



# Alphonsa College, Pala

ARUNAPURAM P.O., PALA, KOTTAYAM (Dist.)  
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Re-accredited (4<sup>th</sup> cycle) by NAAC with A Grade (CGPA 3.24)

## To whomsoever it may concern

The details of IQAC meeting minutes during the year 2023-24 are attached herewith.

Place: Pala



  
PRINCIPAL  
Principal  
Alphonsa College, Pala

2023-2024 (ND1)

NOTICE

A meeting of the IQAC is scheduled to be held on 18/04/2023 at 10.30 am in the IQAC room. All members are requested to be present for the same.

PRINCIPAL

Shy. JohnAGENDA

1. IQAC reconstitution
2. Launching of Alphoncian Community College
3. DST-FIST application process
4. SWOC analysis and IDP 2030
5. Feedback on Curriculum and Institutional ambience
6. Snehaveedu Project
7. Any other matter with permission of the chair

MEMBERS PRESENT

- |   |                    |
|---|--------------------|
| 1. Rev. Dr. Shaji John - Principal                      | <u>Shy. John</u>   |
| 2. Dr. Sr. Miriam Mathew - Vice Principal               | <u>Sm</u>          |
| 3. Dr. Sr. Marija Elizabeth Kerevillia - Vice Principal | <u>Mariam</u>      |
| 4. Rev. Dr. Jose Joseph - Bursar                        | <u>Jose</u>        |
| 5. Dr. Darsi Mathew ND - Co-ordinator                   | <u>Darsi</u>       |
| 6. Dr. V.V. Georgekutty                                 | <u>Georgekutty</u> |
| 7. Dr. K.K. Jose  | <u>Jose</u>        |
| 8. Dr. Sunny Joseph                                     | <u>Sunny</u>       |
| 9. Dr. Sonia Sebastian                                  | <u>Sonia</u>       |
| 10. Mrs. Anna Paul                                      | <u>Anna</u>        |
| 11. Mrs. Cincila T. Joy                                 | <u>Cincila</u>     |
| 12. Dr. Anila Thomas                                    | <u>Anila</u>       |
| 13. Dr. Connie Susan Ambroy                             | <u>Connie</u>      |
| 14. Mrs. Rekha Mathew                                   | <u>Rekha</u>       |
| 15. Dr. Kacherani George                                | <u>George</u>      |
| 16. Dr. Ambili T.R                                      | <u>Ambili</u>      |
| 17. Mrs. Diana Elizabeth Jose                           | <u>Diana</u>       |
| 18. Mrs. Biby Annet Baiju                               | <u>Biby</u>        |
| 19. Mrs. Rosalina Baby                                  | <u>Rosalina</u>    |
| 20. Dr. Rose Mary Philip                                | <u>Rose</u>        |
| 21. Mrs. Ashly Thomas                                   | <u>Ashly</u>       |
| 22. Mrs. Sathy Catherine Thomas                         | <u>Sathy</u>       |
| 23. Dr. Alphon George                                   | <u>Alphon</u>      |
| 24. Mrs. Bina Joseph                                    | <u>Bina</u>        |
| 25. Miss. Keerthana Reji                                | <u>Keerthana</u>   |



Minutes of the meeting held on 18.04.2023

The meeting started with a prayer. IQAC greeted the New Principal, Dr. Shaji John and Vice Principal, Dr. Sr. Mariju Elizabeth Kuravila. The Principal welcomed the members. The minutes of the meeting held on 01.03.2023 was presented by the IQAC Coordinator Dr. Darsi Mathew MD and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC discussed the need for augmentation of infrastructure facilities in the year including Conference room and Multimedia hall, renovation of Library and Auditorium and maintenance of existing facilities.

The Internal and external academic audit reports 2022-23 was evaluated and to be communicated to respective departments for further action and improvement.

IQAC reconstituted with new members Dr. Kachuzarsi George and Ms. Diana Elizabeth Jose. IQAC thanked the contributions of Dr. Sonia Sebastian, Dr. Cinnie Susan Antony and Dr. Alphons George as IQAC members.

### DECISIONS TAKEN

1. Launch Alphonsian Community College offering programs for life-long learning among women.
- \* Physical Education Department to coordinate possibility of public access to Alphonsian Fitness Centre.
- \* Operate payment based consultancy services by the Departments of Sports Nutrition, Fashion Technology and Clinical Nutrition and Dietetics in Physiotherapy, Stitching and Embroidery works and Diet Counselling as part of Alphonsian Community College.



