



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

Minutes of the IQAC Meeting for the Academic Year 2019-20

Agenda:











1. Installation of Smart Boards and Projectors
2. Financial Support for External Faculty Development Programs (FDP)
3. Maintenance of Faculty Files
4. AAA Audit

Date: January 18, 2020

Time: 10:30 - 11:30 am

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

- The meeting began with a discussion on enhancing teaching methodologies through technology. It was unanimously agreed to emphasize the use of electronic and AI tools for teaching and learning. As a result, the purchase of smart boards and LCD projectors for classrooms was recommended to the management.

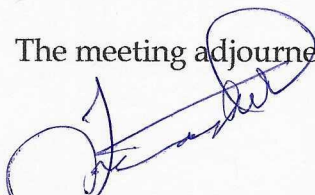


- The need to support faculty development through external workshops, seminars, and conferences was highlighted. A proposal was put forth to provide financial aid and duty leave for faculty attending such programs. This recommendation will be forwarded to the management for consideration.
- Recognizing the importance of maintaining updated records of faculty profiles for career tracking and institutional planning. It was agreed to implement a system to maintain comprehensive and up-to-date records of faculty profiles.
- Discussed to Conduct AAA audit in the month of February 2020.


Decisions:

1. Emphasized the use of Electronic and AI tools for teaching and learning, and recommended for the purchase of smart boards and LCD projectors for classrooms.
2. Proposed to the management to provide financial aid and duty leave for faculty attending workshops, seminars, and conferences.
3. Agreed to maintain up-to-date records of faculty profiles to track their career growth.
4. Decided to conduct AAA audit in February 2020 to assess compliance with AAA standards and identify areas for improvement in operational efficiency and quality assurance.

The meeting adjourned at 11:30 am.


IQAC Coordinator




Principal
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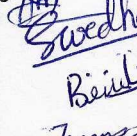



1. Ladies Hostel
2. Cafe Area
3. Renovation of College Campus
4. Promotion of Green Campus

Date: October 19, 2019

Time: 10:30 - 11:30 am

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

The meeting commenced with a discussion on enhancing the college's infrastructure facilities to promote a conducive learning environment and improve overall campus aesthetics.

The need for a new hostel for girls with modern amenities was emphasized to cater to the increasing accommodation demands and ensure safety and comfort.



It was proposed to establish a new canteen and cafe area on the campus to provide students and staff with convenient dining options and social spaces.

To establish a new canteen and cafe area on campus to provide students and staff with improved dining options and social spaces. Due to increased student numbers, the current cafe and canteen are overcrowded and insufficient. Create a larger, modern canteen and cafe area to accommodate growing demand and enhance campus dining and social experiences.

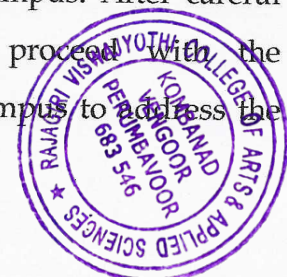
The committee agreed on beautifying the campus through initiatives such as fencing, tiling pathways, surface roads, new entrance with security room, enhancing gardens, and planting additional trees to create a green and welcoming environment.

The meeting focused on promoting sustainability and environmental consciousness through green initiatives, in line with the college's commitment to ecological responsibility. One proposed initiative is to create an 'Oxygen Zone' on campus by planting a bamboo garden.

Plans were outlined to renovate the staff accommodation building to provide modern facilities, ensuring a comfortable living environment for faculty and staff members

Decisions:

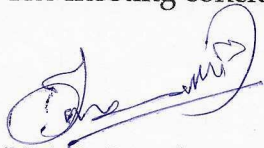
1. The NACC core committee resolved to recommend to the college Management to enhance the college's infrastructure facilities by:
 - o Constructing a new hostel for girls with modern amenities.
 - o Establishing a new canteen and cafe area on the campus. After careful consideration, it was unanimously decided to proceed with the establishment of a new canteen and cafe area on campus to address the



challenges effectively. This initiative aims to provide students and staff with improved dining options and enhanced social spaces.

- o Beautifying the campus through fencing, tiling, surface roads and new entrance with security room, gardening, and planting additional trees.
- o It was unanimously decided to proceed with the creation of the 'Oxygen Zone' through the bamboo garden initiative as a practical step towards fostering environmental stewardship within our college community.

The meeting concluded at 11:30 am.



IQAC Coordinator



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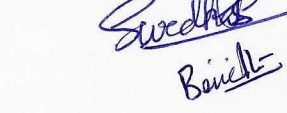

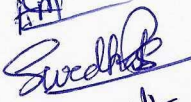


1. Allocation of Criteria
2. Collection of Feedback
3. Self-Appraisal Form for Teachers
4. Certificate Courses/ Add-On Programmes
5. Value Education

Date: July 20, 2019

Time: 10:30 - 11:30 am

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 V L 
6. Ms. Sreekala M M 
7. Ms. Anju Antony 
8. Ms. Swedha K S 
9. Ms. Binitha P S 
10. Mr. Tennyson Thomas 

Discussions



During our meeting, allocated specific criteria to different heads to streamline our quality assurance efforts. The IQAC Chairman, Principal, will oversee the overall process, while Ms. Feby Abraham will coordinate the activities. Each criterion, from curricular aspects to governance and innovation, has been assigned to responsible heads to ensure focused attention and effective management.

