

A meeting of the IQAC was convened on 12th June 2019 after the summer holidays, in the Principal's room at 1.30 pm. The newly nominated IQAC members were:

Dr. Binoy Jose

Dr. Milu Maria Anto

Dr. Jubish Mathews

Ms. Riney T.A

Mr. Tony Mathew

Dr. Dhanya Menon was to continue as the Coordinator of IQAC.

The Principal Dr. Shajin Paul welcomed the members and urged the IQAC to speed up its activities with regard to the overall development of the Institution.

There was a discussion on the sanction of increased number of seats for the various degree courses. The lack of space was the major hurdle faced by the college since there would arise an urgent need for more classrooms to accommodate the students, in case the intake of more students becomes a reality.

The Principal agreed to open up the issue for discussion at the general staff meeting which was scheduled the day after.

It was generally agreed to submit a letter to the IQAC by any faculty member who wishes to attend seminars/conferences/Refresher/Orientation courses outside the campus.

The Principal suggested to the IQAC to take the initiative to take a series of 5-6 classes for the teachers, on communication

skills in English, beginning on July 1, 2019.

The members decided to meet before July 20th to discuss in an indepth manner, issues related to discipline and other developmental matters.

The meeting ended at 2.30 pm.

- Dr. Shayari Paul (Principal) ~~SR~~ ~~P~~
- Dr. Dhanya Menon (Coordinator) Du
- Dr. Bing Jose ~~SR~~
- Dr. Melu Maria ~~SR~~
- Dr. Sibirk Mathews ~~SR~~ ~~Subsh~~
- Ms. Rency T.A ~~SR~~
- Mr. Tony Mathews ~~SR~~

The IQAC members met at 1 pm on 17th June 2019 with the specific aim of discussing the following issues:

1) The Coordinator Dr Dhanya Menon briefed the members on the newly initiated YIP programme which has been introduced by the State Government since the present academic year. Since the members of the IQAC belonged to the 5 departments of the college, they were instructed to hold separate meetings in their respective departments and brief the other faculty members about the rules and regulations of YIP.

Sri Joseph P.P, HOD of Electronics and the YIP Coordinator, gave a detailed summary of the YIP norms, and especially about the material to be uploaded in the YIP link.

2) Dr. Binoy Jose, Assistant Professor in Political Science was nominated as the ^{Nodal Officer} ~~Coordinator~~ of Swayam, a Central Government initiative, detailed the members on the different online courses to be opted by the students during the first 4 semesters, their learning methodologies and evaluation methods.

The meeting ended at 2.10 pm. The members present were:

1. Dr. Sharyani Paul (Principal) ~~AP~~
2. Dr. Dhanya Menon (Coordinator) ~~DM~~
3. Dr. Joseph P.P (Member)
4. Dr. Binoy Jose (Member) ~~B. Jose~~
5. Dr. Milu Maria (Member) ~~MM~~
6. Ms. Rucy T.A (Member) ~~RTA~~
7. Mr. Tony Mathu (Member) ~~TM~~
- 8.

7th June
 A meeting of the IQAC was convened at 11.30 am on Wednesday, 7th August 2019 in the Conference Hall of the Main Academic Block. The matters discussed were the following:

1. In the absence of the Principal, the IQAC Coordinator Dr. Dhanya Menon welcomed the newly nominated NAAC Coordinator Ms. Sini Varghese and Dr. Binu Chacko (in absentia). Ms. Sini Varghese in her reply, briefed the members about the latest framework of NAAC, and the urgent need to initiate the work on NAAC accreditation which is scheduled for 2021.

2. A problem that was generally faced while uploading the IQAC Report is the lack of uniformity in the details regarding publications and presentations by individual teachers. Mr. Tony Mathew, faculty member of the Commerce Department was entrusted the work of devising a common format for the same.

3. Mr. Jibish Mathew, member, updated the members on the latest methods of uploading photographs and documents in the NAAC website.