- \* Launch courses for promoting entrepreneurship and skill development for women in the community.
  - \* Foreign language training through Department of English.
2. Apply for DST-FIST for upgrading Science Laboratories. Do Sr. Manju Elizabeth Kuruvilla to coordinate DST-FIST application process.
  3. To conduct a comprehensive SWOC analysis to identify areas of strength and improvement and craft a Strategic Institutional Development Plan 2030 aligned with NEP 2020. An IDP Committee is formulated.
  4. IQAC to collect feedback on Curriculum and Institutional ambience from various stakeholders.
  5. Collect consolidated mark list of each student for the assessment period.
  6. Start new add-on/value added courses and offer these courses to all batches of students. Departments to inform IQAC the details of add-on/certificate courses offered during the year.
  7. IQAC recommended the coordinator of Incubation centre to apply for MSNDE licence for the SWESH products launched by the Dept of Commerce.
  8. IQAC discussed the Soohaveedu project to construct homes for the homeless - a flagship Program of the diamond jubilee year. It was decided to organise a Magic Show for the public, as a fundraiser to support this noble initiative.

The IQAC Coordinator proposed a Vote of thanks to the members.

Dr. Darsi Mathew M.  
IQAC Coordinator

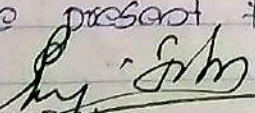
Rev. Dr. Shaji John  
Principal



2023-2024 (NO2)

NOTICE

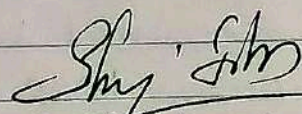
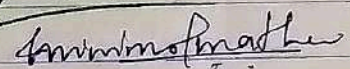
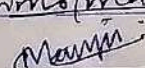

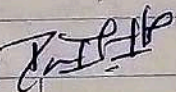
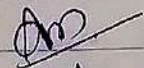

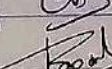
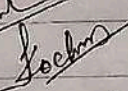
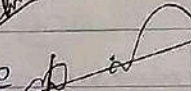



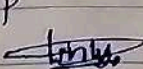


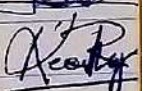
A meeting of the IQAC is scheduled to be held on 02.06.2023 at 3.15pm in the IQAC room. All members are requested to be present for the same.

  
PRINCIPAL

AGENDA

1. Review IQAC Outcomes 2022-23
2. Approve Academic and Examination Calendars 2023-24
3. Observing College's Diamond Jubilee year
4. University Result analysis
5. Induction programme for first year students
6. Any other matter with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal 
2. Dr. Sr. Mithra Mathew - Vice Principal 
3. Dr. Sr. Marija Elizabeth Kerevulla - Vice Principal 
4. Rev. Dr. Jose Joseph - Bursar 
5. Dr. Darsi Mathew M - Co-ordinator 
6. Ms. Annu Paul 
7. Ms. Cineila T. Joy 
8. Dr. Anila Thomas 
9. Dr. Kochuzhani George 
10. Ms. Diara Elizabeth Jose 
11. Ms. Rekha Mathew 
12. Dr. Anobili T.R 
13. Ms. Biby Annet Baiju
14. Ms. Poorvima Baby 
15. Dr. Rose Mary Philip
16. Ms. Ashly Thomas 
17. Ms. Sreethy Catherine Thomas 
18. Ms. Binu Joseph 
19. Miss. Keethana Reji 



Minutes of the meeting held on 02/06/2023

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 18.04.2023 was presented by the IQAC coordinator Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

Principal informed that the Institution was selected for the presentation of DBT-STAR College proposal at New Delhi and Dr. Ambily T.R and Dr. Sr. Manju Elizabeth Kuvuvilla were entrusted with the presentation.

IQAC analysed the outcomes achieved for IQAC Plan of Action 2022-23 and the report to be submitted to College Council.

IQAC also reviewed the Plan of Action of various departments and clubs for A.Y. 2023-24 and incorporating inputs and recommendations, approved Academic Calendar and Examination Calendar.

