

MINUTES OF THE IQAC MEETINGS

2019 - 2020



INTERNAL QUALITY ASSUARANCE CELL
ST XAVIER'S COLLEGE FOR WOMEN , ALUVA



St. Xavier's College for Women, Aluva
Re-accredited by NAAC with A Grade, CGPA 3.33
ISO 9001:2015 Certified

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Affiliated to Mahatma Gandhi University, Kottayam

Minutes of the IQAC meeting held on 14.06.2019

Agenda :

- To welcome the new members and familiarize them with IQAC
- To reassign criteria to the members
- To scrutinize the Higher Education Council Survey form.

Decisions Taken :

- Dr. Sheena Xavier welcomed the new IQAC members
- Reassigned the criteria as follows:
 - Criteria 1- Ms. Beena , Dr. Binu Correya
 - Criteria 2- Dr. Sujatha, Dr. Baby Divya
 - Criteria 3- Dr. Anu Anto, Ms. Manjusha
 - Criteria 4- Ms. Ninu Rose, Ms. Renjitha
 - Criteria 5- Dr. Lima Antony, Ms. Nikitha
 - Criteria 6- Dr. Aparna, Dr. Newly
 - Criteria 7- Dr. Saumi Mary M, Ms. Minimol
- Announced the external members
 - Sr. Diogenous
 - Sr. Mercina
 - Sr. Percy
 - Ms. Rose Jimson (Chairperson)
 - Prof. Harry Cleetus
 - Sr. Chinnan Pynadath
 - Smt. Daisy Benny
- Year plan of each department should be analyzed and need additions and suggestions be made to incorporate the activities into the NAAC criteria
- Decided to collect and document departmental activities of the previous year
- Suggested to invite International Resource persons
- Familiarized the survey form of Kerala State Higher Education Council


IQAC Coordinator


Principal



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Minutes of the IOAC meeting held on 17.06.2019

Agenda :

- To discuss the Higher Education Council Survey

Decisions Taken :

- Suggested to complete the Higher Education survey before June 29.
- Asked to remind every department to submit the result analysis
- Decided to appoint Dr. Aparna and Ms. Binu Correya as joint coordinators of IQAC
- Reminded to revive the student wing of IQAC
- Asked the Criteria 7 coordinators to take initiatives to implement plastic free campaign

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Minutes of the IOAC meeting held on 15.07.2019

Agenda :

- Preparation of AQAR for the year 2018-19
- Team preparation for NAAC 2022

Decisions Taken :

- The necessity to update college website was highlighted by the Principal
- Decided to ensure the involvement of every permanent faculty in the NAAC activities. Incorporated each faculty to the 7 criteria of NAAC
- Suggested to strengthen Alumni
- Asked to identify 2 Best Practices which should aim at community involvement
- Announced that the assignments and seminars given to students should be outcome based
- Should avail the funds and personnel of the Erudite Programme
- Each department should offer a value-added course and an add-on course
- Declared that the deadline of AQAR online submission is August 15.

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Minutes of the IOAC meeting held on 19.08.2019

Agenda :

- Discussion and preparation of AQAR

Decisions Taken :

- Online submission of AQAR report should be done before Dec 2019
- Suggested that every department should give atleast a week internship for final year students
- Entrepreneurship should be promoted by providing a friendly market to the initiatives like LED bulbs, Cloth Bags, Jewellery making etc.
- The website committee members are decided as: Dr. Anila, Dr. Aparna, Ms. Renjitha and Ms. Sonia
- Feedback must be updated as per the norms of NAAC
- Students must be motivated to use Twitter, Instagram and Facebook of the college so as to promote Social Media Champion
- Each department should maintain an ICT register

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Minutes of the IOAC meeting held on 30.08.2019

Agenda :

- Preparation of AQAR

Decisions Taken :

- Suggested that a system must be implemented to change the selection of electives and open courses every year
- Each department should give Internships/ Field Projects to final year students
- Nativity Certificate and Qualification Certificate of the students from Outside State and Country should be documented

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Minutes of the IOAC meeting held on 03.09.2019

Agenda :

- Preparation of AQAR

Decisions Taken :

- The faculty members are asked to publish articles in the journals enlisted in Care List, Scopus and Web of Sciences
- Decided to organize a Research Project Competition based on the focal theme 'Environment'
- E-contents should be developed and uploaded in Moodle Platform
- A yoga class may be given to students on a regular basis
- A career counselling must be given to final year students
- Training classes may be arranged for competitive exams like PSc, Bank tests etc.
- Ink pens and pencils should be promoted among students as part of eco-friendly initiatives
- Suggested to plant bamboo saplings along the river bank to instigate ecological consciousness

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Minutes of the IOAC meeting held on 25.09.2019

