

MINUTES OF IQAC MEETING ON 3rd JUNE 2022

The meeting of Internal Quality Assurance Cell was held on 3rd June 2022.

Meeting Agenda

- Review the action taken on last meeting decisions.
- Discuss on proposed activities for the Academic Year: 2022 – 2023.
- Discuss on Certificate Courses.
- Discuss on Career Guidance Program.
- Discuss on Skill Enhancement Program.
- Discuss on Environment Day Activities.
- Appoint conveners for Criterion 5 & 7.

Members Present:

Rev. Dr. Marian Arackal, Manager

Dr. V S Antony, Academic Director

Prof. Dr. M A Solomon, Principal

Ms. Vrunda S, IQAC Coordinator

Mr. Chandan Raj S M, IQAC Joint Coordinator

Mr. Naveen M S, IQAC Joint Coordinator

Ms. Juiny Rebello, Faculty Member

Ms. Nancy Jismon, Faculty Member

Ms. Susamma Thomas, Faculty Member

Mr. K J Thomas, Office Superintendent

Action Taken Report

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

After verifying the proposals of activities presented by departments, clubs, committees and NSS. The principal Prof. Dr. MA Solomon and IQAC Coordinator Ms. Vrunda S insisted to conduct only those programs which can ensure quality enhancement and sustenance.

Discussions & Decisions

- The meeting mainly discussed on the activities proposed to be conducted in the Academic Year: 2022- 2023 by Departments, NSS, cells and clubs.
- The meeting discussed about the certificate courses proposed to be offered by the departments.

- The meeting decided to conduct more Career Guidance Program and Skill Enhancement Program for the development of student community.
- IQAC Coordinator, Ms. Vrunda S pointed out that we should focus on various activities on Research & Development, Entrepreneurial Development, Intellectual Property Rights, Constitution etc. and conduct various programs which ensures holistic development of the students. She also briefed about the importance of establishing a mentoring cell in order to extend support and guidance to the students.
- The meeting discussed on the events to be conducted as part of Environment Day on June 5th.
- The meeting decided to appoint Ms. Shajeni Justin & Ms. Anchu P R as conveners of Criteria 5&7 respectively.

At the end of the meeting, IQAC Joint Coordinator, Mr. Naveen M S proposed vote of thanks.


Ms. Vrunda S
IQAC Coordinator


Prof. Dr. M A Solomon
Principal



SCPS/IQAC/2022-23/02

MINUTES OF IQAC MEETING ON 21st JULY 2022

The meeting of Internal Quality Assurance Cell was held on 21st July 2022.

Meeting Agenda

- Review the action taken on last meeting decisions.
- Review the criteria- wise work.
- Discuss on Extension and Out each programs.

Members Present:

Rev. Dr. Marian Arackal, Manager

Dr. V S Antony, Academic Director

Prof. Dr. M A Solomon, Principal

Ms. Vrunda S, IQAC Coordinator

Mr. Chandan Raj S M, IQAC Joint Coordinator

Mr. Naveen M S, IQAC Joint Coordinator

Ms. Juiny Rebello, Faculty Member

Ms. Nancy Jismon, Faculty Member

Ms. Susamma Thomas, Faculty Member

Ms. Anchu PR, Faculty Member

Ms. Shajeni Justin, Faculty Member

Mr. K J Thomas, Office Superintendent

Action Taken Report

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

- As part of Environment Day, the Department of English conducted Micro Green Competition and Wonder from Waste.
- The Department of Computer Science conducted workshop on P C Hardware & Assembling and also on Security Vulnerabilities of IOT. They conducted an awareness session on "E Waste Management".
- The Department of Commerce conducted Career Guidance Program for the final year students.

- The Department of Commerce conducted a seminar on "Research Methodology"; the resource person was Mr. Aldrin Joseph, Asst. Professor, Bharat Mata College, Thrikkakkara and also conducted intra- department competitions on management practices.

Discussions & Decisions

- The criteria conveners updated the present status of their work.
- The joint Coordinator Dr. Chandan Raj S M suggested to increase the number of MoUs with Industrial institutions and Joint Coordinator Mr. Naveen MS suggested to conduct more out reach programs.
- The meeting decided to focus on conducting extension activities and outreach programs with the support of NSS, departments and other clubs.