IQAC discussed strategic plans for the College's Diamond Jubilee year, including the constitution of various committees to carry out these plans. To mark this milestone, departments were entrusted with organizing National Seminars during the Jubilee year, fostering the academic enrichment.

IQAC discussed the list of equipments and IT infrastructure to be purchased under RUSA 2.0 focusing on upgradation of Academic and Infrastructure facilities of the institution.

IQAC analysed the result of University Examination 2023. The Institution remains in the

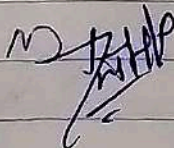


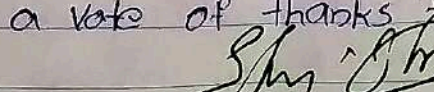
Top position among affiliated Colleges of MG University in the number of University Rankis and pass percentage.

### DECISIONS TAKEN

1. Feedback report on Curriculum and Institutional ambience to be submitted to College Council and Management Council for further actions.
    - \* IQAC to communicate the analysis report and recommendations to the university following the approval of College Council.
    - \* The analysis to be shared with MG University FYUGP Syllabus revision committees and teachers are recommended to participate in the syllabus revision workshops of the respective subjects.
  2. Initiate the preparation for AQAR 22-23.
  3. Initiate a monthly newsletter, documenting Departmental and club activities.
  4. Conduct Induction programme, Bridge Course and SKAT test for first year students under the leadership of Student's Union.
  5. Conduct Toppers Day to honour the meritorious students and Rank holders of University Examination 2023.
  6. Conduct Academic and community extension activities in the adopted Villages.
  7. Conduct administrative training programme on Office ERP management.
  8. Conduct 5 day faculty Development programme.
- The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Davi Mathew  
IQAC Coordinator



  
Rev. Dr. Shaji John  
Principal



2023-2024 (ND3)

NOTICE

A meeting of the IQAC is scheduled to be held on 22/07/2023 at 3.15pm in the IQAC rooms. All members are requested to be present for the same.

Shaji Jm  
PRINCIPAL

AGENDA

1. DST-CURIE proposal
2. Alumni career connect initiatives
3. Organise collaborative initiatives
4. New ERP for examination and attendance management
5. Any other matters with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal *Shaji Jm*
2. Dr. Sr. Mirimal Mathew - Vice Principal *Sm*
3. Dr. Sr. Marija Elizabeth Kereuvilla - Vice Principal *Mariam*
4. Rev. Dr. Jose Joseph - Bursar *Joe*
5. Dr. Darsi Mathew M - Co-ordinator *Darsi*
6. MDS. Annu Paul *AM*
7. MDS. Circila T. Joy *CM*
8. Dr. Anila Thomas *Anila*
9. Dr. Kochuzhansi George *George*
10. MDS. Diana Elizabeth Jose *Diana*
11. MDS. Rakha Mathew *Rakha*
12. Dr. Ambili T.R *Ambili*
13. MDS. Biby Annet Baiju *Biby*
14. MDS. Poorvinca Baby *Poorvinca*
15. Dr. Rose Mary Philip *Rose*
16. MDS. Ashly Thomas *Ashly*
17. MDS. Seethy Catherine Thomas *Seethy*
18. MDS. Binu Joseph *Binu*



Minutes of the meeting held on 22/07/2023

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 02/06/2023, was presented by the IQAC Coordinator Dr. Darsi Mathew M and approved by the committee. The Actions Taken Report was also discussed.

### DECISIONS TAKEN

1. Conduct Induction programme to newly appointed teachers.
2. Promote social media platforms of college for a wider reach.
3. Conduct programmes through Alumni career connect initiative by the career and placement cell.
4. Submit Proposal for DST-CURIE scheme to strengthen Research facilities of Science Departments. Dr. Cinnie Susan Antony and Dr. Diana Elizabeth Jose are appointed as coordinators.
5. Departments to enhance research output through publication of research articles.
6. Organise more collaborative initiatives for academic enrichment.
7. Conduct internal and external financial audit for the year 2022-23.
8. Introduce new ERP for attendance and examination management.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew M  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal

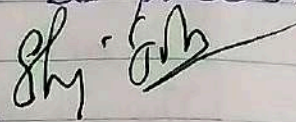


2023-2024 (ND4)

NOTICE

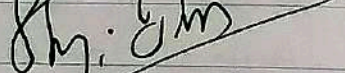
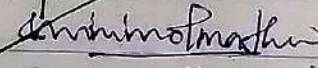
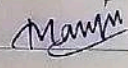
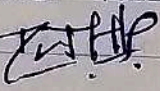
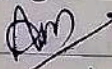

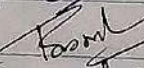
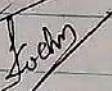
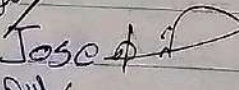



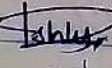


A meeting of the IQAC is scheduled to be held on 27/09/2023 at 3.15pm in the IQAC room. All members are requested to be present for the same.

