



CHRIST NAGAR COLLEGE MARANALLOOR, TRIVANDRUM

A CMI Educational Institution | Affiliated to the University of Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)


IQAC Meeting at 10:30 am on 13.08.2019 in Board Room


A meeting was conducted on 13.08.2019 at 10:30 am in the Board Room. The meeting aims to take certain decisions regarding the activities and documentations of the Internal Quality Assurance Cell.

The points discussed were:


1. DQAC in-charges for each department were selected.
2. IQAC coordinator informed the DQACs about their duties and responsibilities.
3. The DQACs were made aware of the documentation process.
4. The DQACs were informed to create a WhatsApp group for effective communication.
5. Student IQAC was constituted.

Members Present:


Dr Jolly Jacob (Principal) 


Rev. Fr. Titto Varghese, CMI (Manager) 


Ms Parvathy G. S. (IQAC Coordinator) 

Mr Emil S. Abraham (Joint-Coordinator) 

Ms Ajumol S.S. 

Ms Rekha R. 

Mr Jagadheesh Chandran J. 

Ms Deepthi Rani S. S. 

Ms Thara C. B. 

Ms Jayanthi L. S. 





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INTERNAL QUALITY ASSURANCE CELL


IQAC meeting at 2:40 p.m. on 14/8/2019 in Board Room

A meeting was conducted on 14/8/2019 at 2:40 p.m. in Board Room. The meeting aims to discuss the alumni activities, the formation of student IQAC and IQAC committee.

The points discussed were:


1. Decided to form an Alumni Database to better streamline and coordinate Alumni-related activities.
2. Regarding forming a Student IQAC group in which a student from every batch of the department would be included as IQAC student representatives since IQAC involves the holistic quality development of the institution, it is critical to make students also a part of the process and toward the same.
3. Regarding forming an IQAC Committee as per UGC Guidelines


Members Present:

Dr Jolly Jacob (Principal) 


Rev. Fr. Titto Varghese, CMI (Manager) 

Ms Parvathy G. S. (IQAC Coordinator) 

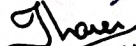
Mr Emil S. Abraham (Joint-Coordinator) 


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INTERNAL QUALITY ASSURANCE CELL

IQAC meeting at 2:40 p.m. on 4/10/2019 in Board Room

A meeting was conducted on 4/10/2019 at 2:40 p.m. in Board Room. The meeting aims to inform the DQACs regarding the data to be collected from the department and to plan an awareness programme on NAAC accreditation.

Points discussed were:

1. DQACs were asked to collect the following details from the teaching staff. Number of:
 - Male teachers
 - Female teachers
 - NET qualified teachers
 - MPhil qualified teachers
 - PhD qualified teachers
 - PhD pursuing teachers.
2. Details like results (final year results, rank), no of students (current batch), total number of boys, total number of girls and university scholarship must be collected.
3. Details regarding the seminars conducted, paper presentations, best paper awards and article publications must be collected.
4. Details about the charity activities conducted must be documented.
5. Details about NET qualified students from MA English and M Com must be collected.
6. DQACs were informed about the importance of add-on courses and all departments should start add-on courses as early as possible.
7. It was decided to conduct an awareness session on NAAC accreditation process for the teaching and non-teaching staff as part of UGC Paramarsh Scheme, St Theresa's College (Autonomous), Ernakulam.

Members Present:

Ms Parvathy G. S. (IQAC Coordinator)

Mr Emil S. Abraham (Joint-Coordinator)

Ms Ajumol S.S. *Ajumol*

Ms Rekha R. *Rekha*

Mr Jagadheesh Chandran J. *Jagadheesh*

Ms Deepthi Rani S. S. *Deepthi*

Ms Thara C. B. *Thara*

Ms Jayanthi L. S. *Jayanthi*





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 1:30 pm on 15.10.2019 in Board Room

This meeting was conducted for the evaluation of preparation for the upcoming meeting with IQAC Paramarsh Team on 19 October 2019. The meeting was presided over by the Principal. Dr. Jijimon Thomas (IQAC Coordinator at Mar Ivanios College, Trivandrum) was present as a special invitee to give inputs into the functioning of IQAC. Parvathy G. S. (IQAC coordinator) discussed the activities done till date and immediate requirements we have as an IQAC team.




