



# St. Xavier's College for Women, Aluva

Affiliated to Mahatma Gandhi University, Kottayam  
Re-accredited by NAAC with A grade (CGPA 3.33)

## Minutes of the IQAC Meeting held on 18-07-2017

### Agenda:

1. Preparation for NAAC visit
2. Briefing the members about activities
3. Documentation to be finalized

### The following discussions and decisions were taken during the meeting:

- The IQAC meeting started with a silent prayer at 2 P.M in the Conference Hall.
- The Principal spoke about the preparations required for the imminent NAAC peer team visit.
- Ms. Patricia spoke about the experiences of the previous NAAC peer team visit. She suggested giving the handouts of various departments best practices to the peer team members. She also expressed the opinion that all departments should be given representation in IQAC.
- It was decided to provide access to computer systems under the supervision of teachers for facilitating the utilization of MOODLE and other online platforms as was pointed out by Ms. Merin Rose that many students are lacking computer accessibility.
- It was also decided to implement assignments through Moodle in IIIDC and final PG classes.
- It can also be assigned to WWS students and to be monitored by IQAC.
- It was also decided to put up a board in the campus stating about CCTV surveillance.
- The members were requested to view the IQAC PPT presentation before the NAAC visit.

The meeting came to an end at 2.30 P.M.



IQAC Coordinator





Principal

PRINCIPAL  
ST. XAVIER'S COLLEGE FOR WOMEN  
ALUVA-683 101, KERALA



# St. Xavier's College for Women, Aluva

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## Minutes of the IQAC meeting held on 19-12-2017

### Agenda

- Formation of new IQAC coordinator and members
- Allocation of duties
- Discussion of quality initiatives

### Decisions Taken:

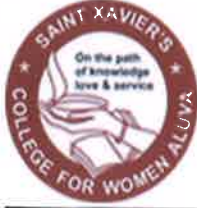
- Installation of IQAC with new Coordinator and members
- Reviewed the IQAC activities according to the revised NAAC criteria
- Allocation of duties to members and their concerned criteria
- Preparation and presentation of criteria wise action plan by the members
- Decided to continue with the quality initiatives introduced by the IQAC in the previous period

IQAC Coordinator



Principal

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ST XAVIER'S COLLEGE FOR WOMEN  
ALUVA-683 101, KERALA



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## Minutes of the IQAC meeting held on 11-01-2018

### Agenda

- Suggestions to Governing Body as per the RAF
- Possibility of having new certificate / Diploma courses
- Action plan for the next academic year

### Decisions Taken :

- Decided to give suggestions to Governing body to implement the requirements of the revised NAAC requirements
- To advise the start of new certificate / Diploma courses by each department
- Decided to Present and discuss the revised NAAC criteria with the faculty
- To prepare an action plan for the next academic year by each department

IQAC Coordinator



Principal

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## Minutes of the IQAC meeting held on 19-12-2017

### Agenda

- Incubation centre in the institution
- Registration of Alumni association
- Launch of Students' wing of IQAC

### Decisions Taken :

- Submit the action plan for the next academic year
- To recommend the Governing body to start an incubation centre in the institution
- Prepare an application form to submit start up proposal by students
- Decided to register the Alumni Association
- Decided to improve and implement fund generation through Alumni Association
- Decided to launch a student's wing of IQAC

IQAC Coordinator



Principal

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## Minutes of the IQAC meeting held on 27-03-2018

### Agenda

- Data collection as per revised NAAC format
- IPR seminars

### Decisions Taken :

- Decided to request the departments to submit the data as per the revised NAAC format for the year 2017-18 on or before 30th June 2018.
- Decided to request the departments to submit start up proposal by students
- Decided to submit a proposal to KSCSTE to conduct seminar on IPR
- Discussed qualitative metrics and decided to prepare the answers and documents by the IQAC members

IQAC Coordinator



Principal

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