

ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA

Re-accredited by NAAC with A Grade, CGPA 3.33

ISO 9001:2015 Certified

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

Minutes of the IQAC Meeting held on 02.08.2021

Agenda:-

1. Discussion of AQAR 2019-2020

Discussions:-

- AQAR supporting files and data templates
- In the Criteria- wise discussion corrections, rectifications and suggestions were given by each member.

Decisions Taken:

The meeting commenced with the welcome address by Dr. Sheena Xavier. It was followed by the discussions regarding the data collected towards AQAR 2019-2020. The points of discussion were as follows:-

- AQAR supporting files and text documents should be given to Dr. Sheena in printable format.
- Should abide by the changes in the AQAR in the coming year.
- Whether the Awards mentioned in Criteria 3 is mentioned in Criteria 7 too should check.
- A letter of collaboration is needed from all collaborating agencies on institutions.
- MoU should be renewed every year.
- Policy documents should be prepared for the significant endeavours of the college

The meeting came to a close at 4.30 p.m.

Dr. Sujatha N V
IQAC Coordinator

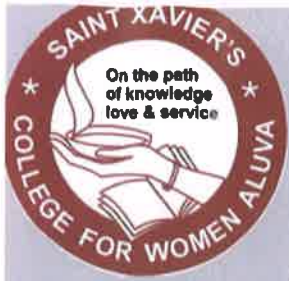


Dr. Geege Joanamma Xavier

Principal

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Minutes of the IQAC Meeting held on 13.08.2021

Agenda:-

1. Annual Report presentation of IQAC 2020-21
2. Discussion of quality initiatives and NAAC process

Discussions and Decisions Taken:-

The meeting commenced with a prayer of Dr. Anila followed by a welcome address by Dr. Sujatha N.V, IQAC Co-ordinator, Dr. Geege Joanamma Xavier gave an insightful presidential address and Dr. Sheena Xavier presented the report. The discussions of the meeting were pursued as follows:-

- Dr. Chinna T. Pynadath
 - ❖ The students should be motivated to indulge in social endeavors.
 - ❖ Suggested that the students may work in collaboration with the environmentalists of Aluva Municipality who are organizing Oxygen clubs and clusters of oxygen.
- Rev. Sr. Percy
 - ❖ The faculty and staff should work with limited efforts with quality conscience.
 - ❖ Should achieve greater heights.
- Prof. Mary Joseph
 - ❖ Reminded to work with a target, it is not a time for complacency.
 - ❖ Should focus more on criteria 2,3 and 5
 - ❖ Should fix a theme for best practices and work incessantly.
 - ❖ Focus on Global Warming, Placement and student satisfaction.
- Ms. Anusa T A the student representative, expressed her willingness to work along with the IQAC ensuring cooperation from the student community.
- Sr. Mercina extended her warm support for all the endeavors of this institution. Sr. Diogenous requested to make maximum use of Infilbnet among staff and students and thanked Ms. Ninu Rose for the support rendered. She also entreated everyone to cooperate with RFID updating of the library.
- Smt. Daisy, OSAX representative ensured full support from the side of alumni to take the institution to the height of excellence.

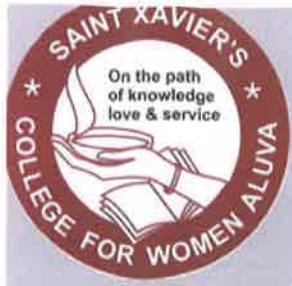
The meeting came to a close with the vote of thanks by Dr. Saumy Mary M, NAAC Coordinator.

Dr. Sujatha N V
IQAC Coordinator



Dr. Geege Joanamma Xavier

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Minutes of the IQAC Meeting held on 28.10.2021

Agenda:-

1. Formation of NAAC Core Committee
2. Academic Week Planning
3. AQAR 2020-21 Status Updating

Discussions:-

The meeting commenced at 2.30 p.m. Dr. Saumy Mary M welcomed the gathering which was followed by the presidential address by Dr. Sr. Geege Joanamma Xavier. The discussions of the meeting pursued as follows:-

- Formation of Core committee for NAAC
- AQAR 2020-21 Preparation status
- Submission of AQAR 2020-21 to Governing.Body
- Academic week Planning
- Criteria wise Status updating

