

SCPS/IQAC/2019-20/01

Minutes of IQAC meeting on 11/3/2020.

The first meeting of Internal Quality Assurance Cell was held on 11th March 2020 at 10am at Principal's cabin.

The Agenda for the meeting:

- General discussions on role and functions of IQAC to ensure quality enhancement and sustenance.
- Selection of 7 criteria conveners.

Members Present:

Dr. V.S. Antony	-	Academic Director
Dr. Jose P Abraham	-	Principal
Ms. Philomenal KJ	-	Vice Principal
Ms. Vrunda.S.	-	IQAC Coordinator
Ms. Juiny Rebello	-	Faculty Member
Ms. Nancy Jismon	-	Faculty Member
Ms. Susamma Thomas	-	Faculty Member
Mr. Thomas K J	-	Office Superintendent

[Handwritten signatures of members: Academic Director, Principal, Vice Principal, IQAC Coordinator, Faculty Member, Faculty Member, Faculty Member, Office Superintendent]

Discussions and decisions taken:

The principal Dr. Jose P Abraham welcomed all the members to the meeting. The academic director Dr. V.S. Antony gave a brief description about the need of being accredited and the role of IQAC to ensure quality enhancement and sustenance. He added that the prime task of IQAC is to develop a system of conscious, consistent and catalytic improvement in the performance of institutions. The meeting discussed and decided the conveners for each of the 7 criteria.

Criterion 1: Ms. Susamma Thomas

Criterion 2: Ms. Juiny Rebello

Criterion 3: Ms. Chandanraj S M

Criterion 4: Ms. Nancy Jismon

Criterion 5: Ms. Devi Bharathan

Criterion 6: Mr. Naveen M S

Criterion 7: Ms. K J Philomenal

The IQAC coordinator Ms. Vrunda, S. gave a brief description about each of the 7 criteria and concluded the meeting with a vote of thanks.

Ms. Vrunda S
IQAC Coordinator

[Handwritten signature of Ms. Vrunda S]

Dr. Jose P Abraham
Principal

[Handwritten signature of Dr. Jose P Abraham]



SCPS/IQAC/2019 - 20/02

Minutes of IQAC meeting on 29/5/2020

The meeting of Internal Quality Assurance Cell was held on 29th May 2020 at 2pm at Principal's cabin.

Meeting Agenda:

- Equipping faculty and students to cope up with the online classes during pandemic period.
- Organizing webinars to enhance teaching- learning process.
- Organizing and attending FDPs on online mode.

Members Present:

Dr. Jose P Abraham : Principal
Ms. Philomenal K J : Vice Principal
Ms. Vrunda s : IQAC Coordinator
Ms. Juiny Rebello : Faculty Member
Ms. Nancy Jismon : Faculty Member
Ms. Susamma Thomas : Faculty Member
Ms. Devi Bharathan : Faculty Member
Mr. Naveen M S : Faculty Member

Jose P Abraham
K J
Vrunda
Juiny
Nancy
Susamma
Devi
Naveen

Discussions and decisions taken:

Minutes of the last meeting held on 11th March 2020 was presented by the IQAC Coordinator Ms. Vrunda. S and it was approved by the committee members.

As the college has closed due to Covid- 19 pandemic, the principal insisted the faculty members to initiate online teaching. He also added that faculty members need to attend webinars and FDPs to enhance knowledge.

The faculty members expressed their fear regarding whether all students would have access to the online platform for financial reasons and not having access to the internet due to connectivity issues.

Google classrooms were suggested as one of the platforms which could be used for assisting the teaching learning process.

The IQAC Coordinator Ms. Vrunda. S. instructed the criterion conveners to go through the QnM & QIm Metrics and take initiative for documentation work.

The meeting ended with a vote of thanks proposed by the IQAC Coordinator at 3.30 pm.

Vrunda
Ms. Vrunda S
IQAC Coordinator



Jose P Abraham
Dr. Jose P Abraham
Principal