



# ALL SAINTS' COLLEGE

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

Thiruvananthapuram - 695 007, Kerala - South India

Phone: 0471-2501153, 8304841778, 8281334337

E-mail: allsaintscollegeasc@gmail.com, www.allsaintscollege.com

## IQAC 2023-24

### MINUTES OF IQAC MEETING HELD ON 16/08/2023

Venue: IQAC Room, All Saints' College

Date: 16/08/2023

Time: 3.00 to 4.30 PM

#### **Agenda**

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

1. Preparation and Uploading of the Academic Calendar
2. Add-on and Certificate courses for the new Academic Year
3. Discussion on submission on field projects, University projects, student progression reports, internship reports.
4. Conduct of seminars and workshops and other activities
5. Conduct talks in departments as part of knowledge sharing
6. Feedback mechanism
7. Induction Programme and Bridge course for the new the batch of students
8. Conducting Green Audit and Environment Audit
9. PBAS procedures of teachers due for promotion to be initiated
10. Signing new MoUs with other governmental/ non-governmental agencies.
11. Identify advanced learners and slow learners in S1 students by psychological test
12. Revision of Policy Documents
13. Participation in NIRF, KIRF and India Today survey
14. Professional development programmes for faculty and Administrative Training Programme for administrative staff
15. Scholarships and freeships for students
16. Any other item permitted by the Chairperson

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

#### Highlights of the meeting:

The meeting started at 3.00 PM 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 31/07/2023. The same was approved by the members

The following matters were discussed and deliberations were made.



*Reshmi*  
PRINCIPAL  
All Saint's College  
Thiruvananthapuram

1. 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 Ms. Simna Stephan of the Dept. of English.
2. 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.
3. Mini projects are to be performed by second and fourth semester students and it should preferably be field based. University projects, student progression reports and internship reports to be prepared by the departments.
4. Seminars and on IPR, Research Methodology, Entrepreneurship development and other disciplines should be conducted by each department.
5. IQAC gave instructions to departments to conduct talks for students for knowledge enhancement.
6. Feedback should be collected from students and stake holders every year.
7. The Induction Programme for the S1 students - Deeksharambh to be conducted on 17th August 2023. Dr. Cinthya Christopher of the Department of Botany has been given the charge. Each department has to conduct Bridge courses for the first year students after the Induction programme.
8. 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.
9. The PBAS proforma of teachers due for promotion will be called for and will be verified and forwarded for promotion related procedures
10. Departments were to be informed of securing new MoU's with other governmental/ non-governmental agencies.
11. The IQAC decided to conduct phycological test form S1 students in order to identify slow learners and advanced learners.
12. The Policy Documents were revised and submitted to the management for approval.
13. The IQAC decided to participate in NIRF, KIRF and India Today survey. Dr. Renjini Raveendran, Assistant Professor, Department of Mathematics was given the charge for NIRF. Dr. Anjana P S, Assistant Professor, Department of Physics was in charge of KIRF, Dr. Sangeetha S, Assistant Professor, Department of Commerce was in charge of India Today Survey
14. Professional development programmes for faculty and Administrative Training Programme for administrative staff to be conducted
15. 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.



*Reshmi*  
**PRINCIPAL**  
 All Saint's College  
 Thiruvananthapuram

The meeting was adjourned at 4.30 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<sup>h</sup>*

IQAC Coordinator

**IQAC CO-ORDINATOR  
ALL SAINTS' COLLEGE  
THIRUVANANTHAPURAM-7**



*Reshmi*  
Principal

**PRINCIPAL  
All Saint's College  
Thiruvananthapuram**