



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 Meeting of IQAC Held on 19/08/2020- 11 am

Agenda:

- Meeting with external members to plan future activities and to evaluate the completed activities.
- To chart out pandemic activities.

Decisions Taken:

- Welcome- Dr. Sr. Geege Joanamma Xavier
- Report Presentation-Dr. Sheena Xavier
- Minutes_ Dr. Aparna Lakshmanan
- Discussions started with Sr. Percy who warmly congratulated the IQAC and the college authority for winning ISO Certification.
- Followed by Prof. Harry Cleetus who highlighted the points to be taken care of during the time of Pandemic. He suggested the following:
 - To create a Pandemic Time Table
 - Unique endeavours should be ventured during the Pandemic rather than sticking on to the conventional activities
 - Extra- curricular events must be offered for the students
 - Library use may be improved with current technological interventions
 - Freeships to students can be given in terms of providing them with internet data and network connections to properly pursue their academics
 - Grievances must be collected regularly and corrective measures be taken
 - Mentoring should be done on a regular basis fixed on positive results
 - Consolidate the activities done till date and do an evaluation to check whether the activities have met the needs of the hour
- Dr. Sr. Geege Joanamma Xavier- gave clarifications regarding the improvised library facilities like Inlibnet.
- Sr. Diogenus requested to the teaching faculty to make their Inlibnet IDs active and also asked to motivate the students for the proper use of Inlibnet
- Sri. Chinnan C. Pynadath- reminded that apart from giving awareness on Personal hygiene, the students must be motivated to embrace Personality hygiene. He ensured his support for the noble cause of ennobling the student community with ethics and morality.



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- Dr. Sheena Xavier reminded the IQAC members about the necessity to prepare for AQAR submission. She asked to collect the data of 2019-2020 for the same.
- Dr. Sheena also recommended that a Steering Committee of NAAC must be created to work with force towards the Fifth cycle of NAAC accreditation which is due on Sep 2022.
- Sr. Stella asked the IQAC teachers in Charge to do the necessary to collect the students' data at the time of Admission.
- Ms. Nikitha Xavier proposed that the class by Alumni, which is conducted every year, may be conducted as a Webinar series during this Pandemic Year. She also intimated that data and network connections will be provided to the needy students in the banner of OSAX.
- Dr. Sr. Geege Joanamma Xavier suggested that the IQAC should convene an Internal members' meeting at the earliest to discuss further and to make necessary actions
- She suggested that the IQAC teachers in charge of Library should deal with the smooth and active functioning of Inlibnet among staff and students. She also asked to prepare the Pandemic Time Table at the earliest.
- The meeting came to an end with the Vote of Thanks proposed by Dr. Saumi Mary M.

IQAC Coordinator

Principal



Dr. Geege Joanamma Xavier
Principal-in-charge
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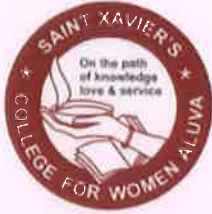
Minutes of the IQAC Meeting held on 26.08.2020, 11 am

Agenda:

- To plan quality changes in the academic affairs.
- To strengthen MOODLE related activities.

Decisions Taken:

- Welcome: Dr. Sheena Xavier
- Chair: Dr. Sr. Geege Jaonamma Xavier
- Dr. Sr. Geege Jaonamma Xavier highlighted the following points:
 - Though the government has approved Work from Home, there are threats regarding the period of service during the pandemic in the Service Book. Hence it is advisable to be present in the college at least on alternate days to cast the signature in the Attendance Register
 - It is mandatory that all the teachers be present in the college on 27.08.2020 at 10 am as it is the closing date and sign in the Attendance Register
 - A meeting of all faculty members will be convened at 10 am on 27.08.2020 to decide about further modus operandi
 - Individual Time Table of each faculty should be submitted on 27.08.2020
 - More toil should be put in by each IQAC member to enhance the quality parameters of the institution. Should evaluate the demerits pointed out in the former NAAC visits and should take corrective steps to transform them into merits
 - The teachers in charge of each criteria should deem it their responsibility to score maximum scores in the NAAC accreditation. Needed measures should be taken up. Frequent criteria-wise meetings should be convened
 - Decisions taken in one meeting should be analyzed in the next meeting to evaluate action taken
 - The science departments should take the practical sessions with the aid of MHRD programme as suggested by Dr. Sabu Thomas
 - Congratulated Dr. Anila N who has taken up the charge of Head of the Department of Botany
 - Report of all the activities done by each department should be submitted to IQAC