PRINCIPAL


AGENDA

1. Discuss Institutional Development plan 2030
2. RUSA 3.0 proposal
3. Launch 'Alpha Flea Market'
4. Any other matters with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal 
2. Dr. Sr. Mirinal Mathew - Vice Principal 
3. Dr. Sr. Mariju Elizabeth Kuzuvilla - Vice Principal 
4. Dr. Darsi Mathew M - Co-ordinator 
5. Mrs. Anna Paul 
6. Mrs. Circila T. Joy 
7. Dr. Anila Thomas 
8. Dr. Kechuzarsi George 
9. Mrs. Diana Elizabeth Joseph 
10. Mrs. Rekha Mathew 
11. Dr. Anobili T.R. 
12. Mrs. Biby Annet Baiju
13. Mrs. Poorvima Baby 
14. Dr. Rose Mary Philip
15. Mrs. Ashly Thomas 
16. Mrs. Seathy Catherine Thomas 
17. Mrs. Birca Joseph 



Minutes of the meeting held on 27/09/2023

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 22.07.2023 was presented by the IQAC Coordinator Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC discussed and finalised the Institutional Development plan 2030 prepared by the IDP Committee and to be submitted before the Management Council and Governing Body for approval.

The Council discussed and drafted the RUSA 3.0 proposal based on IDP.

### DECISIONS TAKEN

1. To initiate Data Collection for KIRF and KSHEC Survey.
2. To launch 'Alpha Flea Market' as a regular sales platform for products developed by students and staff, in alignment with the Paryaptha programs.
3. To apply for a NAAC sponsored Seminar to be organised in January.
4. To conduct screening of faculty for promotion by College Managers and IQAC.
5. To inaugurate the activities of Community College and Incubation Centre.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew M  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal



2023-2024 (M5)

NOTICE

A meeting of the IQAC is scheduled to be held on 22.11.2023 at 3.15pm in the IQAC room. All members are requested to be present for the same.

PRINCIPAL

*[Signature]*

AGENDA

1. Comprehensive audit of Departments
2. Newsletter 2022-23
3. Any other matter with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal *[Signature]*
2. Dr. Sr. Nirmal Mathew - Vice Principal *[Signature]*
3. Dr. Sr. Mariju Elizabeth Kuzuvilla - Vice Principal *[Signature]*
4. Dr. Darsi Mathew MD - Co-ordinator *[Signature]*
5. Mrs. Anna Paul *[Signature]*
6. Mrs. Cincila T. Joy *[Signature]*
7. Dr. Anila Thomas *[Signature]*
8. Dr. Kochuzhary George *[Signature]*
9. Mrs. Diana Elizabeth Joseph *[Signature]*
10. Mrs. Rakha Mathew *[Signature]*
11. Dr. Anobili T.R. *[Signature]*
12. Mrs. Biby Annet Baiju
13. Mrs. Poorvima Baby *[Signature]*
14. Dr. Rose Mary Philip
15. Mrs. Ashly Thomas *[Signature]*
16. Mrs. Seethy Catherine Thomas *[Signature]*
17. Mr. Birou Joseph *[Signature]*



Minutes of the meeting held on 22/11/2023

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 27.09.2023 was presented by the IQAC coordinators Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

Principal commended the IQAC and Faculty coordinators for their outstanding efforts, as the college is sanctioned with DST-FIST and DBT-STAR funds for Science Departments.

### DECISIONS TAKEN

1. Review and analyze the departmental reports for the five-year assessment period (2018-2023) by an external auditor, scheduled for December.
2. Initiate data collection for NIRF and AISHE survey.
3. Collect data for annual Newsletter 2022-23

The IQAC Coordinators proposed a vote of thanks to the members.

