



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

Minutes of the IQAC Meeting for the Academic Year 2020-21

Agenda:





1. Certification Course
2. Social Media and College Website
3. Activity File Documentation

Date: April 26, 2021

Time: 3:30 pm - 4:30 pm

Venue: Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Ms. Febi Abraham : (IQAC Coordinator) 
4. Ms. Sreeka Chandran : (Member)
5. Mr. Solymon V L : (Member)
6. Ms. Sreekala M M : (Member)
7. Ms. Nivea Thomas : (Member)
8. Ms. Anju Antony : (Member)
9. Mr. Jithu Philip : (Member)
10. Ms. Binitha P S : (Member) 

Discussions:

The meeting discussed the organization of certification courses and add-on programs for students. Given the current circumstances, it was decided that these courses will be conducted online. The discussion likely included considerations such as course offerings, online delivery, and ensuring student participation and completion.

The meeting discussed the effective utilization of social media platforms and the college website for updating events, for increasing the visibility of college achievements, events, and student activities to stakeholders and the public.



The discussion likely included strategies for regular updates, content creation, engaging with the audience, and monitoring the effectiveness of these platforms.

Decisions:

1. It was decided to complete certification courses and Add-on Programs online, and to document student details regarding course completion and attendance by April 30, 2021.
2. Online activities, training sessions, competitive examinations, workshops, seminars, and college celebrations will be updated on the college website and social media platforms.
3. Activity reports from departments, cells, and clubs are to be submitted to IQAC by April 30, 2021.

The meeting concluded at 4:30 pm.



IQAC Coordinator



Principal

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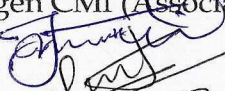



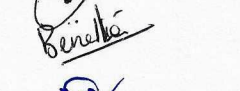


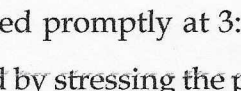
Minutes of the IQAC Meeting for the Academic Year 2020-21

Agenda:

1. Appointment of Criterion Coordinators
2. Assignment of Duties
3. Explanation of Responsibilities
4. File Documentation
5. AAA Audit

Date: January 16, 2021 **Time:** 10:30 pm - 11:30 pm **Venue:** Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Ms. Febi Abraham 
4. Ms. Sreeka Chandran 
5. Mr. Solymon VL 
6. Ms. Nivia Thomas 
7. Mr. Jithu Philip 
8. Mr. Sreekala MM 
9. Ms. Binitha PS 
10. Ms. Anju Antony 

Discussions:

The meeting convened promptly at 3:30 pm with Dr. Joy P Joseph presiding as chair. The principal opened by stressing the pivotal role of the Internal Quality Assurance Cell



(IQAC) in ensuring institutional quality enhancement and compliance. Ms. Febi Abraham, the IQAC Coordinator, proceeded with a comprehensive presentation via PowerPoint, detailing the specific responsibilities associated with each criterion. Following deliberation, the assembly reached the following decisions:

Appointment of Criterion Coordinators. Ms. Febi Abraham was reaffirmed as the IQAC Coordinator. Additionally, program and event coordinators were asked to submit the reports to IQAC with three days of the events took place. This initiative aims to streamline the flow of reports and documentation among coordinators, ensuring continuity and accessibility of institutional records.

Discussed the conduction of AAA audit to in February was to assess compliance with AAA standards and identify areas for improvement in operational efficiency and quality assurance.

Decisions:

1. Dr. Joy P Joseph chaired the meeting and emphasized the importance of IQAC. Ms. Febi Abraham, the IQAC Coordinator, delivered a PowerPoint presentation outlining the duties for each criterion.
2. The following individuals were appointed as criterion coordinators:
 1. Ms. Febi Abraham (IQAC Coordinator)
 2. Ms. Sreeka Chandran (Criterion 1 Curricular Activities)
 3. Mr. Solymon V L (Criterion 2 Teaching, Learning, and Evaluation)
 4. Mr. Sreekala M M (Criterion 3 Research, Consultancy, and Extension)
 5. Mr. Akhil Raju (Criterion 4 Infrastructure and Learning Resources)
 6. Ms. Swedha KS (Criterion 5 Student Support and Progression)
 7. Ms. Binitha PS (Criterion 6 Governance, Leadership, and Management)
 8. Mr. Tennyson Thomas (Criterion 7 Innovation and Best Practices)
3. The IQAC email was established to facilitate the transmission of reports and documents among program coordinators, ensuring the preservation of data for future





