

## ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR, KERALA 680 611

### Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 1<sup>st</sup> June, 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 01 June, 2016 at 3:15pm in the IQAC room.

The following members attended the meeting:

Members present:

Dr.Fr.Babu K T	Principal
Dr. Rajesh K	IQAC Coordinator
Dr. Pius T K	IQAC Advisor
Ms. Reshma K	Member
Mr. Raveesh R VARRIER	Member
Ms. Jessy John K	Member
Ms. Vineetha Davies V	Member
Dr. Dias E D	Member
Dr. Libison.K.B	Member
Dr. Bolie Therattil	Member
Mr. Jain J Therattil	Member
Mr. Melvin Luke George	Member
Dr. Cyril George	Member
Ms.Anju.V.R	Member

### **Agenda:**

1. Preparation of the action plan for the new academic year.
2. Evaluation of the academic activities of the previous year.
3. Staff orientation programme.
4. Selection of new office bearers.
5. Lahari Vimukta Club formation
6. Assigning of duties and responsibilities to the IQAC members.
7. “ Patheyam ” – Food for the Poor
8. ASAP Skill School Courses
9. Any other.

### **Minutes:**

1. Decided to conduct a meeting with Head of the Departments and to ask them to submit the Action plan by 17<sup>th</sup> June 2016.
2. Decided to conduct a staff orientation program at the earliest.

3. Decided to conduct staff meeting after the staff orientation.
4. Decided to conduct department wise presentation by next month.
5. Decided to form LahariVimukta Club and to raise awareness among the student community.
6. Assigned NAAC Assessment criterion wise work to the IQAC members.
7. Decided to organise an awareness programme on anti-plagiarism software – URKUND and Research report writing.
8. Decided to conduct orientation programme for aspirants of NBHM M.Sc. Scholarship examination 2016.
9. IQAC suggested increasing the internet facilities in the campus.
10. Decided to collect Food packets for the poor on every Friday.
11. Decided to organise ASAP Skill School Classes for the selected students.
12. Decided to install additional CCTV cameras



Dr.Rajesh.K  
IQAC Coordinator



Dr.Fr.Babu.K.T  
Principal

1<sup>st</sup> June, 2016

**Action Taken Report:**

1. Collected Action Plan from the departments.
2. Conducted the staff orientation program on 03/06/2016.
3. The staff meeting was held in the afternoon of 03/06/2016 and the office bearers were selected for the academic year 2016-17.
4. Department wise presentations were held between 14<sup>th</sup> July and 22<sup>nd</sup> July, 2016.
5. Lahari Vimuktha Club Members participated in Substance Abuse Prevention Training Programme conducted by Indian Psychiatric Society in association with World Psychiatric Association (WPA). International anti- drugs day was observed by Departments of Psychology and Zoology.
6. One-day State level Awareness Programme on Anti-Plagiarism Software (Urkund) and Research Report Writing was jointly organised by Department of Library, St. Aloysius College and the Kerala College Librarians 'Association.
7. Department of Mathematics conducted an orientation program for the aspirants of NBHM (National Board for Higher Mathematics) MSc Scholarship Examination 2016 from 16<sup>th</sup> July onwards (total 10 Saturdays)
8. Registered for RAILNET – optical Fibre high speed internet facility.
9. Made arrangements for the distribution of the food packets- “Patheyam”
10. Started ASAP Skill School Classes in the campus.
11. Installed additional CCTV cameras



Dr. Rajesh. K  
IQAC Coordinator



Dr. Fr. Babu. K. T  
Principal

**ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR, KERALA 680 611**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 26<sup>th</sup> August 2016**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 26 August, 2016 at 3:15pm in the IQAC room.