Dr. Darsi Mathew (AE)  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal



2023-2024 (NOB)

NOTICE

A meeting of the IQAC is scheduled to be held on 04.01.2024 at 3.15pm in the IQAC room. All members are requested to be present for the same.

PRINCIPAL *Shy. Jm*

AGENDA

1. IQA and SSR Submission
2. Conduct Open House meeting
3. Review College Policy Documents
4. IQAC reconstitution
5. Any other matter with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal *Shy. Jm*
2. Dr. Sr. Miriam Mathew - Vice Principal *Miriam Mathew*
3. Dr. Sr. Mariju Elizabeth Kuruvilla - Vice Principal *Mariju*
4. Rev. Kusiakrose Vellachalil - Management representative *Prine*
5. Dr. Darsi Mathew MD - Co-ordinator *Shy. Jm*
6. Dr. Sunil C Mathew - Representative from Local Society *Shy. Jm*
7. Dr. Jigy Alex - Representative from Local Society *Shy. Jm*
8. Dr. Jilka Anil John - Alumni Representative *Shy. Jm*
9. Rev. Beethmoans Kunnampuzham - Employer Rep. *F. Rm*
10. Dr. Augustine John - Parent Representative
11. Mr. Abin John Varughese - Industry representative *Shy. Jm*
12. Mrs. Mariju Jose - Teacher representative *Shy. Jm*
13. Mrs. Anna Paul *Shy. Jm*
14. Mrs. Circila T. Joy *Shy. Jm*
15. Dr. Kachurari George *Shy. Jm*
16. Mrs. Diara Elizabeth Jose *Shy. Jm*
17. Mrs. Rekha Mathew *Shy. Jm*
18. Dr. Ambili T.R. *Shy. Jm*
19. Mr. Binu Joseph - Office Superintendent *Shy. Jm*
20. Miss. An Sora Johnson *Shy. Jm*



Minutes of the meeting held on 04/01/2024

The meeting started with a prayer. The Principal welcomed the new members and remembered with gratitude the contributions of all IQAC members. The minutes of the meeting held on 22.11.2023 was presented by the IQAC coordinator Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC reviewed the findings of the Comprehensive External Academic audit, led by Dr. Sunil C Mathew.

IQAC reconstituted with new members to spearhead IQA and SSR preparations.

New ERP for exam management will be implemented from current semester.

### DECISIONS TAKEN

1. Submit IQA in March 2024 prior to expiry of the accreditation period.
2. Consolidate the SSR before IQA Submission.
3. Complete the Alumni registers of all departments before the Alumni meeting on January 25.
4. Conduct Annual PTA meeting in February.
5. Open House meetings of all Departments to be completed for the current year before March 2024.
6. Conduct the inauguration of the College bus obtained under MP fund.
7. Initiate Feedback by Students on teachers by the Principal.
8. Review all College Policy documents and make necessary additions.
9. Organise training programme on ERP management.

The IQAC Coordinators proposed a vote of thanks to the members.

Dr. Darsi Mathew M  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal

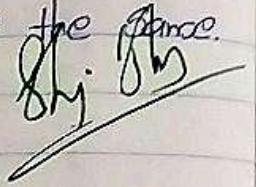


2023-2024 (NOT)

NOTICE

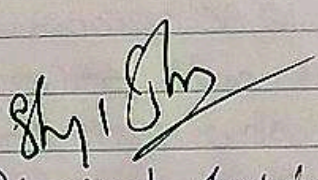
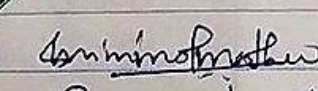
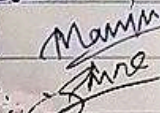
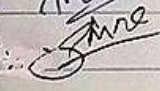
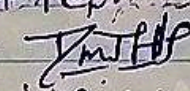

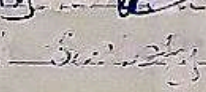



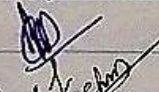
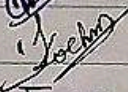
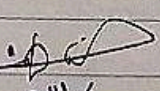


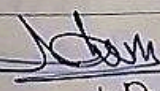

A meeting of the IQAC is scheduled to be held on 29.02.2024 at 3.15pm in the IQAC room. All members are requested to be present for the same.