Decisions Taken:

- First draft of AQAR 2020-21 should be submitted on Nov. 15
- Second draft submission on Nov. 25
- Submission of AQAR 20-21 to Governing.Body on Nov.30
- A Core committee for NAAC is formed with the following members.
Manager, Principal, Vice Principal, Dr. Saumy Mary M, Dr. Linda Louis, Dr. Sujatha N V, Dr. Sheena Xavier, Ms. Lincy Joseph, Ms. Leena Deenja, Dr. Milon Franz, Dr. Nisha P
- Academic week should be organized in December 1st week in the offline mode. Teachers in charge of Criteria 2 and Criteria 7 should organize the same.
- Dr. Sheeba V Rajan and Ms. Jomsy Thomas are included in IQAC as new members.
- IQAC students wing should be strengthened for which a committee is formed with the following members. - Ms.Binu Correya, Dr. Sheeba V Rajan, Dr. Tincy Rose, Ms. Renjitha Reghunath, Dr. Resmi Varghese, Sr. Maglin Avlin, Ms. Minimol.
- Criteria-wise review meetings should be done in front of the core committee.
- Scheduled the presentation of Criteria 2 on Nov. 5.

The meeting concluded with a vote of thanks by the NAAC Coordinator Dr. Saumi Mary M.



Dr. Sujatha N V
IQAC Coordinator

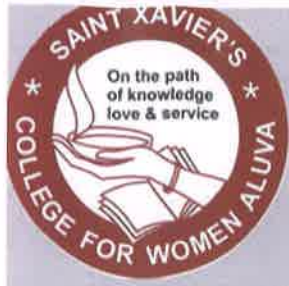




Dr. Geege Joanamma Xavier

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Minutes of the IQAC Meeting held on 01.02.2022


Agenda:-

1. To check the status of criteria-wise progression in SSR data collection.
2. To chart out a plan of action and deadlines for data submission


Discussions and Decisions Taken:

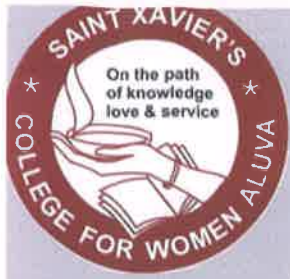
- The NAAC Coordinator enquired about the progress of each criterion in data collection.
- Decided to fix the last date for the submission of qualitative metrics on Feb. 4, 2021
- The last date for the submission of quantitative metrics fixed on Feb 28, 2021
- Dr. Newly Joseph suggested to form a BoS for our college for Add-on course syllabus setting. Guest faculty should also be made a part of the BoS to ensure cent percentage of teachers' participation
- Cent percentage of students' participation in Add-on courses should be ensured.
- Dr. Newly also suggested to gain MoUs for student projects.
- Dr. Sheena Xavier asked to remind the management in giving financial assistance to guest faculty to attend webinars/conferences.
- PBAS of teaching faculty should be collected at the earliest.
- Dr. Anu Anto highlighted on the importance of 100% student participation in extension activities
- Collaborations and MoUs should be gained from other institutions for Research, student exchange faculty exchange and extension.
- Dr. Anu suggested to put in much effort to gain awards/appreciation letters from UBA villages
- Ms. Ninu Rose recommended to improve student computer ratio
- She also proposed teachers to encourage library and Inlibnet usage among students
- Dr. Lima Antony reminded to track the audited statement of scholarship and OSAX of previous years
- She also suggested that the students list of all programmes should have a common format
- Ms. Nikitha Xavier reminded to enhance Alumni contribution in OSAX account.
- NSS and NCC activities should be entered in a register with students' signature
- Ms. Sonia John Markose reminded about IQAC programmes yet to be completed.
- Dr. Anila N suggested that PBAS analysis by management should be reflected in Governing Body meeting minutes.
- Dr. Aneymol reminded to do more energy efficient initiatives
- She also proposed that all departments should conduct activities on important days, National and International

The meeting concluded with a vote of thanks by the NAAC co-ordinator Dr. Saumi Mary M.