The following members attended the meeting:

Members present:

Dr.Fr.Babu K T	Principal
Dr. Rajesh K	IQAC Coordinator
Dr. Pius T K	IQAC Advisor
Ms. Reshma K	Member
Mr. Raveesh R Varrier	Member
Ms. Jessy John K	Member
Ms. Vineetha Davies V	Member
Dr. Dias E D	Member
Dr. Libison.K.B	Member
Dr. Bolie Therattil	Member
Mr. Jain J Therattil	Member
Mr. Melvin Luke George	Member
Dr. Cyril George	Member
Ms.Anju.V.R	Member

**Agenda:**

1. Remedial Coaching
2. Add On courses
3. Mini-Mathematical Olympiad
4. Women's Empowerment programme
5. Hosting debate competition
6. Institutional visit for members of Scholar Support Programme.
7. NSS Camp outside the campus
8. Placement Talk
9. Any other

## Minutes:

1. Head of the Departments to identify the academically weak students and incorporate them into the remedial coaching.
2. To encourage departments to start new Add On courses
3. Mini-Mathematical Olympiad to be held on the month of September 2016.
4. To recommend Women's Cell to organize programmes related to women empowerment.
5. To host Federal Bank-Mathrabhumi 'Speak for India' debate in the college.
6. Institutional visit for members of Walk With a Scholar Programme to NIT
7. Decided to organise 10 day NSS Camp outside the campus during Christmas Vacation
8. To arrange a placement talk on TCS ignites recruitment process.
9. To remind seminar/coordinators/project investigators for settling accounts at the earliest.
10. Renovation of cricket crease



Dr. Rajesh. K  
IQAC Coordinator



Dr. Fr. Babu. K. T  
Principal

26<sup>th</sup> August 2016

**Action Taken Report:**

1. In the Heads of the Departments Meeting it was decided to start new Add on Courses and to strengthen Remedial Coaching Classes.
2. Department of Mathematics organised CHAVARA Mini Mathematical Olympiad (CMMO) on 10<sup>th</sup> September 2016
3. Women's Cell supported "WE Care for Women Empowerment" September 25<sup>th</sup> – October 2<sup>nd</sup>, 2016 at ThekkinkaduMaidanam, a venture of ATMA foundation by participating in various programmes organised by them. A self defence class was organised for the ladies of Women's Cell, NSS and NCC on 8<sup>th</sup> March 2017 by the West Police Station, Thrissur. International Women's day was celebrated with the theme of the year 2017 "Be Bold For Change" through flash mob and distributing the pamphlets to the public in the Vadakke Bus Stand, Thrissur and nearby areas by the Women's Cell & NSS in association with ATMA foundation on 8<sup>th</sup> March 2017 from 3pm to 6pm.
4. College hosted 'Speak for India' inter-collegiate debate competition organized by Mathrubhumi and Federal Bank on 29<sup>th</sup> September 2016. Out of the 22 participants selected from the city colleges, for the district level competition, eight students were from our college.
5. On 7<sup>th</sup> October 2016 Walk With Scholar students visited Indian Institute of Management (IIM) and National Institute of Technology (NIT), Calicut
6. On 14<sup>th</sup> October 2016 TCS Chennai gave orientation to 25 students of Chemistry and Physics Departments regarding its 'IGNITE' recruitment process.
7. Conducted 10 day NSS Camp outside the campus
8. Renovated the cricket crease



Dr.Rajesh.K  
IQAC Coordinator



Dr.Fr.Babu.K.T  
Principal

**ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR, KERALA 680 611**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 14<sup>th</sup> December, 2016**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 14<sup>th</sup> December, 2016 at 3:15pm in the IQAC room.

The following members attended the meeting:

Members present:

Dr.Fr.Babu K T	Principal
Dr. Rajesh K	IQAC Coordinator
Dr. Pius T K	IQAC Advisor
Ms. Reshma K	Member
Mr. Raveesh R Varrier	Member
Ms. Jessy John K	Member
Ms. Vineetha Davies V	Member
Dr. Dias E D	Member
Dr. Libison.K.B	Member
Dr. BolieTherattil	Member
Mr. Jain J Therattil	Member
Mr. Melvin Luke George	Member
Dr. Cyril George	Member
Ms.Anju.V.R	Member

