

# SCPS/IQAC/2020-21/01

## MINUTES OF IQAC MEETING ON 1<sup>st</sup> JUNE 2020

The online meeting of Internal Quality Assurance Cell was held on 20<sup>th</sup> November 2020 at 10 am on Google Meet platform.

### Meeting Agenda

- Discuss on conducting university examination during Covid Pandemic.
- Discuss on mode of conducting Online Class.

### Members Present:

Dr. Jose P Abraham, Principal

Ms. K J Philomenal, Vice Principal

Ms. Vrunda S, IQAC Coordinator

Ms. Juiny Rebello, Faculty Member

Ms. Nancy Jismon, Faculty Member

Ms. Susamma Thomas, Faculty Member

Mr. Chandan Raj S M

Mr. Naveen M S

*Dr. Jose P Abraham*  
*K J Philomenal*  
*Vrunda S*  
*Juiny Rebello*  
*Nancy Jismon*  
*Susamma Thomas*  
*Chandan Raj S M*  
*Naveen M S*

### Discussions & Decisions taken:

Due to the Covid-19 pandemic the meeting was organized using video conferencing mode. IQAC presented the agenda for the meeting. The IQAC coordinator Ms. Vrunda S presented the minutes of the last meeting and the committee members approved that.

The meeting mainly discussed about the preparations that can be put in place to conduct the university exams and to take online classes during COVID 19 pandemic.

It was decided to make all necessary arrangements for students to write the exam without any hurdle and create safe and hygienic environment.

- The meeting proposed to provide hand washing facility at the entrance.
- It was decided to buy thermal scanner, provide the students sanitizer and provide the invigilator gloves. Wearing of mask is compulsory for everyone.
- Project Evaluation shall be conducted internally and the proposed dates are 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> June 2020.

The IQAC decided to utilize maximum the online learning opportunities and to organise webinars. The departments also should take initiative to conduct online sessions which can enhance teaching learning process. IQAC briefed about the importance of attending Online Faculty Development Programme.

The meeting wined up with a vote of thanks proposed by IQAC Coordinator Ms. Vrunda S.

  
Ms. Vrunda S  
IQAC Coordinator

  
Dr. Jose P Abraham  
Principal



SCPS/IQAC/2020-21/02

MINUTES OF IQAC MEETING ON 8<sup>th</sup> JANUARY 2021.

The meeting of Internal Quality Assurance Cell was held on 8<sup>th</sup> January 2021 at 2 pm @ principal's office.

Meeting Agenda

- Commencement of offline classes.
- MOOC Course on Organic farming
- Staff Orientation Program
- MoU Collaboration
- Commencement of Certificate Program.

Members Present:

Dr. Jose P Abraham, Principal

Ms. K J Philomenal, Vice Principal

Ms. Vrunda S, IQAC Coordinator

Ms. Juiny Rebello, Faculty Member

Ms. Nancy Jismon, Faculty Member

Ms. Susamma Thomas, Faculty Member

Mr. Chandan Raj S M

Mr. Naveen M S

*Rep Abraham*

*Vrunda S*

*Juiny*

*Nancy*

*Susamma*

*Chand*

*Naveen*

Action Taken Report

The college made all necessary arrangements for students for writing the examination without any hurdle and create safe and hygienic environment like hand washing facility, sanitizer, bought thermal scanner, cleaning exam hall before and after examination etc

The members evaluated the activities conducted during lock down and expressed their satisfaction and appreciation.

Discussions and Decisions taken

- As the offline sessions are commencing, all faculty have to be present in the college from Monday, 11<sup>th</sup> January 2021 onwards.

- Saturday will be a working day.
- The constitution of the COVID 19 Monitoring Committee can create safe and hygiene environment.
- As part of the curriculum, MOOC course on Organic Farming is mandatory for 2020 admission UG students. The departments should take initiative for the same.
- The placement cell should take initiative to provide online and offline sessions to final year students.
- IQAC proposed to conduct an orientation program on NEP for the faculty members and a training program for non-teaching staff.
- To enrich the curriculum IQAC suggested to commence certificate programs on online platform immediately.
- Principal pointed out that our collaboration with reputed organizations through MoUs to be enhanced by various departments.

The meeting ended up with a vote of thanks proposed by Ms. Vrunda S, IQAC coordinator at 4pm.



Ms. Vrunda S  
IQAC Coordinator



Dr. Jose P Abraham  
Principal