PRINCIPAL


AGENDA

1. MoU with IIIT Kottayam
2. Orientation session on the new FY <sup>U</sup> ~~GP~~
3. IQAC Criteria wise presentations of SSR
4. Any other matters with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal 
2. Dr. Sr. Minamol Mathew - Vice Principal 
3. Dr. Sr. Mariju Elizabeth Kuvuvilla - Vice Principal 
4. Rev. Kuzhikose Vellachalil - Management Rep. 
5. Dr. Darsi Mathew M - Co-ordinator 
6. Dr. Scroil C Mathew - Rep. Froms Local Society 
7. Dr. Jigy Alex - Rep. Froms Local Society 
8. Dr. Augustine John - Parent Representative
9. Mr. Abin John varghese - Industry representative 
10. Mrs. Mariju Jose - Teacher representative 
11. Mrs. Anna Paul 
12. Mrs. Cincila T. Joy 
13. Dr. Kocheravari George 
14. Mrs. Diara Elizabeth Jose 
15. Mrs. Rekha Mathew 
16. Dr. Anobili T.R 
17. Mr. Binu Joseph - Office Superintendent 
18. Miss. Ann Sree Johnson - Student representative 



Minutes of the meeting held on 29/02/2024

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 04.01.2024 was presented by the IQAC coordinator Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC coordinator informed that AQAR 22-23 is submitted. IQAC reviewed the SSR.

The MoU with IIIT Kottayam will be signed on March 2024 in the presence of Sri. Jose K Mari, MP.

### DECISIONS TAKEN

1. Conduct Merit day and College day in March
2. Observe Women's day under the theme 'Invest in women: Accelerate progress' in alignment with College best practices
3. Conduct an orientation session on the new Four Year UG Programme Regulations by Dr. Libin Kuriaakose, St. Thomas College Pala, Senate Member, MGI University in March.
4. Collect and analyse Performance appraisal of faculty members.
5. Conduct Criteria wise presentations during the third week of March before the IQA submission.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew M  
IQAC Coordinator

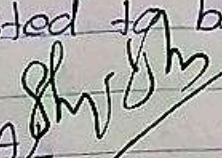
Rev. Dr. Shaji John  
Principal



2023-2024 (NSB)

NOTICE

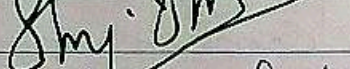
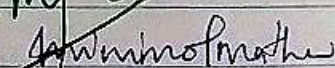
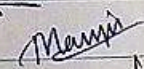

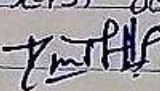



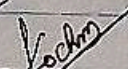




A meeting of the IQAC is scheduled to be held on 20.03.2024 at 3.15pm in the IQAC rooms. All members are requested to be present for the same.

PRINCIPAL 

AGENDA

1. IQA Submission
2. SSR review
3. OBE mapping process
4. Course exit survey
5. Summer Camp for School Students
6. Any other matter with permission of the chair

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal 
2. Dr. Sr. Mirinal Mathew - Vice Principal 
3. Dr. Sr. Marija Elizabeth Kuvilla - Vice Principal 
4. Rev. Kuziakose Vellachalil - Management representative 
5. Dr. Darsi Mathew M - Co-ordinators 
6. Ms. Marija Jose 
7. Ms. Anna Paul 
8. Ms. Cineila T. Joy 
9. Dr. Kochuvani George 
10. Ms. Diana Elizabeth Joseph 
11. Ms. Rekha Mathew 
12. Dr. Anobili T.R 
13. Ms. Binca Joseph 



Minutes of the meeting held on 20/03/2024

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 29.02.2024 was presented by the IQAC coordinator, Dr. Darsi Mathew M and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

SSR preparation is reviewed and IQA is ready for submission on March 22. The amount to be paid is Rs. 25000 + 18% GST.

Reviewed the OBE mapping process and decided to complete the mapping process by March.

Bursar informed that the maintenance and painting of the college will be conducted in Summer vacation time.

Reviewed the suggestions on the criterion wise presentations of SSR and decided to present all metrics after incorporating the recommendations by first week of May.

