



## ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

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### IQAC 2016- 2017

#### Minutes of the IQAC Meeting held on - 20 /07/ 2016

##### Agenda

1. Minutes of the previous meeting
2. Action taken upon the minutes of the previous meeting
3. Preparation of the schedule of the NAAC Peer Team Visit
4. External Mock NAAC Visit
5. Updation of the department website page
6. Preparation of the presentation of Department Report as hard and soft copies
7. Preparing the Students for the NAAC Visit
8. Short listing the students, alumni and stakeholders to meet the NAAC Peer team for the NAAC visit

#### Minutes of the IQAC Meeting held on 20/07/2016 at 11.00 am.

The meeting started with a prayer and was chaired by the Principal.

The minutes of the previous meeting was read by the IQAC Coordinator and on approval by the committee it was recorded.

The IQAC Coordinator presented the Action taken report based on the minutes of the previous meeting. The following details were recorded :-

1. Dr. J. Prabash, former VC of the University of Kerala was invited as a resource faculty for the workshop on preparation of NAAC Peer Team visit.
2. The IQAC Team made a mock visit to all the departments from 15<sup>th</sup> to 19<sup>th</sup> July to scrutinize the NAAC files.
3. It was also decided to call for an external mock visit at the end of the month. The date was fixed to 28<sup>th</sup> July, 2016.
4. The supplementary SSR report was prepared and hand over to the IQAC for scrutiny and final correction.
5. The Bridge Course was successfully conducted for the newly admitted DC I students by Ms. Nishel Prem and team.
6. Each department prepared the Department Magazine and presented before the IQAC.

7. An Administrative Training Programme on 'Office Management' on 2<sup>nd</sup> July covering the topics Human Resource Management Budget and Accounting and Stock Management.
8. A FDP programme on "Advanced Teaching Skills" was conducted by
  - (a) Ramu Vinayak S, Centre Manager, Jetking Learning Centre, Trivandrum on the topic- Instructional Technology and
  - (b) Dr. M RSudarshana Kumar, Former Principal and IQAC Coordinator, Mahatma Gandhi College, Thiruvananthapuram on the topic - Giving Feedback and Grading on 2<sup>nd</sup> July 2016.
9. The Value Added courses were started by the following departments:
  - (a) Dept. of Physics on 5<sup>th</sup> July in "Fundamentals of electrical and electronic components: day to day life."
  - (b) Department of Commerce on 18<sup>th</sup> July in "Management Concepts and Thought," and "Fundamentals of accounting."
10. Add on Courses too were initiated :
  - (a) "Dramatics " - 4<sup>th</sup> July
  - (b) "Research methodology in Social sciences" – 2<sup>nd</sup> July
  - (c) "Renewable and Non-renewable Energy Sources" – 5<sup>th</sup> July
  - (d) "Music and women's studies" – 16<sup>th</sup> July
  - (e) "New Venture Finance" – 16<sup>th</sup> July

The upcoming NAAC visit to the Institution scheduled to take place on the 8<sup>th</sup> – 10<sup>th</sup> August 2016 was taken up for discussion. A committee was prepared to draw up the schedule of the visit. The other committees too were prepared to look into all the works leading to the NAAC visit.

A general staff meeting was decided upon to scrutinize the general proceedings of the NAAC visit.

A Mock NAAC visit was arranged by the IQAC. For the same Dr. S V Sudheer, Director, HRD, University of Kerala was invited and the date fixed was 25<sup>th</sup> July.

The departments were asked to speed up with the updation of the department website for the final entries if any. And to scrutinize the work of the same Dr. Sunita and Dr. Veena were appointed as teachers in charge.

The departments were asked to prepare the department report of the 5 years both as hard and soft copies for the NAAC visit.

The departments were asked to finish all internal exams of the S2 students and also to finish the evaluation.

Students were to be informed about the NAAC visit by the committee and prepare them for the same. All departments were to be ready with the department report presentation before the external Mock visit by Dr. Sudheer V.

The students, alumni and stakeholders were to be shortlisted for the meeting with the NAAC Peer Team.

**The Members present:-**

Dr. Jessy Jose Principal	Chairpersonasc50principal@gmail.com
Dr. Sr. Pascoela A. D'Souza Asst. Prof. Dept. of English	Co-ordinatorPascoela884@gmail.com
Ms. Mary Alice G. Vice-Principal, Dept. of Economics	Member
Dr. Caroline Beena Mendez Asso.Prof. Dept. of Physics	Member
Dr. Srilekha Nair Asso.Prof. Dept. of Commerce	Member
Ms. Shirly Joseph Asso.Prof. Dept. of Mathematics & Statistics	Member
Ms. Morrin C. Asst. Prof. Dept. of English	Member
Dr. Dhanalekshmi T.G. Asst. Prof. Dept. of Zoology	Member
Dr. Sunita Kurur Asst. Prof. Dept of Chemistry	Member
Dr. Parvathy Menon Asst. Prof. Dept of History & Politics	Member
Dr. C. Udayakala Asst. Prof. Dept of Malayalam	Member
Dr. Reshma J.K. Asst. Prof. Dept of Environmental Sciences	Member
Dr. Nisha K.K. Asst. Prof. Dept of Botany	Member
Dr. Anjana P.S. Asst. Prof. Dept of Physics	Member
Ms. Divya S.R. Asst. Prof. Dept of Physical Education	Member
Sr. Nirmala Vincent Librarian	Member
Ms. Philomena J. Superintendent	Member

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



**Principal**  
**All Saints' College**  
**Thiruvananthapuram**  
**PRINCIPAL**