

SCPS/IQAC/2021-22/01

MINUTES OF IQAC MEETING ON 6<sup>th</sup> AUGUST 2021

The meeting of Internal Quality Assurance Cell was held on 6<sup>th</sup> August 2021 at 10 am at principal's office.

Meeting Agenda

To clarify the doubts of criterion conveners on Metrics.

Members Present:

Rev. Dr. Marian Arackal , Manager

Dr. V S Antony, Academic Director

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 SM

Mr. Naveen M S

Dr. Tharanath R, IQAC Coordinator, Aquinas College

*Marian Arackal*  
*V S Antony*  
*Jose P Abraham*  
*K J Philomenal*  
*Vrunda S*  
*Juiny*  
*Nancy*  
*Susamma*  
*Chand*  
*Naveen*  
*Tharanath*

Discussions & Decisions taken:

The Principal Dr. Jose P Abraham welcomed all members to the meeting.

Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting

Dr. Tharanath R , Asst. Professor and IQAC Coordinator of Aquinas College clarified the doubts of conveners on Quantitative and Qualitative Metrics of each seven criterion.

The manager Rev. Dr. Marian Arackal assured all support and assistance to the staff members for the accreditation process of the college.

As there being no other matter, the meeting concluded with a vote of thanks proposed by IQAC Coordinator at 11.30 am.

*Vrunda S*  
Ms. Vrunda S  
IQAC Coordinator



*Jose P Abraham*  
Dr. Jose P Abraham  
Principal

SCPS/IQAC/2021-22/02

MINUTES OF IQAC MEETING ON 2<sup>nd</sup> SEPTEMBER 2021

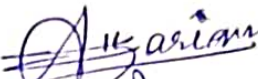
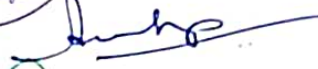


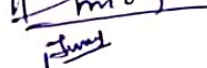






The meeting of Internal Quality Assurance Cell was held on 2<sup>nd</sup> September 2021 at 10.30 am.

Meeting Agenda

To discuss on Provisional Accreditation Council and its relevance.

To discuss on various activities to be conducted which can enhance teaching learning process.

Members Present:

- Rev. Dr. Marian Arackal , Manager 
- Dr. V S Antony, Academic Director 
- 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 SM 
- Mr. Naveen M S 
- Dr. Tharanath R, IQAC Coordinator, Aquinas College 

Discussions & Decisions taken:

The Principal Dr. Jose P Abraham welcomed all members to the meeting.

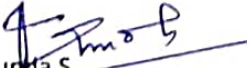
Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting

The meeting discussed about the Provisional Accreditation Council after attending the online webinar on PAC.

The meeting decided that it would be better to go for PAC in order to assess the eligibility to apply for the Comprehensive Assessment and Accreditation by NAAC.

The meeting decided to conduct various programs which can ensure quality sustenance.

The meeting concluded with a vote of thanks proposed by IQAC Coordinator at 12pm .

  
Ms. Vrunda S  
IQAC Coordinator

  
Dr. Jose P Abraham  
Principal



SCPS/IQAC / 2021 - 22/03

**MINUTES OF IQAC MEETING ON 17<sup>th</sup> OCTOBER 2021**

The meeting of Internal Quality Assurance Cell was held on 17<sup>th</sup> October 2021 at 2 pm at principal's office.

**Meeting Agenda**

- Review the action taken on last meeting decisions
- Decide to conduct orientation programs for fresher students.
- Decide to conduct internal examinations and parent – teacher interaction in order to improve teaching learning process.

**Members Present:**

Rev. Dr. Marian Arackal , Manager

Dr. V S Antony, Academic Director

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

Handwritten signatures of the members present at the meeting, including Marian Arackal, V S Antony, Jose P Abraham, K J Philomenal, Vrunda S, Juiny Rebello, Nancy Jismon, Susamma Thomas, Chandan Raj S M, and Naveen M S.

**Action Taken Report**

Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting.

- The Department of Management Studies conducted an Online Faculty Development Programme titled "Creative Thinking & Teaching Pedagogy" during the month of October.
- The PG Department of Commerce conducted webinars for the students on various topics like 'Practical Accounting & Tax', 'World of Business' and 'Introduction to Mutual Fund', 'Modern Investment Techniques', 'Women Empowerment' & "corporate challenges in management security system"
- Conducted internal examination for UG & PG students.
- The departments initiated certificate courses on various topics including value education, Indian Constitution etc.
- Signed in MoU with various industrial institutions in order to provide the students an additional opportunities to have practical experience.

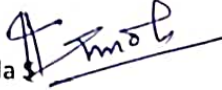
**Discussions & Decisions**

- It was decided to conduct orientation programs for first year UG & PG students in order to make them familiar with the culture and climate of the institution.