Dr. Jijimon Thomas gave an overview of the role of an IQAC team in improving the quality of an institution at all levels. He stressed on the NAAC's 7 criteria of evaluation and how an institution can excel in the same. He also mentioned the importance of a streamlined documentation practice, which acts as a proof as well as a reference to quality improvement initiatives.

Dr. Jijimon Thomas also shared practical guidelines of the documentation process and other important requirements essential for the smooth and effective functioning of an IQAC team.

The meeting ended at 3:30 pm with the following decisions:

1. To reconstitute NAAC Committee as per the revised UGC Guidelines.
2. To set up a Student IQAC team with 2 representatives each from all classes of Second- and Third-year students.
3. Further preparations for the Paramarsh meeting were initiated with the given inputs.

Members present:

1. Dr. Jijimon Thomas (IQAC Coordinator, Mar Ivanios College)
2. Dr. Jolly Jacob (Principal) 
3. Parvathy G. S. (IQAC Coordinator) 
4. Emil S Abraham (Joint-Coordinator) 





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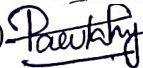

IQAC Meeting at 1:30 pm on 20.11.2019 in Board Room

A meeting was conducted on 20.11.2019 at 1:30 pm in the Board Room. The meeting aims to take certain decisions regarding the activities and documentations of the Internal Quality Assurance Cell.

The points discussed were:

1. Regarding the responsibilities of DQAC members in carrying out the documentation process of each department.
2. Clarifying doubts regarding the documentation process to set up a systematic data documentation system.
3. Issuing a new Student Biodata form for the admission process
4. Issuing a Teacher Profile document to collect data as per the data requirements for documentation.

Members Present:

1. Dr. Jolly Jacob (Principal) 
2. Rev. Fr. Titto Varghese, CMI (Manager) 
3. Parvathy G. S. (IQAC Coordinator) 
4. Emil S Abraham (Joint-Coordinator) 





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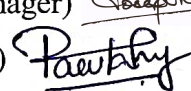





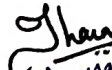

IQAC Meeting at 1:30 pm on 21.01.2020 in Board Room

A meeting was conducted on 21.01.2020 at 1:30 pm in the Board Room. The meeting aims to make necessary preparations for the upcoming Internal Audit, Annual Academic Audit and External Audit.

The points discussed were:

1. Overview documentations process carried out by each department.
2. Brief overview of the Departmental Documentation system by listing out all the folders and their contents.
3. Update from DQAC members regarding the status of the data documentation of their respective departments.
4. It was also informed that an Annual Academic Audit and an External Audit will be conducted.

Members Present:

1. Dr. Jolly Jacob (Principal) 
2. Rev. Fr. Titto Varghese, CMI (Manager) 
3. Parvathy G. S. (IQAC Coordinator) 
4. Emil S Abraham (Joint-Coordinator) 
5. Ms Ajumol S.S. 
6. Ms Rekha R. 
7. Mr Jagadheesh Chandran J. 
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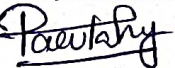
IQAC Meeting at 1:30 pm on 03.02.2020 in Board Room

A meeting was conducted on 03.02.2020 at 1:30 pm in the Board Room. The meeting aims to make decisions regarding the activities to be conducted by the IQAC as well as the documentation process.

The points discussed were:

1. To conduct remedial classes for the weak-performing students to improve their academic performance.
2. To conduct bridge courses for first-year students to facilitate a smoother transition into college curriculum.
3. To issue a common form for report filing to IQAC
4. Regarding organising a national seminar on Teaching-Learning and Education

Members Present:

1. Dr. Jolly Jacob (Principal) 
2. Rev. Fr. Titto Varghese, CMI (Manager) 
3. Parvathy G. S. (IQAC Coordinator) 
4. Emil S Abraham (Joint-Coordinator) 