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- Previous HODs should hand over all the documents and Reports of the activities of the department to the new HODs on 27.08.2020
- Dr. Sr. Stella spoke on the following:
 - Coursera courses must be promoted more among students. Completion status should be updated regularly
 - Should decide about the ADD-On courses. Some of the Coursera courses may be listed as Add- On
 - MOODLE team should conduct a survey among students to identify the issues and corrective measures should be taken up. Dr. Baby Divya agreed should the suggestion and promised to address the issues in the proper manner possible
 - Audit reports of all the Research Projects should be submitted in the office on 27.08.2020
 - Alumni meetings of each department should be convened during these days as Virtua; meetings
- Other discussions:
 - Dr. Sheena Xavier asked every IQAC member to actively pursue the respective NAAC criteria to accomplish the success demands in the best possible manner
 - Nikitha suggested that each department may fix a date from Sep 7 to Sep 18 to organize a class by alumni
 - Dr. Anila suggested that A forms and B forms of Sem 2 may be prepared at the earliest
 - First Internal Exam marks should be handed over to the respective class- in-charge at the earliest
- Vote of Thanks: Dr. Saumi Mary M

IQAC Coordinator

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Minutes of the IQAC Meeting held on 17.09.2020, 2 pm

Agenda:

- Plan AQAR preparation and submission
- Reform IQAC students wing by selecting new members.
- Chart out activities for the adopted villages under UBA.

Decisions Taken:

The meeting was presided by Dr. Sheena Xavier. The points of discussion were as follows:

- AQAR preparation and submission
- Each criterion-in-charge should take initiative for criteria-wise data collection and preparation of AQAR
- Separate meetings should be convened criteria-wise to discuss and implement the process of data collection
- On October 5, 2020 criteria-wise presentation of the data collected
- As per the suggestion from the Principal, prior to the final submission of the AQAR, it must be submitted to the Governing Body and College Council for verification
- Activities should be planned for second term
- Entrusted the concerned teachers-in-charge to organize Academic Week and Library Week in the best way possible
- Decided to reform IQAC Students' Wing by selecting new members from each class.
- Prompted to chart out activities to be carried out in the 5 adopted villages under UBA.

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Minutes of the AQAR Review Meetings Held on 05.10.2020, 19.10.2020, 30.10.2020

Agenda:

- AQAR preparation and review

Decisions Taken:

- Ms. Binu Correya presented Criterion 1
 - For Elective Course, new paper should be taken up
 - For Feedback, Analysis cum Report should be prepared
 - Field Project Report should be documented
- Dr. Sujatha presented Criterion 2
 - In the Result Date- corrections are suggested
 - In the Results of S3, change in the final percentage
 - Dr. Newly suggested a New Form for Mentoring
 - Number of Smart Classrooms and ICT enabled classrooms should be in tally with the data entered in Criterion 4
 - Should clarify the number of filled and vacant positions of the faculty
- Dr. Anu Anto presented Criterion 3
 - Paper publications should be done in the journals included in UGC carelist
 - Extension activities should be included in Criterion 7
- Ms. Ninu Rose presented Criterion 4
- Dr. Lima Antony presented Criterion 5
- Dr. Saumi Mary M presented Criterion 7
 - Best Practice- XavAdapt should be initiated to meet with the needs of COVID 19
 - Should include 3.4.4, 3.5.1 data in the Locational Advantages
 - The Dept of Chemistry planning to initiate Micro Analysis of muddy water- can be included in Criterion 7

