



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2021-22**

Minutes of IQAC Meeting

No: 2021-22/1

Date:03/06/21

Time: 3.00 pm – 4.30 pm

Mode: Online mode-Google Meet

Members present;

1	Dr. Anamma Thomas	Principal in Charge
2	Mr. Anish Thomas	Co-ordinator
3	Dr. Tina Sebastian	Joint Co-ordinator
4	Rev. Fr. Dinoy Mathew, Vice Principal	Teacher Representative
5	Mr. Justin Jose	Teacher Representative
6	Mr. Subin Varghese	Teacher Representative
7	Dr. Tony Thomas	Teacher Representative
8	Dr. Smitha Sebastian	Teacher Representative
9	Dr. Ciby Kurian	Teacher Representative
10	Ms. Jyothy Thomas	Teacher Representative
11	Dr. Elsamma Joseph	Teacher Representative
12	Rev. Fr. Joyal Jacob Pandaraparambil	Bursar, Management Representative
13	Adv. P. M. Mathew	Alumni Representative
14	Dr. Baby Thomas	Local Community Representative
15	Mr. Sibi Abraham Isac	Administrative Officer

Agenda & Discussion

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Evaluation of Campus ERP - Knowledge Pro	Suggestions based on the trial use of ERP in the last year is summarised and forwarded to the technical support group. It is decided to start using all the modules of ERP particularly attendance and internal evaluation modules on a regular basis with immediate effect from the current academic year.
2	Workshop on OBE for the Faculty of the college in association with St. Teresa's College	It is decided to conduct the workshop on OBE in online mode on June 27 th and 28 th . Also suggested to complete the process by July end.
3.	AQAR 2020-21	It is decided to start the data collection for AQAR 2020-21 from June 10 th onwards and complete the data compilation by August.
4.	Start-up and Innovation Eco-systems - initiation in the College	ED Club co-ordinators and YIP facilitators under the co-ordinatorship of Dr. Tony Thomas assigned the task of initiating start-up and innovation eco-system by starting IIC and IEDC in the college.

Sl. No	Discussion Points/Agenda	Decisions Taken
5	Action/Annual Plan presentation of Departments, clubs and associations	The department's action and annual plan for the year 2021-22 presentation is schedule to be conducted in the second week of June. This shall be incorporated into the academic calendar/handbook of the college.
6	Academic Calendar/Handbook	It is suggested to bring out current year's handbook/academic calendar by August. Sr. Dr. Fancy Paul, Assistant Professor in English given the charge.
7	Conduct of Green Audit	The Green Audit report submitted by the audit team was evaluated. It is decided to get it endorsed by the District Suchithwa Mission.
8	Academic Mentoring-MoU	The proposal for Academic mentoring by Mar Sleeva College of Arts & Science, Idukki was evaluated and it is opined that, it shall be proceeded positively.
9	Add-on Courses	The need for offering more diverse add-on/certificate courses this year was discussed and it is decided that add-on courses suitable for each batch shall be offered in line with industry requirements. Basics of Yoga shall be offered as add on for all first year UG students.
10	Training Programs	It is decided to conduct a training program on 'Malayalam as official language' for administrative staff by using the faculty from Malayalam Dept.


(Anish Thomas)
IQAC Co-ordinator




(Dr. Anamma Thomas)
Principal (i/c)

Minutes of IQAC Meeting

No: 2021-22/2

Date:17/08/21

Time: 2.00 pm – 3.30 pm

Mode: Online mode-Google Meet

Members present;