At the end of the meeting, IQAC Coordinator, Ms. Vrunda S proposed vote of thanks.


Ms. Vrunda S
IQAC Coordinator


Prof. Dr. M A Solomon
Principal



MINUTES OF IQAC MEETING ON 22nd AUGUST 2022

The meeting of Internal Quality Assurance Cell was held on 22nd August 2022 at 10 am at principal's office.

Meeting Agenda

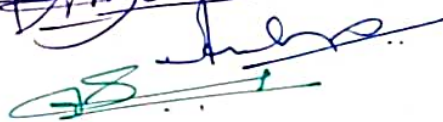
- Review the action taken on last meeting decisions.
- Discuss on commencement of first year graduation classes.
- Commencement of certificate courses.
- Discuss on celebrating Onam with students' participation in cultural events.

Members Present:

Rev. Dr. Marian Arackal, Manager



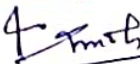
Dr. V S Antony, Academic Director



Prof. Dr. M A Solomon, Principal



Ms. Vrunda S, IQAC Coordinator



Mr. Chandan Raj S M, IQAC Joint Coordinator



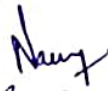
Mr. Naveen M S, IQAC Joint Coordinator



Ms. Juiny Rebello, Faculty Member



Ms. Nancy Jismon, Faculty Member



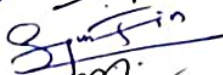
Ms. Susamma Thomas, Faculty Member



Ms. Anchu PR, Faculty Member



Ms. Shajeni Justin, Faculty Member



Mr. K J Thomas, Office Superintendent



Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting and it was approved by the members.

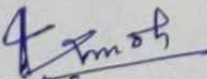
Action Taken Report

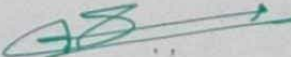
- As part of 76th Independence Day, at the department level all departments conducted programs like poster designing competition, patriotic song competition, Heritage Walk etc. and at the college level, the manager has hoisted the national flag and the staff and students took the pledge to perform their fundamental duty to strive towards excellence in all spheres of their activity.
- The Department of Computer Science conducted an awareness session on E Waste Management.
- The Department of Management Studies opened up a library for BBA students at the Department. To improve the presentation and inter personal skill and also to gain knowledge on Indian Constitution, they conducted a Debate on 'Constitutional Reservation'. A session with Mr. Sanju P Cherian 'Challenge Yourself' helped to improve the motivational level of students.
- The Department of English conducted a session on 'Language Aesthetic and Literature' to improve the linguistic skill of the students.

Discussions & Decisions taken

- The first year UG class is proposed to be commenced on 1st September 2022.
- Prof. Dr. M A Solomon pointed out to conduct orientation programs to the freshers.
- Ms. Vrunda S, IQAC Coordinator briefed about the importance of providing bridge course to newly admitted students, she added that it would help to bridge the gap between the subjects already studied and subjects they would be studying in graduation.
- Rev. Dr. Marian Arackal insisted the members to ensure proper functioning of Anti Ragging Cell and ICC to prevent any kind of harassment and torturing.
- It was decided to celebrate the 'Onam' with active participation of students in various cultural and sports games like Thiruvathira, Tug of War, Sinkari Melam, Onam songs etc. It is proposed to celebrate on 2nd September, 2022.

The meeting comes to an end at 11.30 am with a vote of thanks proposed by IQAC Coordinator, Ms. Vrunda S .


Ms. Vrunda S
IQAC Coordinator


Prof. Dr. M A Solomon
Principal



SCPS/IQAC/2022-23/04

MINUTES OF IQAC MEETING ON 31ST OCTOBER 2022

The meeting of Internal Quality Assurance Cell was held on 31ST October 2022 at 10 am at principal's office.

