



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2018-19**

Minutes of IQAC Meeting

Date: 8/6/18

Venue: IQAC Hall

Time: 1.30-3.15 pm

SI No	Discussion Points/Agenda	Decision Taken
1	Annual Action Plan	Departments will be informed regarding action plan presentation and schedule of presentation will be intimated. Instructions regarding the same will be communicated after criteria wise discussions by IQAC members
2	Criteria assigned for each IQAC member	Seven criteria were assigned to each IQAC member and were instructed to give a presentation before team members and Principal Criteria.1- Mr. Anish Thomas Criteria 2- Dr. Tina Sebastian Criteria 3- Dr. Tony Thomas Criteria 4- Mr. Justin Jose Criteria.5 -Mr. Subin Varghese Criteria.6- Rev.Fr. Dinoy Mathew Criteria.7- Mr. K. George Thomas
3	Faculty orientation on Revised framework	A one day orientation program was suggested for the faculty of the college where IQAC members will present their criteria and clear the doubts of the faculty

IOAC Members present

1. Dr. Tina Sebastian
2. Rev. Fr. Dinoy Mathew
3. Mr. Justin Jose
4. Mr. Subin Varghese
5. Dr. Tony Thomas
6. K. George Thomas

IQAC Co-ordinator


 Principal



Principal
 Deva Matha College
 Kuravilangad - 686 013

Minutes of IQAC Meeting

Date: 1/7/18

Venue: IQAC Hall

Time: 1.30-4.15 pm

SI No	Discussion Points/Agenda	Decision Taken
1	Criteria wise Presentation	Criteria 1 was presented by Mr. Anish Thomas and was deliberated upon. Important points to be considered while proposing action plan were discussed
2	Add on Courses (Multidisciplinary)	Add on courses for first year students should be introduced as part of curriculum enrichment (Criteria.1). A senior faculty should be given charge of coordinating the same.

IOAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew

3. Mr. Justin Jose

4. Mr. Subin Varghese

5. Dr. Tony Thomas

6. K. George Thomas

IQAC Co-ordinator




Principal

Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Venue: IQAC Hall

Date 4/7/18

Time: 1.30-4.15 pm

Sl No	Discussion Points/Agenda	Decision Taken
1	Criteria wise Presentation	Criteria 2 and 3 were presented by Dr. Tina Sebastian and Dr. Tony Thomas and was deliberated upon. Important points to be considered while proposing action plan were discussed
2	Feedback Mechanism	It was decided that the different feedback mechanisms may be made easy and paperless through google forms. Curriculum survey, student satisfaction survey and Teacher feedback from students is to be taken using google forms

IQAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew

3. Mr. Justin Jose

4. Mr. Subin Varghese

5. Dr. Tony Thomas

6. K. George Thomas

IQAC Co-ordinator



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Principal

Principal
Deva Matha College
Kuravilangad - 686 033

Minutes of IQAC Meeting

Date: 5/7/18

Venue: IQAC Hall

Time: 1.30-4.15 pm

Sl No	Discussion Points/Agenda	Decision Taken
1	Criteria wise Presentation	Criteria 4 and 5 were presented by Mr. Justin Jose and Mr. Subin Varghese and was deliberated upon. Important points to be considered while proposing action plan were discussed

IOAC Members present

1. Dr. Tina Sebastian
2. Rev. Fr. Dinoy Mathew
3. Mr. Justin Jose
4. Mr. Subin Varghese
5. Dr. Tony Thomas
6. K. George Thomas

IOAC Co-ordinator




Principal

Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date:6/7/18


Venue: IQAC Hall

Time: 1.30-4.15 pm

SI No	Discussion Points/Agenda	Decision Taken
1	Criteria wise Presentation	Criteria 6 and 7 were presented by Mr. K. George Thomas and Rev. Fr. Dinoy Mathew and was deliberated upon. Important points to be considered while proposing action plan were discussed

IQAC Members present

1. Dr. Tina Sebastian
2. Rev. Fr. Dinoy Mathew
3. Mr. Justin Jose
4. Mr. Subin Varghese
5. Dr. Tony Thomas
6. K. George Thomas


IQAC Co-ordinator




Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date: 11/7/18

Venue: IQAC Hall

Time: 1.30-4.15 pm

Sl No	Discussion Points/Agenda	Decision Taken
1	Criteria wise Action Plan Presentation	Criteria wise Action plan was finalized
2	Training Department level IQAC co-ordinators for AQAR data collection	A meeting of the Department level co-ordinators is to be conducted where instruction regarding Action plan formulation at department level is to be discussed
3	Participation in NIRF ranking	It was decided that the institution should register and participate in the NIRF 2019

IOAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew

3. Mr. Justin Jose

4. Mr. Subin Varghese

5. Dr. Tony Thomas

6. K. George Thomas

IOAC Co-ordinator



Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date: 14/08/18
Hall

Venue: IQAC

Time: 3.15-4.15 pm

SI No	Discussion Points/Agenda	Decision Taken
1	Department Annual Plan Presentation	Department Annual plan presentations were scheduled to be conducted ASAP
2	Training of Department level IQAC co-ordinators for Action plan preparation	A meeting of the Department level co-ordinators is to be conducted where instruction regarding data collection of 2017-18 academic year via google drive will be given

IOAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew

3. Mr. Justin Jose

4. Mr. Subin Varghese

5. Dr. Tony Thomas

6. K. George Thomas

IQAC Co-ordinator



Principal
/ Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date: 21/11/18

Venue: IQAC Hall

Time: 1.15-4.15 pm

Sl No	Discussion Points/Agenda	Decision Taken
1	AQAR 17-18 Data collection	Data collection and consolidation of AQAR 17-18 to be completed by early December

IOAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew

3. Mr. Justin Jose

4. Mr. Subin Varghese

5. Dr. Tony Thomas

6. K. George Thomas

IQAC Co-ordinator



Principal

Principal
Deva Matha College
Kuravilangad - 686 631

Minutes of IQAC Meeting

Date: 19/12/18

Venue: IQAC Hall

Time: 1.15-4.15 pm

SI No	Discussion Points/Agenda	Decision Taken
1	AQAR 18-19 Approval for submission	AQAR for the academic year 2017-18 was approved by the IQAC and decided to be uploaded online at the earliest.
2	Faculty Training Programme	A faculty training programme was decided to be organized.

IQAC Members present

1. Dr. Tina Sebastian

2. Rev. Fr. Dinoy Mathew *Dinoy*

3. Mr. Justin Jose *Justin*

4. Mr. Subin Varghese *Subin*

5. Dr. Tony Thomas *Tony*

[Signature]
IQAC Co-ordinator



[Signature]
Principal

[Signature]
Principal
Deva Matha College
Kuravilangad - 686 033

Minutes of IQAC Meeting

Date: 07/01/19

Venue: IQAC Hall

Time: 1.15-4.15 pm

Sl No	Discussion Points/Agenda	Decision Taken
1	AQAR 18-19 Data collection	Documents for Data collection for AQAR 18-19 to be made ready and accessible to the departments
2	Campus Management software	To find financial support to procure efficient campus management software

IQAC Members present

1. Dr. Tina Sebastian
2. Rev. Fr. Dinoy Mathew
3. Mr. Justin Jose
4. Mr. Subin Varghese
5. Dr. Tony Thomas


IQAC Co-ordinator




Principal
Deva Matha College
Kuruvilangad - 686 633

ACTION TAKEN REPORT

(2018-19)

IQAC ensured compliance with regard to the decisions taken at various IQAC meetings during the academic year.

1. The IQAC's suggestion to formulate Action plans of various departments well in advance was communicated to the departments (HOD meeting on 28/9/18) Presentation of annual action plan was carried out during the first half of the academic year itself(2018-19/1)
2. Various criteria under the Revised Accreditation Framework of NAAC was assigned to the IQAC core team members and was discussed and deliberated in subsequent IQAC meetings. Consequently, A one day orientation program was organized on 07/07/18 for the faculty of the college where IQAC members presented their criteria and cleared the doubts of the faculty(2018-19/1) Action plan chalked out by the IQAC core team was communicated to the HoDs and Department level IQAC coordinators for their suggestions, incorporation into department action plans and implementation.
3. Multidisciplinary Add on courses for first year students were introduced with Dr. Brincy Mathew as the chief co-ordinator. Twelve courses, which were of 30 hours duration was made available to the students during the academic year 18-19 (2018-19/2)
4. Feedback mechanisms were made paperless. Students feedback on faculty, Student Satisfaction Survey, Curriculum Survey were conducted using Google forms during 18-19 academic year (2018-19/3)
5. Department level IQAC co-ordinators were enlisted and training given on 22/11/2018 for data acquisition and consolidation using Google Docs(2018-19/5&6)
6. Institution participated in NIRF ranking and was placed among colleges ranked 150-200 (2018-19/6)

7. AQAR for the academic year 2017-18 was approved for submission by IQAC and was uploaded successfully (2018-19/9)
8. Faculty training programme was suggested. A one day faculty training workshop was conducted on January 8th 2019 for the teaching faculty of the College. Mr. Siju T Alencherry was the resource person. (2018-19/9)
9. Put forward the suggestion to engage a campus management software but was put on hold due to financial constraints (2018-19/10)



IQAC Co-ordinator



Principal

Principal
Deva Matha College
Kuravilangad - 686 633