1	Dr. Ansamma Thomas	Principal in Charge
2	Mr. Anish Thomas	Co-ordinator
3	Dr. Tina Sebastian	Joint Co-ordinator
4	Rev. Fr. Dinoy Mathew, Vice Principal	Teacher Representative
5	Mr. Justin Jose	Teacher Representative
6	Mr. Subin Varghese	Teacher Representative
7	Dr. Tony Thomas	Teacher Representative
8	Dr. Smitha Sebastian	Teacher Representative
9	Dr. Ciby Kurian	Teacher Representative
10	Ms. Jyothy Thomas	Teacher Representative
11	Dr. Elsamma Joseph	Teacher Representative
12	Rev. Fr. Joyal Jacob Pandaraparambil	Bursar, Management Representative
13	Adv. P. M. Mathew	Alumni Representative
14	Dr. Baby Thomas	Local Community Representative
15	Mr. Sibi Abraham Isac	Administrative Officer


Agenda & Discussion

Sl. No	Discussion Points/Agenda	Decisions Taken
1	Publication of Newsletter	It is decided to publish a quarterly newsletter summarising all the academic and non-academic news of the college. Principal sir is entrusted with the task of finding a title for the newsletter and forming an Editorial Board for the purpose. It is also decided to bring out the first issue by November.
2	Registration of Alumni Association	The status of registration of Alumni association was updated by Principal and informed that the registration process will be over by this month. Mr. Raneesh Thomas (Asst. Prof. English), Co-ordinator of Alumni Association was assigned with task of registration.
3.	Financial Assistance from Dept. of Students Services, M. G. University.	It is decided to apply for the financial assistance scheme of DSS. Also decided to assign the co-ordinators of NSS and Career & Placement Cell to place separate applications to DSS for the purpose.

Sl. No	Discussion Points/Agenda	Decisions Taken
4.	Training program to Administrative Staff	It is suggested to conduct a training program to administrative staff on PD rules and purchase manual by using resource persons from DD office Kottayam.
5	Result & Feedback Analysis	The feedback taken from pass out UG and PG students were analysed and decided to provide the same to Department feedback committees for necessary action. The UG final year results published and provided by departments were analysed. IQAC congratulated all departments for the excellent results.
6	E-Governance Report	The e-governance report comprising the areas of e-governance in the college was presented before IQAC. The same is accepted with few suggestions and entrusted the Principal to present the same before Governing Council.
7	E-Waste Management	It is decided to conduct a drive to collect e-wastes from college and from nearby locality and from students and hand over the same to Clean Kerala Co. Ltd for proper disposal. Dr. Tina (IQAC Joint Co-ordinator) is assigned the task of co-ordinating with Clean Kerala Co. and NSS with the task of collecting and handing over the e-wastes.
8	Financial Assistance of National Commission for Women	As recommended by the IQAC, the Women's Cell of the College had applied for the financial assistance of NCW for the conduct of a national seminar. The same was approved and it is decided to conduct the National seminar in online mode in the month of November.
9	Awareness program - Cyber Security	It is decided to conduct a Cyber Security awareness program to students in association with Kerala Police Cyber Cell in the month of October, as part of Cyber Security week observation.


(Anish Thomas)
IQAC Co-ordinator




(Dr. Sunil C Mathew)
Principal

Minutes of IQAC Meeting













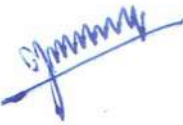





No: 2021-22/3
Date:19/11/21

Venue: Multimedia Hall
Time: 3.00 pm – 5.00 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Welcome & Introduction of Newly Constituted IQAC Members	Vice Principal Rev. Fr. Dinoy Mathew, introduced and welcomed the newly constituted members to IQAC.
2	Review & Evaluation of the quality initiatives and infrastructure development undertaken so far and requirements.	IQAC Co-ordinator presented the preparations done by IQAC towards quality maintenance and accreditation. The infrastructure requirements were also outlined.
3	MoU's and Collaborations	It is suggested by the IQAC, especially by the external members, that each department shall enter into academic MoUs and Collaborations with regard to internships, training and research. It is decided to ask departments to enter new MoUs and collaborations in this direction.
4	Mega Job Fair	It is suggested to conduct a mega job fair in the college in association with District Employability Centre. Mr. Jayashankar, DEO and local society representative offered his support in this regard. It is decided to entrust career & placement cell.
5	Programs to ensure Physical Wellness of Students	It is suggested to offer programs on physical and emotional wellness to students and staffs of the college.
6	Plan for accreditation	IQAC co-ordinator presented the plan for the 4 th cycle of accreditation. The expected date of IQA submission, SSR submission and PTV was discussed and entrusted Principal and IQAC co-ordinator to proceed.