**Agenda:**

1. Faculty seminar and student debates to be organised.
2. Visit to accredited colleges.
3. Review of club activities.
4. Skill development programme.
5. N-List Awareness class
6. Hosting ASAP( Additional Skill Acquisition Programme- Kerala Government Initiation) Summer Skill School
7. Extension of Academic blocks and additional facilities to Bp. Clemens' Block
8. Any other

## Minutes:

1. Decided to promote department wise faculty seminar and student debates.
2. IQAC team to visit reputed institutions accredited with 'A' grade.
3. Decided to collect reports of Club activities and to direct the club coordinators to conduct more programmes with increased student involvement.
4. As part of enhancing skills of students, decided to organise a regional workshop on script writing in association with the National Skill development Corporation.
5. Decided to organise orientation programme, N-List e-resources for teachers and postgraduate students.
6. Decided to host ASAP (Additional Skill Acquisition Programme- Kerala Government initiation) Summer Skill School in the campus.
7. Decided the extension of Academic blocks and additional facilities to Bp. Clemens' Block
8. Decided to construct new cricket crease with net practice ground



Dr. Rajesh. K  
IQAC Coordinator



Dr. Fr. Babu. K. T  
Principal



14<sup>th</sup> December, 2016

**Action Taken Report:**

1. Departments of Zoology and English conducted the faculty seminars.
2. IQAC team visited SH College Thevara, Ernakulam on 27<sup>th</sup> January 2017 and had detailed discussion with the IQAC team of the same college.
3. Department of Multimedia organised a regional workshop on script writing in association with National Skill Development Corporation (NSDC) on 22<sup>nd</sup> February 2017.
4. Organised the N-LIST Awareness programme for the PG students on 20<sup>th</sup> March 2017.
5. Conducted ASAP (Additional Skill Acquisition Programme- Kerala Government initiation) Summer Skill School in the campus.
6. Made arrangements for the extension of Academic blocks and additional facilities to Bp. Clemens' Block
7. Constructed new cricket crease with net practice ground



Dr.Rajesh.K  
IQAC Coordinator



Dr.Fr.Babu.K.T  
Principal

## **ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR, KERALA 680 611**

### **Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 27<sup>th</sup> March, 2017**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 27<sup>th</sup> March, 2017 at 3:15pm in the IQAC room.

The following members attended the meeting:

Members present:

Dr.Fr.Babu K T	Principal
Dr. Rajesh K	IQAC Coordinator
Dr. Pius T K	IQAC Advisor
Ms. Reshma K	Member
Mr. Raveesh R Varrier	Member
Ms. Jessy John K	Member
Ms. Vineetha Davies V	Member
Dr. Dias E D	Member
Dr. Libison.K.B	Member
Dr. BolieTherattil	Member
Mr. Jain J Therattil	Member
Mr. Melvin Luke George	Member
Dr. Cyril George	Member
Ms.Anju.V.R	Member

### **Agenda:**

1. Review of departmental activities.
2. Discussion on AAA (Academic & Administrative Audit) report
3. Data compilation for AQAR
4. E-Governance Report
5. Open Air-Social Space

### **Minutes:**

1. IQAC reviewed the programmes conducted by the departments and gave suggestions for further improvement.
2. AAA report was presented by IQAC coordinator. The suggestions made by the external expert about concerned departments were discussed.
3. Decided to compile the AQAR and to remind the head of the departments and club coordinators to submit the data at the earliest.

4. Decided to submit the e-governance report.

5. Decided to construct Open Air - Social Space with Landscape for gathering and cultural programs with a capacity of 3000 people.



Dr.Rajesh.K  
IQAC Coordinator



Dr.Fr.Babu.K.T  
Principal

27<sup>th</sup> March, 2017

**Action Taken Report:**

1. IQAC submitted the E-governance report to the Governing body.
2. Departments were intimated about the suggestions that came out of the discussions on the AAA report and encouraged to do the follow up.
3. The AQAR was approved by the governing body.
4. Constructed Open Air - Social Space with Landscape for gathering and cultural programs with a capacity of 3000 people.



Dr. Rajesh. K  
IQAC Coordinator



Dr. Fr. Babu. K. T  
Principal