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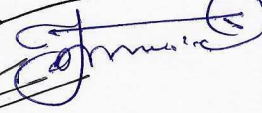




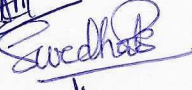
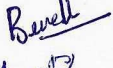

Minutes of the IQAC Meeting for the Academic Year 2020-21

Agenda:

1. MoU
2. Social Media and College Website
3. Biometric Attendance Marking for Staff
4. Linways for Tracking Attendance and Student Data
5. Others

Date: November 16, 2020 Time: 1:00 - 1:55 pm Venue: Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Ms. Febi Abraham : (IQAC Coordinator) 
4. Ms. Sreeka Chandran : (Member) 
5. Mr. Solymon V L : (Member) 
6. Ms. Sreekala M M : (Member) 
7. Ms. Anju Antony : (Member) 
8. Ms. Swedha K S : (Member) 
9. Ms. Binitha P S : (Member) 
10. Mr. Tennyson Thomas : (Member) 

Discussions:

- Dr. Joy P Joseph initiated the discussion on adapting MoU activities to an online format due to the ongoing lockdown.




- Rev. Fr. Dipin Karingen CMI and other members agreed on the importance of maintaining collaborative efforts despite the current restrictions.
- Ms. Febi Abraham outlined the plan for departments to identify and execute at least 5 feasible online activities under existing MoUs by the end of the academic year.
- Ms. Sreeka Chandran brought up the need to enhance the college's social media presence and keep the website updated with timely information.
- Mr. Solymon V L suggested assigning Prof. Tennyson Thomas responsibility for managing these tasks, which was agreed upon by the group.
- Prof. Tennyson Thomas confirmed his readiness to ensure active social media engagement and regular website updates.
- Ms. Swedha K S highlighted the re-implementation of biometric attendance marking as part of the college's e-governance strategy post-lockdown.
- Ms. Binitha P S and others expressed support for this initiative, noting its potential to streamline administrative processes and enhance accuracy.
- Ms. Sreekala M M discussed the adoption of Linways for effectively tracking attendance and managing student data during online operations.
- Dr. Joy P Joseph emphasized the importance of training faculty members to maximize the benefits of Linways.
- Ms. Anju Antony proposed the inclusion of Jithu Philip and Nivea Thomas in the IQAC team, replacing Tennyson Thomas and Swedha K S, due to their busy schedule of Doctorial works.
- Rev. Fr. Dipin Karingen CMI and the rest of the members approved the suggestion, acknowledging the value of fresh perspectives in the IQAC team.



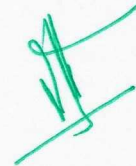
Decisions:

1. It was decided to conduct MoU collaborative activities online with colleges and institutions that have signed MoUs, considering the ongoing lockdown. Each department is required to identify at least 5 activities feasible for online execution before the end of the academic year 2020-21.
2. The college's social media presence will be enhanced, and all events and programs conducted by the college should be promptly updated on the website. Prof. Tennyson Thomas was assigned responsibility for this task.
3. Biometric attendance marking for staff will be re- implemented as part of transitioning the college to an e-governance system post-lockdown.
4. Linways will be used to effectively track attendance and student data, given that the college is operating in online mode.
5. It was decided to include Jithu Philip and Nivea Thomas in the IQAC team, replacing Tennyson Thomas and Swedha K S.

The meeting concluded at 1:55 pm.



IQAC Coordinator



Principal



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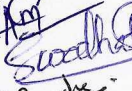


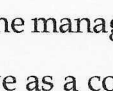
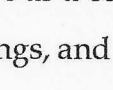


1. Common Staff Room
2. ThinkTank
3. Mentoring Orientation

Date: August 17, 2020

Time: 3:30 - 4:30 pm

Venue: Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Ms. Febi Abraham : (IQAC Coordinator) 
4. Ms. Sreeka Chandran : (Member) 
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7. Ms. Anju Antony : (Member) 
8. Ms. Swedha K S : (Member) 
9. Ms. Binitha P S : (Member) 
10. Mr. Tennyson Thomas : (Member) 

Discussions:

- A proposal will be drafted and submitted to the management for the establishment of a common staff room. This room will serve as a collaborative space for faculty members to brainstorm ideas, conduct meetings, and foster a sense of community feeling.

