format of the audit report in compliance with the NAAC uploading was also decided to discuss with the auditors.
13. Increase in the percentage of students getting scholarships from NGOs was considered for criteria V. It was decided to discuss with Banks to use their funds for Corporate Social Responsibility (CSR) for this purpose. This can also be used as the fee for the students for enrolling for any course.
14. In the case of criteria VI, two new policies are to be created; the Divyanjan policy and the policy for the Code of Conduct of teachers.
15. The Code of Conduct of the students will be given during Deeksharambh and through assemblies.
16. The meeting also discussed continuing the financial assistance to teachers for participation in selected Faculty Development (FDP) programs. In addition to the mandatory FDPs for career advancement, teachers are to be motivated to undergo other FDPs as well.
17. All activities were successfully completed in Criteria VII. There are enough programs related to gender and environment.
18. The institutional distinctiveness for the academic year 2023-24 was decided to be Community, Creativity, Capacity.



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19. The two best practices of the institution for the year 2023-24 were decided as a Culture of excellence through skilling and improvement of pass percentage of students and Community Connect through increased and improved community outreach.
20. The meeting decided to apply for assistance from the National Assessment and Accreditation Council (NAAC) and conduct one program per year.
21. There will be one professional ethics program for teachers and another one for non-teaching staff at the earliest and the dates shall be decided soon.
22. The departments were asked to prepare strategic plan for five year 2023-28

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

The meeting was adjourned at 04.30 PM.

Members Present	
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

Sunita

IQAC Coordinator

**IQAC CO-ORDINATOR
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Reshmi

Principal

**PRINCIPAL
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