- To improve the Teaching – Learning process, the second internal examinations for S3 & S5 UG students and S3 PG students should be conducted and also parent – teacher interaction should be arranged.

The meeting ended with a vote of thanks proposed by vice principal Ms. K J Philomenal at 4 pm.

Ms. Vrunda  
IQAC Coordinator



Dr. Jose P Abraham  
Principal



SCPS/IQAC/2021-22/04

MINUTES OF IQAC MEETING ON 11<sup>th</sup> JANUARY 2022

The meeting of Internal Quality Assurance Cell was held on 11<sup>th</sup> January 2022 at 10 am at principal's cabin.

Meeting Agenda

- Review the action taken on last meeting decisions.
- Decide to conduct NAAC Orientation Programs & FDPs.
- Decide to conduct internal examinations, seminars, workshops etc.

Members Present:

Rev. Dr. Marian Arackal , Manager

Dr. V S Antony, Academic Director

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

*Marian*  
*Antony*  
*Jose P Abraham*  
*K J Philomenal*  
*Vrunda S*  
*Juiny*  
*Nancy*  
*Susamma*  
*Chandan*

Action Taken Report

Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting.

- Conducted internal examination for S3 and S5 UG & S3 PG students.
- Conducted Orientation Programs for first year UG & PG students .
- Parent – Teacher interaction helped to collect their feedback on curricular and co-curricular activities.

Discussions & Decisions

- It was decided to conduct orientation program on NAAC Assessment & Accreditation Process and FDP.
- To improve the Teaching – Learning process, the internal examinations for S1, S4 & S6 UG students and S1 & S4 PG students should be conducted .
- It was decided to conduct more programs which can provide awareness on gender equity among the students.
- Provide platform to the students to improve their skills and abilities on various aspects.



The meeting ended up with a vote of thanks proposed by faculty member Ms. Juiny Rebello.

  
Ms. Vrunda S.

IQAC Coordinator

  
Dr. Jose P Abraham

Principal



SCPS/IQAC/2021-22/05

**MINUTES OF IQAC MEETING ON 22<sup>nd</sup> MARCH 2022**

The meeting of Internal Quality Assurance Cell was held on 22<sup>nd</sup> March 2022 at 10 am at principal's cabin.

**Meeting Agenda**

- Review the action taken on last meeting decisions.
- Appoint joint coordinators to IQAC.
- Provide platform to exhibit the co-curricular skills of the students.
- Provide platform to improve the technical skills of the students.

**Members Present:**

Rev. Dr. Marian Arackal , Manager

Dr. V S Antony, Academic Director

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

Handwritten signatures of the members present at the meeting, including Rev. Dr. Marian Arackal, Dr. V S Antony, Dr. Jose P Abraham, Ms. K J Philomenal, Ms. Vrunda S, Ms. Juiny Rebello, Ms. Nancy Jismon, Ms. Susamma Thomas, Mr. Chandan Raj S M, and Mr. Naveen M S.

**Action Taken Report**

Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting and the committee members approved that.

- Conducted internal examination for all UG & PG students.
- Conducted Orientation Program on National Assessment and Accreditation Process on 13<sup>th</sup> January 2022. The resource person was Dr. Tharanath R, IQAC Coordinator, Aquinas College.
- Conducted FDP on Resilience and Health on 13<sup>th</sup> January 2021. The resource person was Ms. Ani Susan Philip, PGT Psychologist and Counsellor, Navy Children School, Kochi.
- The Department of Computer Science conducted a session on National Girl Child Day.
- The Department of Management Studies Conducted a webinar on "Creating a Generation of Unstoppable Women" on National Girl Child Day on 24<sup>th</sup> January. The resource person was Ms. Susan S Assistant professor, SDNB Vaishnav College, Chennai.
- One day Inter Collegiate Seminar on GST Return Filing – a Practical Approach was conducted by Department of Commerce on 2<sup>nd</sup> March 2022. The resource person was Mr. Antony Joseph, Gst Practitioner.
- ED Club and Department of Management Studies jointly organize an interactive session with successful entrepreneur, N A Muhammed Kutty, Managing Director, Falcon Group in order to inculcate entrepreneurial skills and aspirations among the students.

### Discussions & Decisions

- Rev. Dr. Marian Arackal, Manager appointed Dr. Chandan Raj S M and Mr. Naveen M S as joint coordinators of IQAC.
- It was decided to organize Union Day & Arts Day in order to exhibit the skills and competencies of students in various co-curricular and cultural activities.
- Provide platform to the students to improve their skills and abilities on various aspects.
- The IQAC appreciated the departments, clubs & cells and NSS for conducting various events and activities which can ensure quality sustenance during the academic year.

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

  
Ms. Vrunda S  
IQAC Coordinator

  
Dr. Jose P Abraham  
Principal

