



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2020-21**

Minutes of IQAC Meeting

No: 2020-21/1

Date: 1/06/20

Time: 10.00 am -11.00 am

Venue: IQAC Hall

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Mode and Frequency of Online Classes	Online classes to be conducted as per Govt. instructions. Use of recorded classes in Google Classrooms for UG and Moodle for PG. Live classes shall also be provided. Attendance of the students shall be based on attendance submission.
2	Documentation of Online classes	Duty entry or time table entry of classes to be collected via google form. Technical assistance for the same will be provided from IQAC. Mr. Justin Jose was assigned the task.
3.	UGC Skill Based Courses	IQAC made recommendation to Departments of Commerce and Botany to apply for UGC skill based programmes.
4	Action Plans	Departments are asked to make action plans for the current year considering the Covid situation and their previous years plan ATRs evaluated. The action plan chalked out by the IQAC for the year was discussed and approved.

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. Dr. Smitha Sebastian

IQAC Co-ordinator



Principal

Minutes of IQAC Meeting

No: 2020-21/2

Date: 17/08/20

Time: 10.30 am -12.30 pm

Venue: IQAC Hall

Sl. No	Discussion Points/Agenda	Decisions Taken
1	AQAR 19-20 Approval	Criteria wise presentation was held in IQAC and approval given to file the AQAR for the year 2019-20 online.
2	Knowledge Pro – Campus ERP – Attendance Entry	It is decided to make the attendance entry of students through knowledge pro only from September onwards, as the trial entry made during first two months was success.
3	Trouble Shooting and Technical Assistance in Online Teaching Learning – formation of a task force	Internet Task Force is formed with Mr. Justin Jose (Asst. Prof, Zoology) and Mr. Tanson Cyriac (Office Staff) to assist the faculty members in solving technical issues related to online classes and also to check internet connectivity issues.

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. Dr. Smitha Sebastian

IQAC Co-ordinator



Principal

Minutes of IQAC Meeting

No: 2020-21/3

Date: 05/10/20

Time: 10.30 am -12.30 pm

Venue: IQAC Hall

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Review of Online Teaching Learning Process	The online teaching learning process in the college was evaluated in details based on the feedbacks from teachers and students by the IQAC. Task force was entrusted to solve the technical issues. Suggested to conduct live doubt clearing sessions.
2	NAAC SOP	The latest NAAC standard operating procedure (SOP) on SSR was discussed. It is decided to communicate changes in the new SOP to Dept IQAC co-ordinators to collect and update data accordingly.
3	Alumni Meet & Feedback from Alumni	It is decided to conduct this year's Alumni meet online. The feedback shall also be collected online by providing link during the online meeting.
4	Online Training to Faculty & Administrative Staff on Tax matters	It is decided to conduct a webinar on new income tax regime 2020 for the faculty and administrative staff.

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. Dr. Smitha Sebastian

IQAC Co-ordinator



Principal

5/10/2020

Minutes of IQAC Meeting

No: 2020-21/4

Date: 11/01/2021

Time: 1.30 pm -3.30 pm

Venue: IQAC Hall

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Mentoring – Online	It is decided to conduct mentoring online to keep our students mentally and physically strong during Covid. Group mentoring including the parents was also suggested.
2	IPR Seminar	It is decided to conduct an IPR seminar this year on 'Copyrights' and assign Department of Physics with the organisation and conduct of the seminar.
3	Updation of Department Page and Faculty Profile page in the college website	It is decided that the Department profile page and Faculty profile page in the revamped college website be updated by January 31 st .
4	Conduct of Online Exams	The IQAC suggested the modalities to be followed for conduct of class tests and model exams online using Google Classroom and or Google Meet. Detailed instructions to faculty and students will be prepared and provided to Examination wing.

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. Dr. Smitha Sebastian


IQAC Co-ordinator




Principal

Minutes of IQAC Meeting

No: 2020-21/5

Date: 18/02/21

Time: 10.30 am -12.30 pm

Venue: IQAC Hall

Sl No	Discussion Points/Agenda	Decision Taken
1	Conduct of Midterm AAA	It is decided that a midterm external Academic and Administrative Audit (AAA) may be conducted in the month of March. The performance of the institutions for the years 2017-2020 will be assessed by external audit team. Principal is entrusted with the task of forming the audit team and informing the College council.
2	Preparation for Midterm Audit	IQAC decided to convene a meeting with the faculty to discuss methodology of the mid-term audit on February 22 nd . The list of files to be maintained and time scheduled shall be prepared.
3	Online PTA Meetings	It is decided to communicate to all departments to conduct online PTA meetings batch wise before batch 31 st .

