# DEVA MATHA COLLEGE KURAVILANGAD

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## IQAC MINUTES & ACTION TAKEN REPORT 2019-20

# Minutes of IQAC Meeting

No: 2019-20/1
Date:13/6/19
Time: 1.30-4.15 pm

Venue: IQAC Hall

| SI No | Discussion Points/Agenda | Decision Taken |
|-------|--------------------------|----------------|
| 1 | Website updation | Meeting of the IQAC members is to be scheduled with the web designer to discuss the suggested modifications and updations |
| 2 | Conduct of IPR seminar | Seminar on IPR need to be conducted every year and Commerce department was given the responsibility to conduct the same during 2019-20 academic year |

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

# Minutes of IQAC Meeting

No: 2019-20/2
Date:1/7/19
Time: 1.30-4.15 pm

Venue: IQAC Hall

| SI No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | Training programme to young/newly appointed faculty | A training programme to the young faculty was decided to be conducted jointly by IQAC and examination cell of the college to familiarize the new faculty regarding various aspects of internal and University examinations |
| 2 | Induction of new member to IQAC core team | Dr. Smitha Sebastian was included in the IQAC team and was entrusted with criteria 7 |
| 3. | NAAC National Seminar | It was decided that a proposal may be submitted to NAAC to conduct a national seminar on Outcome based education. |
| 4 | MOODLE for PG Courses | It was decided to customize and introduce MOODLE LMS platform for facilitating teaching-learning process at PG level. Dr. Syju Thomas of the Physics Department assigned the task. |

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: 2019-20/3**

**Date:3/9/19**　　　　　　　　　　　**Venue: IQAC Hall**　　　　　　　　　**Time: 1.30-4.15 pm**

| SI No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | Formation of SIQAC | Instructions to be given to Department IQAC co-ordinators to nominate students to form SIQAC and to conduct SIQAC meeting |
| 2 | Assessment of Previous year activities and Presentation of Annual Plan | Departments may be intimated regarding presentation of annual plan and assessment of previous years activity to IQAC |
| 3 | AQAR 18-19 Data entry | Directions for data entry for the academic year 2018-19 in the google drive so that consolidation may start at the earliest. A Meeting with HoDs, department IQAC co-ordinators and co-ordinators of clubs and associations scheduled on September 5th. |
| 4 | Annual Plan presentation and Evaluation | Annual plan presentations of departments scheduled to begin from 17th September onwards. |
| 5 | Evaluation of Campus ERP software | Meeting to evaluate the proposed campus automation software scheduled on 27th of September. |

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: 2019-20/4**
**Date:11/10/19**
**Time: 1.30-4.15 pm**

**Venue: IQAC Hall**

| SI No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | Data collection from clubs and Associations | Meeting with co-ordinators of Clubs and Associations to be conducted and training them regarding data uploading in google drive |
| 2 | Mentoring programme | One day workshop on Mentoring for the faculty of the college will be conducted |
| 3 | Faculty Empowerment Programme | A session on Google classroom and MOOCs may be organized for the faculty |
| 4 | Evaluation of DeQ Software of IPSR | Meeting to evaluate the automation software for IQAC scheduled on October 16th. |
| 5 | Clubs, Association/Cells Co-ordinators | A meeting with co-ordinators of various clubs and associations/cells scheduled on October 17th for evaluation and chalking out future plans. |

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: 2019-20/5**
**Date:20/11/19**
**Time: 1.30-4.15 pm**

**Venue: IQAC Hall**

| SI No | Discussion Points/Agenda | Decision Taken |
|-------|--------------------------|----------------|
| 1 | Final Submission of AQAR 2017-18 | Final review of various criteria data. |
| 2 | Alumni Feedback | Alumni feedback was decided to be conducted during the Alumni meet held on second saturday of December every year. |
| 3 | AQAR 2018-19 | Deadline for data submission for AQAR 2018-19 from the departments and consolidation by IQAC set. |

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: 2019-20/6
Date: 12/12/19
Time: 1.30-4.15 pm

Venue: IQAC Hall

| Sl No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | AQAR 2018-19 | The AQAR 2018-19 placed before IQAC for discussion and got approved. |
| 2 | Training to Students IQAC Members | An orientation to SIQAC members on NAAC accreditation was decided to be given in the Month of January |

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: 2019-20/7**
**Date:1/1/20**
**Time: 1.30-3.15 pm**