4. Ms. Seetha Johny, who is not a member of the IQAC, sought prior permission from the Principal and attended the meeting, in order to give a brief description of

the functioning and future programmes of the CCE (Centre for Community Engagement) which is ~~one~~ listed as one of the Innovative Practices initiated by the College.

The meeting concluded at 12.30 pm. The members present were:

1. Dr. Dhanya Menon (Coordinator) *Dr. Dhanya*
2. Dr. Jibish Mathew (member) *Jibish*
3. Dr. Mitu Maria Anto (member) *Mitu*
4. Mr. Tony Mathew (member) *TM*
5. Ms. Rincy T.A (member) *Rincy*
6. Dr. Binoy Jose (member) *Binoy*
7. Ms. Sini Varghese (NAAC Coordinator) *Sini*
8. Ms. Jeetha Johny (special invitee) *Jeetha*

An IQAC meeting was convened on 27/9/19 at 1.30 pm in the old NAAC room in the Psychology Block. In the absence of the Principal the coordinator Dr. Shanya Menon welcomed the members.

The agenda for the meeting was the following:

1. The impact of the floods that affected the state and some students of the college
2. Allocation of modules of the AQAR under the revised format
3. The issues discussed at the District Level SAAC workshop organized at Vinala College Thrissur on 20/9/19.

The entire state of Kerala was hit by floods for the 2nd consecutive year in August 2019. Some of our students were also victimised by the floods. The NSS units of the college, along with many of the student and staff volunteers went out of the way to clean up the homes, both of our students as well as those of the neighbouring areas. The Management extended financial support to some of the students who incurred material losses in the floods. The IQAC congratulated the NSS Programme Officers and the students for their exemplary social commitment.


The next, and most important item for discussion was the newly designed AQAR online format, which necessitated more involvement and work on the part of the teachers. Each module was handed over to each member, who was entrusted with the


work of collected data of that criterion from all the departments. It was decided to complete the data collection process on or before 13th November 2019.

The coordinator Dr. Dhanya Menon, who attended the SAAC district level workshop held at Veriata College Thrussur, briefed the members on the various issues that came up for discussion at the workshop. The KSHEC members who were the main speakers informed the group that they would inform all the colleges about the status of SAAC after holding similar workshops in all districts and collecting creative feedback from the concerned teachers.


The meeting concluded at 2.20 pm.


The members present were :

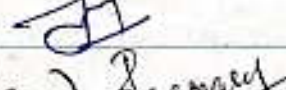
Dr. Dhanya Menon (Coordinator) 

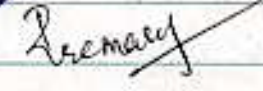
Dr. Milu Maria Anto (member) 

Dr. Tibish Mathew (member) 

Dr. Binoy Jose (member) 

Ms. Rucey T.A (member) 

Ms. Tony Mathew (member) 

Ms. Rosemary P.G (member) 

An IQAC meeting was held at 9.30 am on Thursday, 14th November 2019 in the old NAAC room of the Psychology Block. The meeting was attended by all the IQAC members of the TS and NTS.

The only agenda for the meeting was a detailed discussion regarding the progress of work on the 7 criteria under the revised online AQAR format. The Principal Dr. Shajin Paul welcomed the members and ascertained his wholehearted support towards all the activities of the IQAC and also said that any constructive suggestion of the IQAC towards the progress and welfare of the institution will be viewed in a positive manner.

The coordinator Dr. Dhanya Menon gave a brief recapitulation on the newly designed online AQAR format of the NAAC which had to be uploaded before 31st December 2019.

The different criteria (one each) had already been entrusted to each of the members, as was decided in the previous meeting, convened in September 2019. As per the decisions taken at the meeting, each of the members would hold separate meetings of the HODs, brief them about the questions to be answered, hand over a copy of the criterion to each of them and get the data on or before 13/11/19.

Accordingly the members had attended the said meeting with the data collected from all the HODs. Each criterion was taken up

for close scrutiny and the shortcomings were noted down.