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. Dr. Smitha Sebastian

IQAC Co-ordinator



Principal

Minutes of IQAC Meeting

No: 2020-21/6
Date: 19/03/21
Time: 4.30pm -5.30 pm

Venue: IQAC Hall

Sl. No	Discussion Points/Agenda	Decision Taken
1	IQAC meeting with external Audit team	The outcomes of the Audit were discussed in detail and thrust areas and measures to be followed decided. Criteria wise possible strategies to score more grades were suggested by the audit team members.
2	Exit Meeting	It is decided to conduct a detailed exit meeting of the AAA on March 25 th in the college auditorium including all faculty and administrative staff.

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. Dr. Smitha Sebastian

IQAC Co-ordinator

Principal



Minutes of IQAC Meeting

No: 2020-21/7

Date:09/4/21

Time: 10.30 am -12.30 pm

Venue: IQAC Hall

Sl No	Discussion Points/Agenda	Decisions Taken
1	Green Audit	PG Physics, PG Chemistry, PG Botany and PG Zoology to be given the duty of framing methodology and carrying out green audit in consultation with IQAC. It is also decided to find an external agency to endorse the Green Audit.
2	Gender Audit	It is decided to assign Women cell the duty of framing methodology and carrying out green audit in consultation with IQAC.

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. Dr. Smitha Sebastian

IQAC Co-ordinator

Principal



Minutes of IQAC Meeting

No: 2020-21/8

Date: 18, 19 & 20 May 2021

Time: 2.30 am - 4.30 pm

Online-Google Meet

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Action Plan 21-22	-Departments/ Clubs &Associations should be asked to prepare Action plans on the basis of recommendations made by Mid-term audit team - Policy documents in areas need to be developed/ modified. -OBE workshop to be conducted in the Month of June by IQAC - Green Audit and Gender Audit shall be completed by July 2021.
2.	Conduct of Emotional Well Being programmes for students	-Classes on Emotional well being and holistic development to be delivered with the help of consultant Psychologist of the College - Basic Yoga Training to be given by the Yoga Centre in association with Dept of Physical Education.

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. Dr. Smitha Sebastian

IQAC Co-ordinator



Principal

ACTION TAKEN REPORT: 2020-21

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

1. Action plan chalked out by the IQAC core team was communicated to the HoDs and Department level IQAC coordinators for their suggestions and incorporation into department action plans and implementation. (2020-21/1).
2. Internet Task Force was formed in August 2020 with Mr. Justin Jose (Asst. Prof, Zoology) and Mr. Tanson Cyriac (Office Staff) to assist the faculty members in solving technical issues related to online classes and also to check internet connectivity issues. Also live class recording/streaming facilities are offered with technical support in the E-Learning Centre (2020-21/2).
3. The attendance entry through Campus ERP – Knowledge Pro was made mandatory from September 2020 onwards. (2020-21/1&2)
4. Webinar on '*New Income Tax Regime 2020*' was organized on November 20th, 2020 for the faculty members and administrative staff of the College, to familiarize with the new income tax regimes. CA Jose Thomas (Partner, Kovoov & Co.) was the resource person. (2020-21/3)
5. Feedback from alumni was collected online during the Online Alumni meet conducted in the second Saturday of December 2021 (2020-21/3).
6. Mid-term External Academic and Administrative Audit was conducted on March 18th and 19th 2021. The audit team consists of Rev. Fr. Augustine Koottiyaniyil (Manager), Prof. Harry Cleetus (Former Principal, St. Alberts College, Ernakulam), Dr. Binu Thomas (IQAC Co-ordinator, Marian College (Autonomous) Kuttikkanam, Dr. Jojo K Joseph (Principal, Deva Matha College & NAAC Peer Team Member),

Mr. Anish Thomas (Co-ordinator, IQAC) and Dr. Tina Sebastian (Joint Co-ordinator), IQAC). The Exit meeting was conducted on March 25th. (2020-21/5&6)

7. IPR Webinar on the topic '*Copyrights and Academic Integrity*' was conducted on Feb 20, 2021, by IQAC in association with Department of Physics, Deva Matha College. Dr. G. Geethika (Asst. Prof. in Political Science, Union Christian College, Aluva) was the resource person. (2020-21/4)
8. Data collection using online forms, from students, faculty and departments for Green Audit started by the Green Audit Team in April, 2021. (2020-21/7)
9. Webinar on '*Emotional Well Being During Covid-19 Crisis*' was conducted by IQAC in association with Dept. of Clinical Psychology, St. Vincent Hospital, Kuravilangad on May 20, 2021 for all the stakeholders of Deva Matha College. Sr. Dr. Dona SCV, Clinical Psychologist of St. Vincent Hospital was the resource person. (2020-21/8)
10. Online Yoga Training (Breathing Exercises & Yoga for Beginners) was offered for half an hour daily (7 am to 7.30 am, Monday to Friday) for the faculty, students, parents and the public for a period of one month from May 24th onwards. (2020-21/8). The program is offered by the Yoga Centre in association with Dept. of Physical Education Dr. Jobin Jose (Assistant Professor of Malayalam), Yogacharya, was the instructor.


Principal




Co-ordinator, IQAC