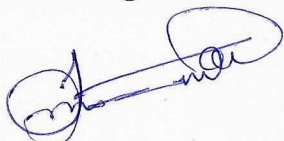


- The IQAC has discussed to create a space called "ThinkTank" once offline operations resume. This venue will be dedicated to students, encouraging them to engage in brainstorming, planning, action, and recreational activities.
- A discussion on an orientation program for faculty's to enhance the effectiveness of mentoring processes across the institution.

Decisions:

1. A proposal will be submitted to the management for the establishment of a common staff room where all faculty members can collaborate, brainstorm, and hold meetings.
2. Additionally, IQAC decided to establish a venue named "ThinkTank" for students to engage in brainstorming, planning, action, and recreation once the college resumes offline operations.
3. It was decided to organize an orientation program using for effective mentoring.

The meeting concluded at 4:30 pm.



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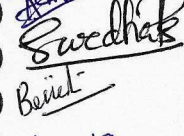
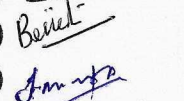
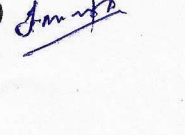
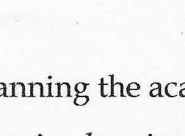
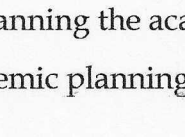
1. Academic Planning and Calendar Setting for 2020-21
2. Department Action Plan and Calendar 2020-21
3. Evaluation of the 2019-20 Academic Year
4. Presentation of Published University Results Analysis
5. Filing of Student Evaluations of Faculty & Infrastructure, HOD Evaluation & Confidential Report, Principal Evaluation, and Communication of Feedback
6. Mentoring
7. Green Audit.

Date: May 11, 2020

Time: 10:30 - 11:30 am

Venue: Online Mode

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Ms. Febi Abraham : (IQAC Coordinator) 
4. Ms. Sreeka Chandran : (Member) 
5. Mr. Solymon V L : (Member) 
6. Ms. Sreekala M M : (Member) 
7. Ms. Anju Antony : (Member) 
8. Ms. Swedha K S : (Member) 
9. Ms. Binitha P S : (Member) 
10. Mr. Tennyson Thomas : (Member) 

Discussions

- The meeting commenced with a focus on planning the academic year ahead. It was agreed to conduct comprehensive academic planning both at the college and department levels.



- Emphasis was placed on department-specific action plans aligned with the overall academic calendar.
- A review of the previous academic year's programs and initiatives was discussed.
- The analysis of university results was highlighted as an important agenda item.
- Filing of Student Evaluations, HOD Evaluation, Principal Evaluation, and
- Procedures for evaluating faculty through student feedback and administrative evaluations were outlined.
- The importance of mentoring for student support and development was underscored.
- IQAC discussed on the need of a green audit involves a comprehensive assessment of an organization's environmental practices and impacts. It focuses on evaluating resource use efficiency, waste management strategies, energy consumption patterns, and adherence to environmental regulations to promote sustainability and reduce ecological footprints.

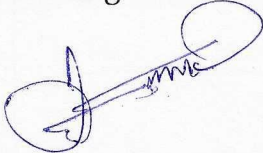
Decisions:

1. It was decided to conduct academic planning at both college and department levels, with calendar setting to be included in an Internal Faculty Development Program (FDP) scheduled to be held from May 18 to May 30, 2020, conducted online for the academic year 2020-21. The IQAC Coordinator will convene and oversee the implementation of this planning.
2. An evaluation of the previous academic year's programs will be conducted based on cell and club-wise documentation.
3. Presentation of university results analyzed semester-wise as part of the Internal FDP.
4. The evaluations will be filed following Criteria Six and communicated to the staff by the Principal and Associate Director before May 30, 2020.
5. The mentoring cell will finalize the list of students and mentors before the next academic year begins. Mentoring activities may be conducted online.



6. Conduct a thorough green audit to evaluate resource efficiency, waste management, and energy use. Implement findings from the green audit to enhance sustainability practices, including better waste recycling and energy conservation measures.

The meeting concluded at 11:30 am.



IQAC Coordinator



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