**Venue: IQAC Hall**

| SI No | Discussion Points/Agenda | Decision Taken |
|-------|--------------------------|----------------|
| 1 | Faculty Empowerment Session- Career Advancement Scheme | A workshop on Career Advancement Scheme (UGC Regulations, 2018)was decided to be conducted for the faculty in the month of January. |
| 2 | Data Verification -AQAR 2018-19 | Data and Document verification schedule was decided to be given to the departments and IT team of IQAC was given the task of data and supporting document verification. |

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: 2019-20/8
Date:14/2/20
Time: 1.30-3.15 pm

Venue: IQAC Hall

| SI No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | Moodle training | Hands on training has to be given to the faculty for using Moodle, as it was decided to introduce Moodle for PG courses. This task was assigned to Dr. Syju Thomas (Asst. Prof in Physics). |
| 2 | Feedback on Curriculum, Teachers & SSS | Feedback from the final year students - Teaching , SSS and Curriculum feedback was decided to be taken at the computer lab and scheduled |

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: 2019-20/9

Date:18/5/20

Mode: Google Meet (Online)

Time: 11 am -12.30 pm

| Sl No | Discussion Points/Agenda | Decision Taken |
|---|---|---|
| 1 | Modalities for Completing the portions of UG and PG classes in the even semester. . | The status of pending portions evaluated. It is suggested to complete classes using pre-recorded videos, live classes using Google meet, audio clips or study materials shared using Whatsapp, with a 2 or 3 weeks time. |
| 2 | Modalities for conducting teaching-learning process in new academic year | IQAC brainstormed on the modalities to be adopted for conducting teaching learning in the coming academic year. Detailed report submitted to Principal for discussion in Council meeting. It was suggested to use Google Class room for UG classes and MOODLE platform for PG classes. |
| 3 | Training to Faculty on online teaching learning process and tools | To cope up with the requirement of teaching-learning in pandemic, it is decided to give online training to faculty on the following areas, along with the assigned faculty members.<br>1. Google Classroom - Mr. Justin Jose<br>2. Introduction to OBS - Dr. Syju Thomas<br>3. Online Teaching-Learning Tools - Dr. Sunil Jose K |

IQAC Members present online

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

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

1. The IQAC conducted regular meetings with the Web designer and gave inputs regarding redesign and updation of the College website. SSL Certificate was purchased to ensure better security. *(2019-20/1)*

2. A training programme to the young faculty was conducted on 18/7/2019 jointly by IQAC and Examination cell of the College to familiarize the new faculty regarding various aspects of internal and University examinations *(2019-20/2)*

3. Proposal was submitted to NAAC for financial assistance to conduct a National*seminar on Outcome based Education. The proposal was accepted and financial support sanctioned (2019-20/2)*

4. SIQAC was constituted and orientation was given on 7/1/2020. 46 students participated and a whatsapp group created for communication and coordination. *(2019-2020/3&6)*

5. 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*(2019-20/3)*.

6. A workshop on use of Google classroom and developing MOOCs was conducted for the faculty of the college on 13/11/19 *(2019-20/4)*

7. *Feedback from alumni was collected during theAlumni meet conducted in the second saturday of December 2019 (2019-20/5)*

8. A workshop on Career Advancement Scheme as per UGC 2018 Regulations was conducted for the faculty on 29/1/2020.*(2019-20/7)*

9. *Training in MOODLE was given first to PG faculty and then to all faculty members by Dr Syju Thomas on 19/2/2020 and 22/3/2020 respectively (2019-20/8)*

10. *Feedback was taken from final year UG and PG students using Google Forms*

*during last week of February (2019-20/8)*

11. *IPR Seminar was conducted on Feb 1, 2020, in association with M.G. University, Kottayam and Patent Information Centre, Kerala State Council for Science Technology and Environment (KSCSTE). Dr. Jippu Jacob (Professor, Amal Jyothi College of Engineering, Kanjirappally) and Dr. Bismi Gopalakrishnan (Professor & Director, School of Indian Legal Thought, M. G. University, Kottayam) were invited as resource persons. (2019-20/1)*

12. One day workshop on Mentoring was conducted for the faculty of the college on 1/11/19. The resource person was Mr. Manoj A.S, ICT Academy of Kerala. (2019-20/4)

13. *Online training to faculty given on the following topics;*
    a. *Google Classroom - Mr. Justin Jose (Dept. of Zoology) - 26/5/2020*
    b. *Introduction to OBS - Dr. Syju Thomas (Dept. of Physics) - 28/5/2020*
    c. *Online Teaching Tools & Methods - Dr. Sunil Jose K. - 29/5/2020*
    
    *(2019-20/9)*

**Co-ordinator**
**Internal Quality Assurance Cell (IQAC)**
**Deva Matha College, Kuravilangad - 686 633**

*Principal*
*/ Deva Matha College*
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