



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

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IQAC 2016- 2017

Minutes of the IQAC Meeting held on - 20/12/2016

Agenda

1. Minutes of the previous meeting
2. Action taken upon the minutes of the previous meeting
3. Faculty development and Administrative Training programme to be conducted
4. New Add – on and Value added courses
6. AQAR report submission
7. Website updation
8. Personal Counseling and Remedial Coaching
9. A Talk on Values in Life for a better world for students
10. A programme on ethical concern for Faculty and Administrative staff

Minutes of the meeting held on 20/12/2016 at 10.00 am

The meeting started with invocation to God and was chaired by the Principal.

The minutes of the previous meeting held were read out by the IQAC Coordinator and the same were confirmed and passed by the committee for record.

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

1. Remedial Coaching was initiated by all departments for the weak students. The teachers engaged them in extra coaching out of teaching hours.
2. A Training Programme on 'Capacity Building' for the administrative staff was arranged on 15th October 2016. J. Rameshan Nair, UD Clerk, MG College, delivered the lecture on the topic "Computer and Network Usage."
3. An Administrative Development Programme on 'Computing' was arranged for the Office staff on 24th and 25th October on the topic "Data Storage and Compression" which was delivered by Mr. J. Rameshan Nair, UD Clerk, MG College, and the topic "Cyber Security" was taken by Ms Suji J, Instructor, Computer Centre, all saints' College.

4. A Training Programme on 'Purchasing and Payments' was conducted by Sri. John Selvakumar, HA (Rtd), St. Xavier's College, for the administrative staff on 24th and 25th November 2016 on the topics "Procurement Authority and Responsibilities" and "Purchasing Goods and Services."
5. An Administrative Development Programme on "Financial Administration" was conducted for the administrative staff on 20th December 2016 on the topic "Expenditure Management" which was delivered by V Sadanandan, Rtd. Administrative Assistant, Collegiate Education Department.
6. The following add-on courses were started:
 - (a) "Historical Tourism" on 1st October
 - (b) "Introduction to challenges in water quality in coastal areas" on 4th October
 - (c) "Plant Tissue Culture" on 15th October
 - (d) "Mushroom Cultivation" on 17th October
 - (e) "Capital Market analysis" on 3rd December
7. The following Value-Added courses were started by the departments:
 - (a) Department of English, "Writing for Media" on 3rd October
 - (b) Department of Botany, "Horticulture" on 19th October
 - (c) Department of Botany, "Bonsai Development" on 1st November
 - (d) Department of English, "Narratives of imagination" on 1st November
 - (e) Department of Physical Education, "Awareness on life style diseases" on 1st November
 - (f) Department of Mathematics, "Mathematics for competitive examinations" on 5th November
 - (g) Department of zoology, "Human diseases and management" on 5th November
 - (h) Department of Env't. Sciences, "A basic course on remote sensing technology" on 5th November
8. The "Clean Energy Campaign" programme was launched on 12th October for all the students and staff to inculcate awareness and the urgent need to conserve energy. It was a programme to be continued till the end of the academic year.

The remaining departments were to start new add on and value added courses on completion of the old courses.

The departments were to update the department website page with the academic and co-curricular details from August to December 2016.

The department activity details were to be compiled and submitted by January 2017 for the AQAR .

The departments were to continue the Remedial coaching in view of the semester exams to ensure good results.

Personal Counseling too was to be taken up in all earnestness to help ensure better health of the students in need.

It was decided to conduct a programme each for both teaching and non-teaching staff on ethical concerns in profession.

The Members present:-

Dr. Jessie Jose Principal	Chairpersonasc50princi pal@gmail.com
Dr. Sr. Pascoela A. D'Souza Asst. Prof. Dept. of English	Co- ordinatorPascoala884@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
 Coordinator
 IQAC



Principal
All Saints' College
Thiruvananthapuram-7
PRINCIPAL