

RECONSTITUTION OF THE IQAC

Date: 4/7/2018

At the meeting of the college council of All Saints' College, Thiruvananthapuram held on date 01/06/18, it was decided to reconstitute the IQAC of the college as per the guidelines issued by the NAAC Version 5 dated 12-01-2018(23/5/2018). The same decision was presented at the general staff meeting and was passed unanimously. As per this decision, the IQAC was reconstituted by including more members on the core committee. The central planning, and sub committees also constituted so as to ensure greater pan institutional involvement in the governance and policy decisions of the institution.

Core Committee

The quality monitoring and assurance processes of the college are headed by a Core Committee that consists of the IQAC members of the college. The IQAC members were selected in compliance with the guidelines issued in January 2018. The following are the members:

Dr. Caroline Beena Mendez Principal	Chairperson asc50principal@gmail.com
Dr. Sr. Pascoela A. D'Souza Asst. Prof. Dept. of English	Co-ordinator pascoala884@gmail.com
Dr. Srilekha Nair Asso.Prof. Dept. of Commerce	Member
Ms. Shirly Joseph Asso.Prof. Dept. of Mathematics & Statistics	Member
Dr. Deepa M Asso.Prof. Dept. of Physics	Member
Dr. Liji Varghese Asst. Prof. Dept. of English	Member
Sonya J Nair Asst. Prof. Dept. of English	Member
Dr. Nisha K K Asst. Prof. Dept. of Botany	Member
Dr. Anjana P S Asst. Prof. Dept of Physics	Member
Sr. Tissy Joseph	Administrative Representative
Ms. P S Iswarya	Student Representative
Sr. Lilian Rosario	Management Representative
Ms. Hima Siji	Local Ward Councillor
Ms. Saudamini S Kumar	Member Alumni
Dr. Arun Surendran	Industrialist
Mr. K. P. Suresh Kumar	Stakeholder (PTA)

Central Planning Committee:

The Core Committee seeks inputs from the Central Planning Committee that consists of college council and elected representative from the teaching staff and the members of the college union. The Central Planning Committee prepares an agenda based on the Annual Action Plan of the various departments and forwards the same to the core committee.

Sub-committees:

There are six sub committees that are headed by the IQAC core or the central planning committee members in order to effectively implement the Action Plan of the IQAC:

The sub committees are:

- 1) Academic protocol committee
Co-ordinator: Ms. Sonya J Nair, Assistant Professor, Department of English
 - Conducts Induction programme for the newly admitted degree students, to familiarise them with the various activities of the college.
 - Monitors the add on courses offered by the departments.
 - Analyses the teachers' performance on the basis of the feedback collected from the students and suggests remedial measures.
 - Performs academic audit.
- 2) Committee for Traditional and Innovative Instruction Policy
Co-ordinator: Dr. Sunita Kurur, Assistant Professor, Department of Chemistry
 - Prepares academic calendar.
 - Helps to initiate ICT enabled teaching learning processes.
 - Assesses student satisfaction survey on overall performance of the institution.
- 3) Saints' Centre for Outreach, Research and Extension (SCORE)
 - Encourages social inclusiveness through outreach and extension activities in association with Governmental/non Governmental organisations.
 - Provides necessary support mechanisms for research, major/minor research projects and to organise seminars, workshops and conferences.
 - Establishes linkages, collaborations and internships.
- 4) Resource Strengthening and Management Committee and PTA
Co-ordinator: Dr. Sr. Shaina T J, Assistant Professor, Department of Botany and PTA secretary
 - Conducts capacity enhancement programmes for faculty.
 - Facilitates active involvement in preparing proposals for submissions to various funding agencies like RUSA, UGC Block grant etc...
 - Helps to plan the budget for academic and physical facilities
- 5) Student support initiatives committee

Co-ordinator: Dr. Sreelekha Nair, Associate Professor, Department of Commerce

- Enables implementation of capacity enhancement and development schemes for students.
- Monitors government initiatives such as WWS and SSP.
- Ensures wellness of all students.

6) Institutional governance committees

Co-ordinator: Sr. Sheeba N A, Office Superintendent

- Conducts administrative audit
- Submits data for AISHE portal
- Monitors the protocols of initiatives such as student welfare and QIP.

The sub committees are constituted to monitor the activities of the various clubs and associations through which the institutional goals are attained. The data obtained from the measurements and impact of the activities and programmes is collected and recorded. In order to ensure clarity and set definitive paradigms for the ways in which the activities of the college translate into meaningful academic and socially effective endeavours, the institution has established the "Saints' Centre for Outreach, Research and Extension (SCORE)".

SCORE is headed by the Principal and is under the direct purview of the IQAC and further delegated to the

- Outreach Committee monitored by Dr. Ayona Jayadev, (Assistant Professor, Department of Environmental Sciences)
- Research Committee by Dr. P.S Anjana (Assistant Professor, Department of Physics)
- Extension Committee by Dr. Smitha Asok (Assistant Professor, Department of Environmental Sciences).

The Departments and agencies like SCORE prepare an action plan for the year and the same is forwarded to the Central Planning Committee that makes its recommendations to the Core Committee. Thus, the IQAC sets its agenda and begins procedural activities at the beginning of the year. The agenda and the directives of the IQAC are forwarded to the Central Planning Committee that in turn mobilises the sub committees and realises the goals of the IQAC. The IQAC convenes meetings to gain the updates on the work done by the various sub committees. Thus the various arms of the IQAC work in tandem to ensure academic and holistic growth.