In the process almost every member came up with extremely creative suggestions regarding infrastructural, administrative and academic programmes. It was decided that the same would be put up formally before the College Council in its forthcoming meeting.

It was also decided that the minor pitfalls in the different criteria should be corrected and therefore the members suggested that the criteria should be given back to the departments for further correction. The corrected versions are to be returned on or before 21/11/19.

The detailed meeting ended at 1 pm.

The members present were:

1. Dr. Shayain Paul (Principal) ~~SP~~
2. Dr. Shanya Menon (Coordinator) ~~SM~~
3. Dr. Milu Maria Anto (member) ~~MA~~
4. Dr. Tibish Mathew (member) ~~TM~~
5. Dr. Binoy Jose (member) ~~BJ~~
6. Ms. Rincy T. A (member) ~~RTA~~
7. Ms. Rosemary P.G (member) ~~RP~~
8. Mr. Tony Mathew (member) ~~TM~~

IQAC Meeting - 23.01.2020

A meeting of the IQAC was convened at 10.00 am on Thursday, January 23rd, 2020 in the Conference Hall of Main Academic Block. The matters discussed were the following:

1. New Pattern of AQAR Format

In the meeting, all IQAC members were given awareness regarding the new AQAR format for submitting the Annual Report.

2. Meeting for Heads of Depts - new Revised Assessment and Accreditation Framework

Heads of all five departments were advised to submit their activities and programmes in the Revised Accreditation Framework.

3. Consolidated Data before 30.4.20+20

IQAC members were entrusted the duty to furnish the Consolidated Data for AQAR 2018-19 of their respective Criterion before 30.04.2020.

4. Academic Audit by Dr Beena Job, St. Teresa's College, Emakulam on November 5, 2019.

The meeting reviewed the Academic Audit conducted by Dr Beena Job, Head, Dept of English, St. Teresa's College, Emakulam on November 5, 2019. She highlighted that more research projects have to be encouraged from the part of students and encourage teachers to publish more papers in UGC-Care, Scopus and Web of Science journals. She congratulates that Criterion II - Teaching, Learning & Evaluation is very effectively executed in our institution. Dr Beena also



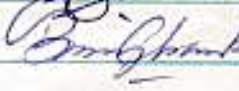


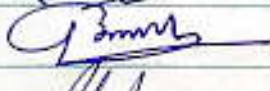


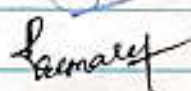
handled a session on 'Revised NAAC Accreditation: Prospects and Challenges' which had been an eye-opener to all Teaching Staff.

5. Awareness Programme on Covid 19 - To be conducted on 24.02.2020

As the first Covid case in India was detected in Thrissur District, Kerala, it had been decided to conduct a Covid Awareness Programme on Feb 24, 2020 under the leadership of Dept of Computer Science and Field Outreach Bureau, Ministry of Information & Broadcasting, Govt of India.

The meeting ended at 12.00 noon.

The members present were:

- | | | |
|----|------------------------------------------|---------------------------------------------------------------------------------------|
| 1. | Dr Shaji Paul (Principal) |  |
| 2. | Dr Simi Varghese (Coordinator-in-charge) |  |
| 3. | Dr Binu P Chacko (Joint Coordinator) |  |
| 4. | Dr Melu Maria Anto (Member) |  |
| 5. | Ms Rincy T A (Member) |  |
| 6. | Dr Binuj Jose (Member) |  |
| 7. | Dr Jibish Mathew (Member) |  |
| 8. | Mr Tony Mathew (Member) |  |
| 9. | Ms Rosemary P G (Member) |  |

IQAC Meeting - 16.03.2020

A meeting of the IQAC was convened at 11:30 am on Monday, March 16, 2020 in the Conference Hall of Main Academic Block.

