



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 2024-25

MINUTES OF IQAC MEETING HELD ON 24/06/2024

Venue: IQAC Room, All Saints' College

Date: 24/06/2024

Time: 03.30 to 4.30 PM

Agenda

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

1. Distribution of duties among for criteria members for AQAR preparation.
2. Organise an online Orientation Program for Teachers on FYUGP

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

Proceedings of the Meeting

The meeting was presided over by the Chairperson and commenced with a silent prayer. Dr. Reshmi R. Prasad, Principal and Chairperson, IQAC, welcomed the members.

The IQAC Coordinator presented the minutes of the previous IQAC meeting held on 13 June 2024, which were reviewed and unanimously approved by the members.

The following resolutions and assignments were made during the meeting:

1. It was resolved that student feedback on the curriculum shall be collected systematically as part of AQAR documentation.
2. Distribution of Duties – Criterion I (Curricular Aspects)

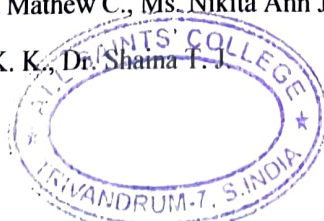
The responsibilities for data collection under Criterion I were assigned as follows:

- 1.1 Curricular Planning and Implementation: Ms. Simna S. Stephan, Dr. Kavitha N
- 1.2 Academic Flexibility: Ms. Renjini Raveendran, Ms. Mira Joshy
- 1.3 Curricular Enrichment: Dr. Lekha Rani M. L., Dr. Aparna Merin Mathew
- 1.4 Feedback System: Dr. Kavitha N
- Extended Profile: Ms. Renjini Raveendran

3. Distribution of Duties – Criterion II (Teaching–Learning and Evaluation)

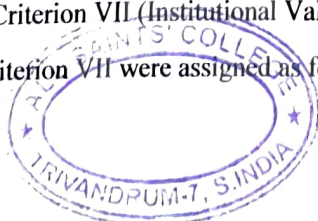
The responsibilities under Criterion II were assigned as follows:

- 2.1 Student Enrolment and Profile: Dr. Nisha K. K., Dr. Shaina T. J.
- 2.2 Catering to Student Diversity:
 - 2.2.1 Ms. Sebina Mathew C., Ms. Nikita Ann Jacob
 - 2.2.2 Dr. Nisha K. K., Dr. Shaina T. J.



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- 2.3 Teaching–Learning Process: Ms. Shalini Harilal, Dr. Cinthya Christopher, Dr. Vidya Nair
 - 2.4 Teacher Profile and Quality: Ms. Sebina Mathew C., Dr. Vidya Nair
 - 2.5 Evaluation Process and Reforms: Ms. Shalini Harilal, Dr. Nisha K. K.
 - 2.6 Student Satisfaction Survey: Ms. Sebina Mathew C.
4. Distribution of Duties – Criterion III (Research, Innovations and Extension)
The responsibilities under Criterion III were assigned as follows:
- 3.1 Resource Mobilization for Research: Dr. Ayona Jayadev
 - 3.2 Innovation Ecosystem: Dr. Ayona Jayadev
 - 3.3 Research Publications and Awards: Ms. Mareet Paul
 - 3.4 Extension Activities: Dr. Ayona Jayadev
 - 3.5 Collaboration: Ms. Mareet Paul
5. Distribution of Duties – Criterion IV (Infrastructure and Learning Resources)
The responsibilities under Criterion IV were assigned as follows:
- 4.1 Physical Facilities: Dr. Lissy Bennet
 - 4.2 Library as a Learning Resource: Sr. Nancy Waral
 - 4.3 IT Infrastructure: Dr. Gayathri S. Nair
 - 4.4 Maintenance of Campus Infrastructure: Dr. (Sr.) Carvalho Faustina Cicila
6. Distribution of Duties – Criterion V (Student Support and Progression)
The responsibilities under Criterion V were assigned as follows:
- 5.1 Student Support: Ms. Divya Grace Dilip
 - 5.2 Student Progression: Dr. Beena Kumari K. S., Dr. Siji V. L.
 - 5.3 Student Participation and Activities: Dr. Divya S. R., Ms. Nishel Prem Elias
 - 5.4 Alumni Engagement: Ms. Divya Grace Dilip
7. Distribution of Duties – Criterion VI (Governance, Leadership and Management)
The responsibilities under Criterion VI were assigned as follows:
- 6.1 Institutional Vision and Leadership: Ms. Sapna Srinivas
 - 6.2 Strategy Development and Deployment: Ms. Rajani V.
 - 6.3 Faculty Empowerment Strategies: Ms. Rajani V., Ms. Dhanya Jose
 - 6.4 Financial Management and Resource Mobilization: Ms. Celina James
 - 6.5 Internal Quality Assurance System: Dr. Veena Suresh Babu, Dr. Anjana P. S.
8. Distribution of Duties – Criterion VII (Institutional Values and Best Practices)
The responsibilities under Criterion VII were assigned as follows:



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- 7.1 Institutional Values and Social Responsibilities: Ms. Jovita Justin, Dr. Liji Varghese, Dr. Smitha Asok V.
 - 7.2 Best Practices: Dr. Sonya J. Nair
 - 7.3 Institutional Distinctiveness: Dr. Sonya J. Nair, Ms. Kukku Xavier
9. With the implementation of the Four-Year Undergraduate Programme FYUGP, an online orientation program will be organized on 28/06/2024 to orient the faculty members on the principles, guidelines and implementation of FYUGP. Dr. Bindu R (Hon. Minister, Higher Education and Social Justice, Govt. of Kerala) will be the resource person.

Vote of Thanks

The meeting concluded with a vote of thanks proposed by Dr. Sunita Kurur, IQAC Coordinator, who expressed sincere gratitude to the Chairperson and all members for their cooperation and commitment.

Adjournment: 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 K.

IQAC Coordinator

**IQAC CO-ORDINATOR
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Reshmi

Principal

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