Following members were present in the IQAC meeting held on 19/11/2021 at Deva Matha College, Kuravilangad;

1. Very. Rev. Dr. Augustine Koottiyaniyil (Manager) 
2. Dr. Sunil C Mathew (Principal) 
3. Rev. Fr. Dinoy Mathew (Vice Principal) 
4. Rev. Dr. Joyal Jacob (Bursar) 
5. Anish Thomas (IQAC Co-ordinator) 
6. Dr. Ansamma Thomas 
7. Dr. Tina Sebastian 
8. Mr. Subin Varghese 
9. Mr. Justin Jose 
10. Dr. Tony Thomas 
11. Dr. Smitha Sebastian 
12. Mr. Siby Abraham Isac 
13. Mr. Jayasankar Prasad 
14. Catherine Zach Madathiparampil 
15. Mr. Robby Chandy 
16. Rev. Fr. Mathew Chandrankunnel 
17. Mr. Siby Sebastian 
18. Mr. Jayakumar G 

Minutes of IQAC Meeting

No: 2021-22/4

Date:14/01/22

Mode: Online mode-Google Meet

Time: 4.00 pm – 5.30 pm

Members present;

1	Dr. Sunil C. Mathew	Principal
2	Dr. Anamma Thomas	Teacher representative
3	Dr. Tina Sebastian	Joint Co-ordinator, IQAC
4	Mr. Subin Varghese	Teacher representative
5	Mr. Justin Jose	Teacher representative
6	Rev. Fr Dinoy Mathew	Teacher representative
7	Dr. Tony Thomas	Teacher representative
8	Dr. Smitha Sebastian	Teacher representative
9	Rev. Dr Joyal Jacob	Management representative
10	Mr. Siby Abraham Isac	Administrative officer
11	Mr. Jayasankar Prasad	Nominee from Local Society
12	Catherine Zach Madathiparampil	Nominee from Students
13	Mr. Robby Chandy	Nominee from Alumni
14	Mr. Anish Thomas	IQAC Co-ordinator

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Conduct of Internal Academic Audit	It is decided to conduct an internal academic audit with regard to the year 2020-21 in months of March/April. The audit includes visit to the departments and file verification. Clubs/Associations/Cells shall also update their files for the audit exercise. Detailed schedule will be published two weeks in advance.
2	NAAC Sponsored National Seminar	It is decided to conduct the NAAC sponsored webinar on 'Assessment & Accreditation in the light of NEP 2020' in online mode in the 3 rd Week of February. Dr. Tony is selected as the co-ordinator for the same.
3	Result Analysis	The result of PG 2021 pass outs was analysed and suggestions forwarded to respective departments.
4	AQAR 2020-21	The data collection process and progress were evaluated. It is decided to give 2-3 weeks' time to

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
		departments and clubs to submit their data and submit the SSR before March.
6	Vision 2032	It is decided to form core group with selected faculty and management representatives for drafting a ten year Vision document by taking the views of all stakeholders.
7	Mega Job Fair	IQAC decided to convene meeting of Employability centre officials with Career & Placement cell to kick start the mega event.
8	Gender Audit	The progress of Gender audit was evaluated. The draft report submitted was forwarded with suggestions from IQAC.