The agenda of the meeting was:

1. Clarification of Doubts - AQAR 2018-19
2. Yoga and Healthcare Webinar to be conducted on 17.05.2020
3. Reconnect and Teach - Webinars. 25.05.20 to 29.05.2020
4. Covid-19 - Awareness Programme - Evaluation
5. Interest Free Loans - Teaching, Non Teaching Staff & Students

The IQAC clarified the doubts raised by certain members regarding the new format of AQAR 2018-19. As Kerala state was in the grip of lockdown and much anxiety and apprehensions were in the minds of staff, it had been decided to conduct a webinar on 'Yoga and Health Care' on May 17, 2020. The alumnus of Dept of Psychology, Mr Anil Abraham, a Bangalore based Yoga master has been decided as the Resource Person.

Due to Covid-19, the entire education system has to go online. The IQAC had involved in a pioneering discussion to authorize the Dept of Computer Science to prepare and equip the rest of the teaching staff to meet the new demands of teaching-learning in the backdrop of Covid-19.

The awareness programme in the wake of Covid-19 conducted in association with the Field Outreach Bureau, Ministry of Information and Broadcasting, Govt of India was a grand success.



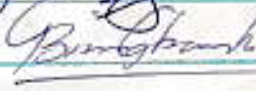



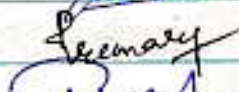


Dr U R Rahul, Chief Medical Officer and Technical Member, Cyber Vigilance Unit of Kerala Awareness,

Sri Binji C Jacob, District Co-ordinator, Health Inspector and Convenor of IEC, Thiruvananthapuram and Sri George Mathew Asst Director, Field Outreach Bureau, Ministry of Information and Broadcasting, Govt of India handled various sessions.

It had been decided to grant interest free loans to teachers and non-teaching staff for educational purposes of their children/ to purchase laptops/tablets, PCs/medical treatment/building-construction purposes etc. It was also decided to give concessions to students in the case of remittance of fees, medical treatment, flood situations etc.

The detailed meeting ended at 1:00 pm.

The members present were:

- | | | |
|-----------------------|--------------------------|---------------------------------------------------------------------------------------|
| 1. Dr Shaji Paul | (Principal) |  |
| 2. Dr Simi Varghese | (Co-ordinator in-charge) |  |
| 3. Dr Bina P Chacko | (Joint Co-ordinator) |  |
| 4. Dr Milu Mania Anto | (Member) |  |
| 5. Ms Rizey T A | (Member) |  |
| 6. Dr Jibish Mathew | (Member) |  |
| 7. Ms Rosemary P ly | (Member) |  |
| 8. Dr Binoy Jose | (Member) |  |
| 9. Mr Tony Mathew | (Member) |  |

IQAC Meeting - 07.05.2020

A meeting of the IQAC was convened at 11.00 am on Thursday, May 7, 2020 in the Conference Hall of Main Academic Block. The matters discussed were the following:

1. Homage to Dr Dhanya Menon, IQAC Co-ordinator
 Dr Dhanya Menon, Associate Professor, Dept of English and IQAC Co-ordinator succumbed to her illness on April 7, 2020. She had ably guided the IQAC for two cycles. IQAC paid tributes to the memory of Dr Dhanya Menon. The meeting also discussed to constitute an Endowment to conduct annual Memorial Lecture Series in her name. Dept of English will be given the duty of organizing this Memorial Event.
2. Reconstituted IQAC
 IQAC had been reconstituted keeping in view the latest UGC Guidelines and Procedures. Dr Sini Varghese who had been working as the in-charge had been nominated as the new IQAC Co-ordinator by the Principal.
3. Reconnect and Teach - FDP were in full swing
 Ongoing preparations by the Dept of Computer Science with videos and tutorials to equip the teachers to move to the online mode of teaching. As many teachers are less tech-savvy, Team Computer Science is involved in the herculean task of preparing user-friendly teaching tools to the teaching fraternity. It had been decided to conduct the FDP 'Reconnect and Teach' from May 25 to May 29, 2020.