We agreed to collect comprehensive feedback from students regarding teaching and learning experiences at the end of this semester. This feedback will be instrumental in evaluating teaching effectiveness, improving student satisfaction, and guiding continuous improvement efforts across the institution.

Teachers were instructed to complete and submit self-appraisal forms by the end of the semester. This process aims to encourage self-reflection, identify professional development needs, and align individual teaching practices with institutional goals, promoting a culture of accountability and growth.

Starting this academic year, we decided to introduce certificate courses, add-on programs, and emphasize value education. Department heads have been tasked with planning and scheduling these programs by month's end, enhancing our academic offerings, promoting skill development, and nurturing ethical values among our students.

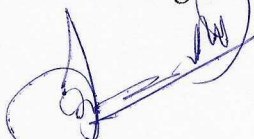
Decisions:

1. Criteria were allocated to different heads.
2. It was decided to collect student feedback on teaching and learning at the end of this semester.
3. Teachers were instructed to fill and submit the Self-Appraisal form by the end of this semester.
4. Criteria were allocated as follows:
 - IQAC Chairman: Principal



- IQAC Coordinator: Ms. Feby Abraham
 - Criterion 1: Curricular Aspects - Ms. Sreeka Chandran
 - Criterion 2: Teaching, Learning, and Evaluation - Mr. Solymon VL
 - Criterion 3: Research, Consultancy, and Extension - Mr. Tennyson Thomas
 - Criterion 4: Infrastructure and Learning Resources - Ms. Swedha KS
 - Criterion 5: Student Support and Progression - Ms. Sreekala M M
 - Criterion 6: Governance, Leadership, and Management - Ms. Binitha PS
 - Criterion 7: Innovation and Best Practices - Ms. Anju Antony
5. A decision was made to initiate Certificate Courses, Add-On Programmes, and Value Education from this academic year onwards. Department heads were instructed to plan and schedule programmes by the end of this month.

The meeting concluded at 11.30 am.



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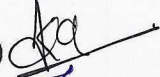
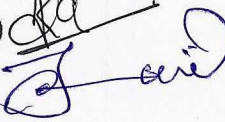









Minutes of the IQAC Meeting for the Academic Year 2019-20

Agenda:

1. Formation of Academic Council
2. Establishment of IQAC Committee

Date: June 12, 2019 Time: 3:30 - 4:30 pm Venue: Principal's Chamber

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Febi Abraham (IQAC Coordinator) 
4. Ms. Sreekala M M 
5. Mr. Tennyson Thomas 
6. Ms. Binitha PS 
7. Ms. Anju Antony 
8. Ms. Reema Ann Roy 
9. Mr. Solymon VL 
10. Ms. Sreeka Chandran 
11. Mr. Akhil Raju 
12. Ms. Swedha KS 

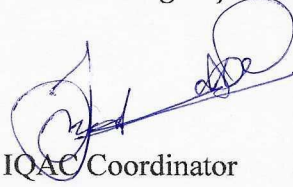
Discussions

1. The meeting began with a discussion on the role of the newly formed Academic Council in enhancing the institution's academic governance and overall excellence.



- o Ms. Sreeka Chandran (Member)
2. IQAC committee was formed with the following members:
- o Dr. Joy P Joseph (Principal)
 - o Rev. Fr. Dipin Karingen CMI (Associate Director)
 - o Ms. Febi Abraham :(IQAC Coordinator)
 - o Ms. Sreeka Chandran :(Member)
 - o Mr. Solymon V L :(Member)
 - o Mr. Sreekala M M :(Member)
 - o Mr. Akhil Raju :(Member)
 - o Ms. Swedha KS :(Member)
 - o Ms. Binitha PS :(Member)
 - o Mr. Tennyson Thomas :(Member)

The meeting adjourned at 4:30 pm.


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Minutes of the IQAC Meeting for the Academic Year 2019-20

Agenda:

1. Academic Planning
2. IQAC

Date: May 4, 2019 Time: 10:30 - 11:30 am Venue: Principal's Chamber

Members Present:

1. Dr. Joy P Joseph (Principal)
2. Rev. Fr. Dipin Karingen CMI (Associate Director)
3. Mr. Febi Abraham
4. Ms. Sreekala M M
5. Mr. Tennyson Thomas
6. Ms. Binitha PS
7. Ms. Sreeka Chandran
8. Ms. Swedha KS

Discussion:

- The academic planning process is scheduled to run from 20 May 2019 to 31 May 2019.
- Key aspects to address include curriculum updates, course scheduling, faculty assignments, and resource allocation.
- The need for a strategic approach to integrate new academic goals and ensure alignment with institutional objectives was emphasized.

It was proposed to include the Internal Quality Assurance Cell (IQAC) in the academic planning process to enhance quality and ensure compliance with academic standards.

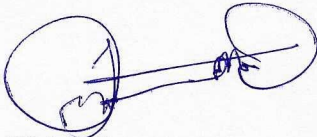


- The role of IQAC in monitoring and evaluating the effectiveness of the academic planning and implementation was discussed.
- Febi Abraham was suggested as a suitable candidate for the position of IQAC Coordinator due to their experience and qualifications.

Decision:

- The academic planning process will commence on 20 May 2019 and conclude on 31 May 2019.
- A sub-committee will be formed to oversee and facilitate the planning process.
- IQAC will be integrated into the academic planning agenda to provide quality assurance and oversight.
- Febi Abraham is appointed as the IQAC Coordinator.

The meeting adjourned at 11:30 am.



IQAC Coordinator



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Action Taken Report