(Anish Thomas)
IQAC Co-ordinator



(Dr. Sunil C Mathew)
Principal

Minutes of IQAC Meeting









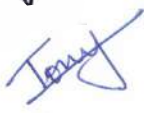


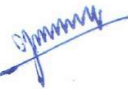




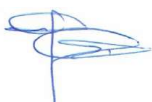
No: 2021-22/5
Date:18/04/22

Venue: Multimedia Hall
Time: 3.00 pm – 4.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	IQAC initiatives	The IQAC co-ordinator presented the activity report for the year 2021-22.
2	Updation of College website - status	The progress of college website was evaluated and recommended to change the faculty profile page. Incomplete/not updated webpages to be identified and updated within one month.
3	Feedback survey	It is decided to conduct feedback survey among final year students immediately after their University exams, by the end of May.
4	Student Satisfaction Survey	It is suggested to conduct the SSS among final year students when they come to collect their TC in the month of June.
5	SSR Sub Committee - Approval & Schedule of meetings	It is decided to approve the SSR subcommittee formed criteria wise by the IQAC Co-ordinator and schedule meetings from April 25 th onwards. Each criteria co-ordinator shall present the metrics in their criteria along with expected scores. SSR subcommittee of each criterion shall be further divided metric wise for ease in drafting SSR.
6	Department/Clubs Annual Plan & Activity Reports	It is decided to conduct the department and clubs annual plan presentation and activity report in the first week of May.

Following members were present in the IQAC meeting held on 18/04/2022 at Deva Matha College, Kuravilangad;

1. Dr. Sunil C Mathew (Principal) 
2. Rev. Fr. Dinoy Mathew (Vice Principal) 
3. Rev. Dr. Joyal Jacob (Bursar) 
4. Anish Thomas (IQAC Co-ordinator) 
5. Dr. Ansamma Thomas 
6. Dr. Tina Sebastian 
7. Mr. Subin Varghese 
8. Mr. Justin Jose 
9. Dr. Tony Thomas 
10. Dr. Smitha Sebastian 
11. Mr. Siby Abraham Isac 
12. Mr. Jayasankar Prasad 
13. Catherine Zach Madathiparampil 
14. Mr. Robby Chandy 
15. Rev. Fr. Mathew Chandrankunnel 
16. Mr. Siby Sebastian 
17. Mr. Jayakumar G 

Minutes of IQAC Meeting

No: 2021-22/6
Date:18/05/22

Mode: Online mode-Google Meet
Time: 3.00 pm – 4.30 pm


Members present;

1	Dr. Sunil C. Mathew	Principal
2	Dr. Anamma Thomas	Teacher representative
3	Dr. Tina Sebastian	Joint Co-ordinator, IQAC
4	Mr. Subin Varghese	Teacher representative
5	Mr. Justin Jose	Teacher representative
6	Rev. Fr Dinoy Mathew	Teacher representative
7	Dr. Tony Thomas	Teacher representative
8	Dr. Smitha Sebastian	Teacher representative
9	Rev. Dr Joyal Jacob	Management representative
10	Mr. Siby Abraham Isac	Administrative officer
11	Catherine Zach Madathiparampil	Nominee from Students
12	Mr. Robby Chandy	Nominee from Alumni
13	Mr. Anish Thomas	IQAC Co-ordinator


Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Departments Annual Plan presentation and evaluation of activity report	The evaluation reports of departments annual plan presentation and activity reports were presented. IPR seminar, green initiatives, days observance, extension activities were suggested to include in departments plan. Also, departments are suggested to engage alumni in various programs and IT development needs. Revised plan shall be submitted to IQAC before May 31 st .
2	Clubs/Cells/Associations Annual Plan presentation and evaluation of activity report	The evaluation reports of clubs/cells/associations annual plan presentation and activity reports were presented. Green initiatives, days observance, gender equity activities, extension activities were suggested to include in their plan and submit the revised plan before May 31 st .