Meeting Agenda

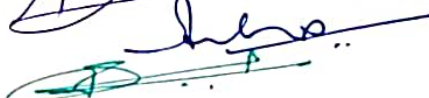
- Review the action taken on last meeting decisions.
- Discuss on the importance of conducting skill enhancement program.
- Discuss on internal examinations and parent – teacher interaction.
- Discuss on conducting NAAC orientation Program.
- Appoint conveners for Criteria.

Members Present:

Rev. Dr. Marian Arackal, Manager



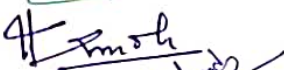
Dr. V S Antony, Academic Director



Prof. Dr. M A Solomon, Principal



Ms. Vrunda S, IQAC Coordinator



Mr. Chandan Raj S M, IQAC Joint Coordinator



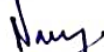
Mr. Naveen M S, IQAC Joint Coordinator



Ms. Juiny Rebello, Faculty Member



Ms. Nancy Jismon, Faculty Member



Ms. Susamma Thomas, Faculty Member



Ms. Anchu P R, Faculty Member



Ms. Shajeni Justin, Faculty Member



Mr. K J Thomas, Office Superintendent



Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting and it was approved by the members.

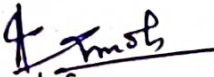
Action Taken Report

- The first year UG classes commenced on 1st September 2022 and faculty with the support of student volunteers ensures their presence at any particular time at all the locations to prevent ragging activities.
- The departments commenced certificate programs for the current academic year on various topics including Human Values, Sustainable agricultural System, Innovative approach to start up, AI, Natural Disaster Management etc.
- The staff and students celebrated 'Onam' with active participation of students in various cultural and sports games like Thiruvathira, Tug of War, Sinkari Melam, Onam songs etc. on 2nd September, 2022.
- The Department of English took an initiative of Book Donation Drive.
- The NSS of the college in association with Volunteers For India (NGO) conducted beach cleaning program at M G Beach, Fortkochi.
- The Department of Management Studies conducted an Industrial Visit at Magical Planet & Kinfra, Trivandrum and also, they conducted Student – Teacher Competition as part of World Teacher's Day.
- IQAC conducted 1 week Orientation Program for first year graduate students on various topics like Students Life & Goals, Know Your Inner Strength, Mental Health & Stress Management, Road Ahead For Youngsters, Yoga And Meditation And Self Realization.

Discussions & Decisions taken

- Decided to conduct internal exams for Semesters 1, 3 & 5 and also parent – teacher interaction during the month of November.
- IQAC briefed about the importance of conducting skill enhancement program, outreach and extension activities, experiential and participative learning programs etc.
- It was decided to conduct NAAC Orientation Program for teaching and non- teaching staff by external consultant.
- The meeting decided to appoint Ms. Linda Shiffy, Ms. Soumya P N & Ms. Lakshmi K R as conveners of Criteria 1, 3 & 6 respectively.

The meeting comes to an end at 11am with a vote of thanks proposed by IQAC Joint Coordinator, Mr. Chandan Raj S M.


Ms. Vrunda S
IQAC Coordinator


Prof. Dr. M A Solomon
Principal



MINUTES OF IQAC MEETING ON 28th FEBRUARY 2023

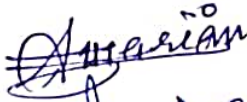
The meeting of Internal Quality Assurance Cell was held on 28th February 2023 at 10 am at principal's office.

Meeting Agenda

- Review the action taken on last meeting decisions.
- Review of Criteria work.
- Discuss on Alumni Meet, placement drive, renewal of MoUs etc.
- Discuss on conducting a session on OBE.

Members Present:

Rev. Dr. Marian Arackal, Manager



Dr. V S Antony, Academic Director



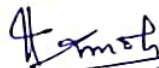
Prof. Dr. M A Solomon, Principal



Ms. K J Philomenal, Vice- Principal



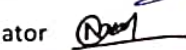
Ms. Vrunda S, IQAC Coordinator



Mr. Chandan Raj S M, IQAC Joint Coordinator



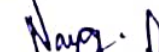
Mr. Naveen M S, IQAC Joint Coordinator



Ms. Juiny Rebello, Faculty Member



Ms. Nancy Jismon, Faculty Member



Ms. Linda Shiffy, Faculty Member



Ms. Anchu P R, Faculty Member



Ms. Shajeni Justin, Faculty Member



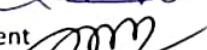
Ms. Soumya P N, Faculty Member



Ms. Lakshmi K R, Faculty Member



Mr. K J Thomas, Office Superintendent



Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting and it was approved by the members.