Dr. Sujatha N V
IQAC Coordinator




Dr. Geege Joanamma Xavier
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Minutes of the IQAC Meeting held on 28.02.2022


Agenda:

1. IQAC action plan status updating
2. Result Analysis 2017-2021
3. OBE – Attainment Analysis
4. AQAR 2020-21 status report and SSR Preparation status
5. PBAS submission and analysis
6. Academic and administrative audit
7. Curriculum feedback analysis – status updating

Discussions and Decisions Taken:

The meeting commenced with a welcome address by Dr. Sujatha N.V, Dr. Saumi Mary M presented the previous meeting minutes followed by IQAC presentation by Dr. Sujatha.

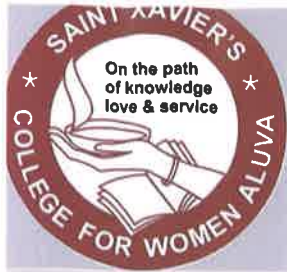
- Ms. Mary Joseph suggested to focus more on results as academics is integral in NAAC Corrective measures should be taken
- Sri. Chinnan Pynadath highlighted the need to go beyond academics students should be motivated in community ventures
- Prof. Harry Cleetus suggested to focus on the following:
 - ❖ Should focus more on Teaching-Learning output
 - ❖ Report analysis of feedback on curriculum should be done by departments
 - ❖ In house innovation programmes should be promoted
 - ❖ Documentation should be done by each department in line with SOP
 - ❖ Academic and administrative audit should be completed within March 15
 - ❖ PBAS analysis should be done by a review committee
 - ❖ Financial audits must be done in NAAC format from 2017
 - ❖ Budget preparation should be done properly.
- Ms. Daisy Benny promised full support from alumni
- Ms. Athalia Benny expressed her willingness to give orientation to students on student satisfaction survey
- Ms. Newly Joseph reminded to ensure 100% involvement of students in Add-on and extension
- Sr. Mercina expressed her zeal to extend whatever held in needed for NAAC
- Sr. Diogenous reminded to stand together to create footprints in the library
- Ms. Ninu Rose asked the class in charge to take initiative in ensuring students access in library and infibnet
- Prof. Harry Cleetus spoke on the importance of inter departmental activities
- Ms. Mary Joseph suggested to include alumni for incubating in the institutional incubation centre
- She also reminded that principal's presentation, Governing body and students' interactions are much important in NAAC
- Dr. Sr. Geege Joanamma Xavier extolled that each department, student committee, Administrative Staff and Teaching community should have a thorough awareness about each metric


Dr. Sujatha N V
IQAC Coordinator




Dr. Geege Joanamma Xavier

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Minutes of the meeting held on 05.03.2022

Agenda:-

1. To discuss the status of criteria work.
2. To chart plan of action

Discussions:-

The teachers in charge of each criteria were present in the meeting to discuss SSR preparation. The following pursued.

- Dr. Sujatha N.V - IQAC Coordinator - asked the criteria in charge to upload the completed SSR DVV files in the NAAC mail id. Each data should be supported with proof.
- Reminded to refer SOP so that each matric can be substantiated in line with SOP
- While updating status, Dr. Baby Divya – Criteria II in charge - informed that the teachers' list is yet to be completed. She also reminded that OBE posters to be displayed should be prepared at the earliest.

Decisions:-

- Decided March 10 for SSR first draft submission
- Assigned specific teachers from each criterion to do formatting.
 - Criteria 1 – Dr. Newly & Ms. Jonis V C
 - Criteria 2 - Dr. Baby Divya & Dr. Sheeba V Rajan
 - Criteria 3 – Dr. Linda & Dr. Tinsy
 - Criteria 4 – Dr. Ninu & Ms. Renjitha
 - Criteria 5 – Dr. Resmi & Dr. Bindu
 - Criteria 6 – Dr. Anila & Ms. Sonia
 - Criteria 7 - Dr. Aneymol & Dr. Archana Mohan
- Decided to give a class on formatting to the selected teachers. Dr. Sujatha will lead the class.
- Decided to include improvement results in the Result analysis.
- Dr. Lima asked to raise the amount in the OSAX account
- Decided to conduct departmental presentation and submission by March 8, 2022



Dr. Sujatha N V
IQAC Coordinator





Dr. Geege Joanamma Xavier

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