### DECISIONS TAKEN

1. Take membership for the College in University Library
2. Upgrade the server space of the College website for handling SSR related data.
3. Host a summer camp for school students in April 2024.
4. Conduct Course Exit survey from final year students.
5. All departments, clubs and IQAC to prepare the Action Plan for the year 2024-25 to be submitted to IQAC within the stipulated time for review and consolidation.
6. IQAC to collect feedback on Curriculum and Institutional ambience from various stakeholders.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew M  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal



2023-2024 (NSQ)

NOTICE

A meeting of the IQAC is scheduled to be held on 04.04.2024 at 3.15pm in the IQAC rooms. All members are requested to be present for the same.

PRINCIPAL

Sh. J. M.

AGENDA

1. IQA

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal *Sh. J. M.*
2. Dr. Sr. Nirmal Mathew - Vice Principal *Nirmal Mathew*
3. Dr. Sr. Manju Elizabeth Kuruvilla - Vice Principal *Manju*
4. Rev. Kuriakose Vellachalil - Management Representative *Sh. J. M.*
5. Dr. Darsi Mathew M - Co-ordinator *Darsi*
6. NDS. Manju Jose *Manju*
7. NDS. Anas Paul *Anas*
8. NDS. Cineila T. Joy *Cineila*
9. Dr. Kochuzhary George *George*
10. NDS. Diana Elizabeth Jose *Diana*
11. NDS. Rekha Mathew *Rekha*
12. Dr. Anobili T.R. *Anobili*
13. NDS. Binu Joseph *Binu*



Minutes of the meeting held on 04/04/2024.

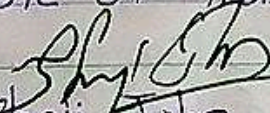
The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 20.03.2024 was presented by the 'IQAC' coordinator Dr. Darsi Mathew MD and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC coordinator informed that IQA Submitted on March 22, 2024 is approved and SSR portal is open for uploading data. Criteria heads are informed to upload data in the portal.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew MD  
IQAC Coordinator

  
Rev. Dr. Shaji John  
Principal



2023-2024 (NDIO)

NOTICE

A meeting of the IQAC is scheduled to be held on 16.05.2024 at 3.15pm in the IQAC room. All members are requested to be present for the same.

PRINCIPAL

*SMI*

AGENDA

1. Review and Submission of SSR

MEMBERS PRESENT

1. Rev. Dr. Shaji John - Principal *SMI*
2. Dr. Sr. Mirdosal Mathew - V. Principal *Kunimol Mathew*
3. Dr. Sr. Manju Elizabeth Kuzuvilla - V. Principal *Manju*
4. Rev. Kuziakose Vellachalil - Management Representative *SMI*
5. Dr. Darsi Mathew M - Co-coordinator *SMI*
6. Dr. Susil C Mathew - Rep. From Local Society *SMI*
7. Dr. Jogy Alex - Rep. From Local Society *SMI*
8. Dr. Jilu Anji John - Alumni Representative *SMI*
9. Rev. Beschmans Kunnumpuram - Employer Rep. *SMI*
10. Dr. Augustine John - Parent Representative
11. Mr. Abin John Varghese - Industry Rep. *SMI*
12. Mrs. Manju Jose - Teacher representative *SMI*
13. Mrs. Anna Paul *SMI*
14. Mrs. Circila T. Joy *SMI*
15. Dr. Kochuzhani George *SMI*
16. Mrs. Diana Elizabeth Joseph *SMI*
17. Mrs. Rekha Mathew *SMI*
18. Dr. Ambili T.R. *SMI*
19. Mr. Binu Joseph - Office Superintendent *SMI*
20. Miss. Ann Sara Johnsons - Student representative *SMI*



Minutes of the meeting held on 16/05/2024

The meeting started with a prayer. The Principal welcomed the members. The minutes of the meeting held on 04.04.2024 was presented by the IQAC Coordinator Dr. Darsi Mathew MD and approved by the committee. The Action Taken Report was also discussed.

### DISCUSSIONS

IQAC coordinators informed that SSR Submission date is extended till June 2. SSR is ready for submission on June 1, 2024. The amount to be paid for SSR is Rs. 1,18,000 + 18% GST.

### DECISIONS TAKEN

1. IQAC members to review the draft SSR
2. Departments to inform students about the Student Satisfaction Survey which will be initiated after SSR Submission.

The IQAC Coordinator proposed a vote of thanks to the members.

Dr. Darsi Mathew MD  
IQAC Coordinator

Rev. Dr. Shaji John  
Principal