Action Taken Report

- All departments conducted internal examinations in centralized system and also student-parent- teacher interactions.
- IQAC conducted an orientation program on "Preparations for NAAC Assessment & Accreditation" for all teaching and non-teaching staff. The resource person was Mr. Harry Cleetus, former principal, St. Albert's College, Ernakulam.
- Signed in an MoU with AI – Ameen College under Margadarshan Scheme.
- NSS of the college conducted many numbers of community service programs.
- The Department of Management Studies initiated an extension Program of "Build a Library" at St. Lawrence UP School, Edakochi.

Discussions & Decisions taken

- The conveners of each seven criterion presented the present status of their criteria work and they have pointed out their requirements for the same
- Principal pointed out the renewal of existing MoUs and enhance the industrial MoUs.
- IQAC suggested to conduct experiential and participative learning programs.
- It was decided to conduct a session on 'Outcome Based Education" for faculty members by an external consultant.
- It was proposed by the IQAC to conduct placement drive & alumni interaction.

The meeting comes to an end at 11am with a vote of thanks proposed by IQAC Coordinator, Ms. Vrunda S.



Ms. Vrunda S
IQAC Coordinator



Prof. Dr. M A Solomon
Principal

Dr. M. A. Solomon
Principal
Siena College of Professional Studies
Cochin
Phone: 482 010

MINUTES OF IQAC MEETING ON 5TH MAY 2023

The meeting of Internal Quality Assurance Cell was held on 5th May 2023 at 10 am at principal's office.

Meeting Agenda

- Review the action taken on last meeting decisions.
- Review of Criteria work.
- Evaluation of academic & non- academic activities.

Members Present:

Rev. Dr. Marian Arackal, Manager

Dr. V S Antony, Academic Director

Prof. Dr. M A Solomon, Principal

Ms. K J Philomenal, Vice- Principal

Ms. Vrunda S, IQAC Coordinator

Mr. Chandan Raj S M, IQAC Joint Coordinator

Mr. Naveen M S, IQAC Joint Coordinator

Ms. Juiny Rebello, Faculty Member

Ms. Nancy Jismon, Faculty Member

Ms. Linda shiffy, Faculty Member

Ms. Anchu P R, Faculty Member

Ms. Shajeni Justin, Faculty Member

Ms. Soumya P N, Faculty Member

Ms. Lakshmi K R, Faculty Member

Mr. K J Thomas, Office Superintendent

Ms. Vrunda S, IQAC Coordinator presented the minutes of last meeting and it was approved by the members.

Action Taken Report

- IQAC organized a session on 'Outcome Based Education" for faculty members by an external consultant Dr. Bruce Mathew, Principal Mar Elias College, Kottappady.
- NSS of the college conducted many numbers of community service programs.
- Signed in Industrial MoUs in order to provide an additional opportunity to learn in new field of knowledge.
- The Department of Management studies conducted Alumni Meet with 2017- 20 batch BBA students.

Discussions & Decisions taken

- The conveners presented the Criteria work of each seven metrics and the IQAC evaluated and gave suggestions on the preparation of supporting documents. IQAC pointed out the areas where the performance can be enhanced.
- The meeting discussed the Best Practices of the institution.
- The meeting decided to analyse the results of graduating batch of current year immediately after publishing S6 results.
- The academic director suggested to send a request letter to the Controller of Examination, MG University to avail the certified list of pass percentage.
- IQAC appraised the departments and cells & committees for conducting events and activities which can ensure quality sustenance during the academic year.
- The principal suggested to organize a placement drive for the outgoing students of the college and for the job seekers from the community.

The meeting comes to an end at 11.30 am with a vote of thanks proposed by IQAC Coordinator, Ms. Vrunda S.


Ms. Vrunda S
IQAC Coordinator


Prof. Dr. M A Solomon
Principal