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
3	SSR Submission Plan	IQAC co-ordinator presented the SSR submission plan. Accordingly, the IIQA will be filed on September 2 nd and SSR submission will be over by October end.
4	Evaluation of Internal Academic Audit	The internal audit academic audit report was placed before IQAC. The same was approved and decided to forward to departments/clubs with IQACs general remarks and feedback.
5	Evaluation of Preparation of Mega Job Fair	The preparation of mega job fair which is schedule on May 21 st was evaluated by IQAC. Suggestion given to increase the participation of candidates.
6	Vision 2032 - Institution Development Plan	The core team submitted the vision document before IQAC. The same was reviewed and suggestions given to rework it into institution development plan.
7	IQAC Plan for 2022-23	The co-ordinator presented the plan of IQAC for the coming academic year. Suggestions given by members are incorporated.


 (Anish Thomas)
 IQAC Co-ordinator




 (Dr. Sunil C Mathew)
 Principal

ACTION TAKEN REPORT 2021-22

- 1) Two-day Workshop on OBE conducted on June 27th and 28th by the IQAC in association with St. Teresa's College, Ernakulam. (2021-22/1)
- 2) Knowledge Pro – Campus ERP started using for attendance entry and internal mark entry and other modules were functional from 2021-22 academic year onwards. (2021-22/1)
- 3) Quarterly newsletter, 'Deva Matha Voice' started publishing from June – August Quarter onwards. (2021-22/2)
- 4) New Add-on courses were introduced all UG (except for first years) and PG batches. Common add-on course 'Basics of Yoga' was offered to first year UG students. (2021-22/1)
- 5) Internal Academic Audit conducted in the month of March and April 2022 with regard to various departments and clubs, cells and associations. (2021-22/4)
- 6) Two training programs for administrative staff conducted. Training on Malayalam language as official governance language was conducted on July 22nd and training on 'PD RULES & STORE PURCHASE MANUAL' and 'E-Grantz' was conducted on November 13, 2021. (2021-22/1 & 2021-22/2)
- 7) Cyber security awareness program was organised on October 8th, 2021 in association with Kottayam District Police's Operation Gurukulam project. (2021-22/2)
- 8) Institution's Innovation Council (MoE's) (August 3, 2021) and IEDC (Kerala Start-up Mission) (November 2021) was established in the College. (2021-22/1)
- 9) Alumni association got registration under The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 on August 25, 2021. (2021-22/2)
- 10) Ocular clinic conducted for students and staffs of the college in association with Vasan Eye Care on January 11, 2022 to ensure physical wellness. (2021-22/3)
- 11) Mega Job Fair conducted in association with District Employability Centre on May 21st 2022. (2021-22/3)

- 12) Two Training programs conducted in association with DSS, M. G. University Kottayam, by NSS and C&P Cell of the College. (2021-22/1-2)
- 13) NAAC sponsored two days national webinar on 'Assessment and Accreditation in the light of NEP 2020' was conducted on 17th and 18th February 2022.
- 14) Infrastructure additions – Toilet block on B block (completed), new IQAC room (completed), VIP Lounge and council room (under construction) undertaken. (2021-22/3)
- 15) Mar Sleeva Arts & Science College, Murikkassery, Idukki entered an MoU with Deva Matha College for academic mentoring. (2021-22/1)
- 16) SSR Sub committee for each criterion of NAAC accreditation was formed by including all teaching and non-teaching staff of the college and meetings of these sub committees were conducted from April 25th onwards.
- 17) E-Waste collection campaign was conducted in the College in the month of November. Collected and handed over 640 kg mixed e-waste to Clean Kerala Co. Ltd. (2021-22/2)
- 18) Evaluation of the reports of departments and clubs and association was conducted along with next annual plan presentation was conducted from May 5th onwards.
- 19) MoUs between Physics Departments of Deva Matha and St. George's Aruvithura; Commerce Departments of Deva Matha and K E College, Mannanam; Conselling Centre and St. Vincent Hospital Kuravilangad; Placement Cell and Avodha Edu Tech Pvt Ltd; Dept of Chemistry and Learntoupgrade (DBT & NSDC recognised Life science organisation) for internships have been entered during the current academic year. (2021-22/3)

(Dr. Sunil C. Mathew)

Principal



(Anish Thomas)

Co-ordinator, IQAC