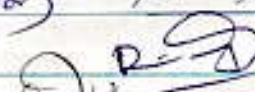


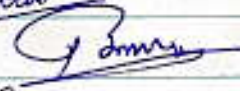
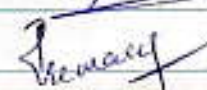
4. Extending Special Counselling to Covid patients
 In view of the increasing number of Covid cases, the Post Graduate and Research Dept of Psychology had been authorized to extend their activities of counselling cell to Covid patients and other needy persons.

5. Yoga and Healthcare -17.05.2020
 Discussed the ongoing preparations for the Webinar on 17.05.2020.

6. Academic Year Plan 2020-2021
 Discussions were conducted and authorized all Heads of Departments to furnish the Academic Year Plan by May 25, 2020.

The meeting ended at 1:30 pm.

The members present were:

1. Dr Shaji Paul (Principal) 
2. Dr Simi Varghese (Co-ordinator-in-charge) 
3. Dr Binu P Chacko (Joint Coordinator) 
4. Ms Riney TA (Member) 
5. Dr Mila Maria Anto (Member) 
6. Dr Jobish Mathew (Member) 
7. Dr Binoy Jose (Member) 
8. Ms Rosemary P Jy (Member) 



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01.06.2020

Action Taken Reports of the IQAC Meeting dated 07.05.2020

Venue	Online\ Google Meet
Date	07.05.2020

Action taken on the suggestions of the IQAC Meeting dtd 07.05.20:

1	Homage to Dr Dhanya It is decided to constitute an Endowment to conduct annual Memorial Lecture series in fonding memory of Dr Dhanya Menon, Dept of English will organise this memorial event every year.		
2	IQAC Reconstituted The reconstituted IQAC members are as follows:		
	IQAC Portfolio	Name	Designation
1	Chairperson	Dr Shaijan Paul	Principal
2	Teachers	Dr Sonia Sunny	Vice Principal
3		Dr Binu P Chacko	Assoc. Prof, Dept of Computer Science
4		Dr Mary Paul	HOD, Dept of English
5		Dr Milu Maria Anto	HOD, Psychology
6		Ms.Riney T A	Asst Prof, Dept of Computer Science
7		Dr Binoj Jose	Asst Professor, Dept of Political Science
8		Dr Jibish Mathew	Asst Professor, Dept of Electronics
9		Mr Tony C Mathew	Guest Lecturer, Dept of Commerce
10		Member from Management	Dr Joju K T
11	Administrative Officers	Ms Rosemary P G	Office Supdt
12		Dr Paul Alapatt	Head Accountant
13		Ms Thankamony N T	UD Clerk
14	Nominees from Local Societies\ Students\ Alumnae	Mr Sebi Kadiyan	Member, Pudukad Grama Panchayath
15		Mr Shahil Chacko	College Union Chairman
16		Ms Sreekala M	Asst Professor, Vimala Autonomous College, Trichur



17	Nominees from Employers)	Mr Shamsudheen C A	Secretary, MIC ASAS College, S T Nagar, Trichur
18	Industrialists/ Stakeholders	Mr Sujith E S	Sr Associate of Projects, CTS, Kakkanad
19		Mr Jomy P L	Director, IMS, Trichur
20	IQAC Co-ordinator	Dr Simi Varghese	Assoc. Professor, Dept of Communication & Journalism
3	FDP on Reconnect and Teach FDP on 'Reconnect and Teach' conducted on 25-29 May 2020 was a grand success. IQAC congratulates the Department of Computer Science for preparing user-friendly educational tools to teachers.		
4	Yoga and Healthcare 07.05.20 The webinar on Yoga and Healthcare had been a grand success. One of our alumnus Mr Amal Abraham, a renowned Bangalore based Yoga master conducted the training. This was intended to boost the morale of the staff of Prajyoti amidst Covid pandemic.		
5	Academic Year Plan 2020-2021 Heads of all Departments furnished the academic year plan by May 25.		


Dr Simi Varghese
IQAC Co ordinator




Dr Shaijan Paul
Principal & Chairman