Sheena

IQAC Coordinator

Sethalini

Principal



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Minutes of the IQAC Meeting Held on 19/01/2021, 1.30 pm

Agenda:

- India Today Ranking – Distribution and allocation of duties

Decisions Taken:

- Dr. Sheena Xavier congratulated the IQAC members for the smooth and effective conduct of Academic Week
 - The departments should be reminded to share the folder of the Report and documents of the two events- Interact and Oracle- to IQAC in a folder
- Decided to organise an FDP in collaboration with PMMMMNMTT next year
- India Today Ranking – the last date of the submission of proposal is January 31st. Should prepare the data at the earliest
 - The groups for the 3 disciplines are prepared as follows:
 - Science- Dr. Sheena, Dr. Sujatha, Dr. Anu Anto, Dr. Baby Divya, Ms. Binu, Dr. Newly, Dr. Anila, Dr. Resmi
 - Commerce- Ms, Ninu, Ms. Lidiya, Sr. Vandana and members from Commerce self
 - Arts- Dr. Lima, Dr. Saumi, Ms. Nikitha, Ms. Renjitha, Ms. Minimol, Dr. Lekha
 - Group wise meeting for the discussion of India Today Ranking process should be convened on January 21st
- AQAR should be completed on an urgent basis
- Dr. Sr. Stella proposed to take up the project of Plastic Free campus.
 - A student from each class should be appointed for monitoring and class teachers should supervise the same.
 - May start to monitor the use of plastics after an awareness class.
 - A graph may be prepared by the entrusted student to evaluate the change on a daily basis


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Minutes of the IQAC Meeting held on 03.03.2021 at 1.30 pm

Agenda:

- To discuss the new time period scheduled for AQAR, 2019-2020

Decisions Taken:

The meeting commenced with the welcome address by Dr. Sheena Xavier. The following points were discussed in the meeting:

- Dr. Sheena Xavier announced the new time period for AQAR data collection to be from June 2019 to December 2020
 - Reminded to plan and carry out the criteria-wise data collection accordingly
 - The deadline of AQAR Submission is postponed to May 31st 2021.
 - Dr. Sr. Geege Joanamma Xavier asked the teachers in charge of each criteria to be prepared for Criteria-wise data presentation on April 9, 2021
- Dr. Sr. Geege Joanamma Xavier also prompted that External Academic Audit should be done on April 20, 2021
 - For the Academic Audit, the files updated for ISO should be kept in each department for the academic years 2017-18, 2018-19, 2019-20, 2020-21
 - Department-wise Activities presentation should also be done
- Dr. Sr. Geege Joanamma Xavier also reminded to complete the data entry in deQ by March 8, 2021
 - She declared that an interactive meeting with the DeQ personnel will be held on March 10, 2021 from 1 pm to 2.30 pm. The clarifications and suggestions can be made in the meeting
- Dr. Sheena Xavier reminded of certain clarifications in following criteria
 - In Criterion 1, the Feedback on Curriculum should be improved
 - In Criterion 3, Decided to enrich the Extension activities by arranging Project Guidance for Plus Two students of nearby schools. The science departments can select the best students for this Project after an Aptitude test for the next academic year
 - In Criterion 7, the Qualitative data proof should be collected in the prescribed Activities Report Format for each individual activity
- Dr. Sheena declared the winners of the Academic Week competitions as follows:
 - Interact:
 - I Prize- Sandra Sebastian-III DC Zoology Model 1
 - II Prize- Fareeha Zahrah Biju-III BA Comm. English
 - III Prize- S. Gayathri- I MSc Microbiology
 - Quiz:
 - I Prize- Afnan Abdulsalam- II BComTT
 - II Prize- Abbirami R- II BSc Chemistry
 - III Prize- Anshrika Biju- Economics
- The meeting came to a close at 2.45 pm.

IQAC Coordinator



Principal

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