Agenda :

- Orientation for IQAC students wing
- Participation of students in student Solar Ambassador Program
- Orientation on Outcome Based Education for faculty members

Decisions Taken :

- Decided to conduct the inaugural function of and an Orientation Programme for IQAC Students' Wing
- Decided to take part in the global drive of Studentt Solar Ambassador as part of Global Gandhi Solar Yathra
- Decided to organize an orientation and a workshop on Outcome Based Education

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Minutes of the IOAC meeting held on 16.10.2019

Agenda :

- Committee formation of Intercollegiate Workshop on Outcome Based Education
- Preparation and planning

Decisions Taken :

- Decided to conduct Outcome Based Education on October 28,29. The number of participants limited to 60. Decided to collect the fee as ₹ 1000 from internal faculty and ₹1500 from teachers of other colleges
- Result Analysis presentation will be on Oct 25
- Decided to convene the IQAC meeting with external members in the first week of November
- Moodle platform must be regularly used

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Minutes of the IQAC meeting held on 31.10.2019

Agenda :

- Plan criteria wise meeting
- Outcome Based Course plan

Decisions Taken :

- Dr. Tincy Rose Tom joined IQAC, substituting Dr. Manjusha
- AQAR data collection and compilation should be done in these two weeks
- Meeting of the teachers in the different criteria on 31/10/2019 – wholehearted participation of all the faculty should be ensured
- IQAC teachers in charge of each criteria should submit the reports of their analysis of other SSRs by next week
- Each activity should be planned with objectives and outcomes- should prepare reports with specificities
- MOOC-MOODLE – training will be given to those faculty who are interested in developing MOOC/MOODLE classes
- ISO – quality policy must be finalized and displayed in the college
- ISO initiatives – progress must be reviewed and well communicated to the faculty by IQAC
- Outcomes of each papers should be submitted by all departments on Nov 10, 2019

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Minutes of the IQAC meeting held on 11.11.2019

Agenda :

- Certificate Courses and Value added courses
- Criteria wise discussion

Decisions Taken :

- IQAC meeting commenced with a prayer
- Dr. Sheena Xavier, IQAC coordinator welcomed the gathering and initiated the criteria wise discussion after introducing the purpose of the comparative Analysis of SSR.
- Dr. Binu began the Criteria 1 presentation on Curricular Aspects and stressed on the importance of Outcome based PO, PSO and CO.
- It was decided that data collection for criteria 4,5 and 7 should be carried out after sharing the necessary files with all the departments.
- The Principal emphasized on the relevance of courses that addressed environmental sustainability, Gender issues and Human values and asked the IQAC members for suggestions to include them into the curriculum.
- Dr. Sheena stressed on the importance of holding frequent department level meetings and discussion so as to ensure that all the necessary data has been entered and not left out.
- Dr. Stella, requested all the departments having active MoU's to hand over copies of the same to her at the earliest.
- Principal stressed on the importance of certificate courses as well as value added

Courses and instructed all the teachers to be aware of all such courses offered by the institution.

- Principal and IQAC Coordinator talked about the documentations to be done, and factors to be taken into account while filling in details in various criteria.
- It was decided that each year at least five from each department would be sent for internship programmes and that the summarized projects at the end of the same would be certified by the principal.
- It was decided that more value added courses should be introduced each year that would be beneficial to students.
- IQAC decided to prepare formats for collecting data to update the files based on SSR/AQAR format and also discussed on further measures to be taken for SSR preparation
- Criteria 2 Teaching-learning and Evaluation was presented by Dr.Sujatha and introduced unique ideas like 'faculty@students home' and 'promotion to class-teacher along with students' that was extensively discussed and was accepted so as to implement in various departments.
- Dr. Aparna Lakshmanan suggested increasing the number of Institutional MoU's by signing institutional level MoU's. Principal supported this suggestion and based on this the IQAC recommended certain teachers to form linkages and MoU's.
 - St.Paul's College – Dr. Newly
 - St. Albert's College – Dr. Sr. Stella
 - UC College – Dr. Aparna
 - Morning Star College – Dr. Sheena
- It was decided that students should be made aware of the student centric methods and Course outcome and teachers should ensure this by informing the students.
- Suggestion to introduce a college digital newspaper managed by students was approved in the meeting.
- Introduction of zero hour for club activities, mentoring and learning environment was suggested at the meeting.
- Based on the Criteria two presentation clarifications were made regarding Teacher awards. Dr. Sheena advised the members to strictly follow the NAAC guidelines and that only State, National and International awards are recognized by the NAAC.
- Dr. Newly Joseph suggested creating a Question paper setting board to scrutinize the internal exams conducted in the college.

- A two day centralized valuation camp in the college for valuation after each internal exam was suggested and accepted at the meeting.
- Dr. Sujatha suggested creating an evaluation committee to monitor and analyse the learning outcomes.

- Dr. Sheena informed the members about the student satisfaction survey and that it has been modified and is ready to be used. It was recommended that the second UG and the Final UG students be made to take this survey.
- Dr. Anu Anto suggested that Appreciation certificates be given to teachers who have published research papers in UGC recommended journals(Carelist)
- Dr.Sr.Shalini suggested the idea of 'Le-Fraternity' a group of women who can be made a part of the college start up unit.
- The Department of English was given the duty of suggesting exclusive names and titles for various organizations, events and groups within the institute.
- The staff secretaries were given the charge of staff welfare programmes like free medical camp for teachers.


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Minutes of the IOAC meeting held on 12.11.2019

Agenda :

- Preparation of AQAR

Decisions Taken :

- Teachers and students should visit the library and sign in the register.
- N-list Infflibnet and social media should be accessed by all.
- Teachers must be encouraged to take part in short term FDP courses as well as orientation and refresher courses.
- Teachers should register in the care-list immediately. It was also suggested that they register on the Scopus database.
- Teachers must collect as many eBooks as possible in their concerned area/domain of interest so that it can be added into the college library database.
- A planning committee should be constituted under the purview of the IQAC to monitor and chart out academic, and non academic activities to be carried out each year in the institute. The evaluation of the same will be carried out by the IQAC.
- Railnet internet connection was suggested as an alternative/additional internet connection for the institution
- A library register should be maintained in the pg departments and the PG students should be encouraged to visit the library and use the available resources.
- Fourth Ambit has to be made active and Alumni registration is to be made mandatory
- More Alumni local chapters to be initiated to promote alumni contribution; both financially and non-financially.

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- Green practices in the campus should be ensured with minimizing the use of plastic.
- Placements have to be increased.
- Braille Newspapers and resources to be bought and kept in the library for the visually impaired students in the college.
- Cultural Fests in the departments can be organised as long as proper decorum and discipline is maintained. However DJ events will not be entertained in the institution.
- Based on the SSR presentations, criteria-wise groups have to hold meetings and prepare the AQAR .

Shanfa

IQAC Coordinator

Esthalin
Principal



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Minutes of the IOAC meeting held on 21.01.2019

Agenda :

- Meeting with external members
- Strategic plan for Institution activities
- Discussion on revised NAAC format
- Suggestions on quality improvement

Decisions Taken :

- Meeting with external members
- Prof Harry suggested to convene IQAC advisory board meeting three times a year
 - June- To discuss and finalize the activities of the year
 - November -Initiatives by IQAC must be taken up such as:
- Annual Academic Audit
- Strategic Plan formation
- Conducting FDPs
- Formation of Sub-committees
- Quality Collaborations Sub committee
- Photo Documentation subcommittee
 - March- Introspection and evaluation of all activities
- New NAAC format should be kept in hard copy by each faculty
- A booklet on Code of Conduct should be circulated to staff and students
- Recommended to register in Sodhsindhu
- Recommended to initiate a Stock survey
- Each document should be countersigned by Principal before filing it
- Students should be sensitized to social issues
- Should embark on collaborations with Institutes of repute
- Staff and student exchange programmes must be promoted
- Decided to offer a training programme on Mentoring to the teaching faculty
- Teacher @Home should be promoted

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Minutes of the IQAC meeting held on 29.01.2019

Agenda :

- India Today ranking
- ISO
- Feedback from Alumni and Parents

Decisions Taken :

- India Today Ranking survey report submission should be on Feb 5, 2020
- IQAC members are divided to three groups in the basis of Arts, Science and Commerce to prepare the survey report of India Today Ranking Feedback on curriculum should be taken from students
- Decided to organize a training programme on how to use Excel for the teaching faculty
- Student satisfaction survey must be completed by the first week of March

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Minutes of the IOAC meeting held on 03.03.2019

Agenda :

- Collection of criteria wise documents of the academic year 2017-18, 2018-19, 2019-20

Decisions Taken :

- March should be utilize for NAAC data collection
- Documents should be collected in Soft and Hard copies
- Outcome Based Education must be updated by Dr. Sujatha
- Each faculty should prepare Individual bio data with certificates and photos
- Decided to institute Best Department Award – that satisfies the NAAC criteria. Judgement will be based on Academic Audit
- On March 20- Final staff meeting. Reports of all activities should be submitted
- Old M.Phil classroom is the new Incubation center
- Ms. Ninu and Ms. Renjitha are entrusted to get Inlibnet and Sodhsindhu registration certificates
- Academic audit must be done in the end of March by the committee
- ISO external audit will be conducted in April
- Criteria-wise presentation should be done in June 1, 2020

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