



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

Minutes of the IQAC Meeting 2021-22 Academic Year

Agenda:








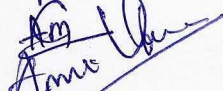




1. Semester Evaluation and feedback Collection
2. Criteria Documentation
3. Preparation of University Examination
4. Even Semester Planning
5. AAA Audit

Date: 20/11/2021

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. Mr. Solymon V L :(IQAC Coordinator) 
4. Mr. Tennyson Thomas :(Member) 
5. Ms. Sreekala M M :(Member) 
6. Ms. Binitha P S :(Member) 
7. Ms. Rose Tania Jolly :(Member) 
8. Ms. Anju Antony :(Member) 
9. Ms. Anu Varghese :(Member) 
10. Ms. Shyny K :(Member) 
11. Mr. jithu Philip :(Member) 
12. Ms Preetha Ashok :(Member) 



Discussions:

- The meeting commenced with a focus on evaluating the current semester and collecting feedback from students regarding their academic experience. This feedback is crucial for assessing the effectiveness of the curriculum and teaching methodologies employed across various departments.
- The importance of documenting criteria related to academic standards and institutional quality was highlighted. The department heads, along with coordinators of cells and clubs, should compile comprehensive activity reports. These reports will be submitted to criteria coordinators by the end of November 2021.
- The preparation for upcoming university examinations was discussed, focusing on ensuring that all necessary arrangements are in place. Specifically, schedules for revision and remedial coaching sessions for 5th and 3rd semesters were to be submitted to the academic coordinator by department heads.
- Planning for the upcoming even semesters (6th and 4th semesters) was outlined, with a directive for department heads to submit semester plans and lesson plans by the first week of December.
- Discussed on conducting AAA audit in February 2022, to assess compliance with AAA standards and identify areas for improvement in operational efficiency and quality assurance.

Decisions

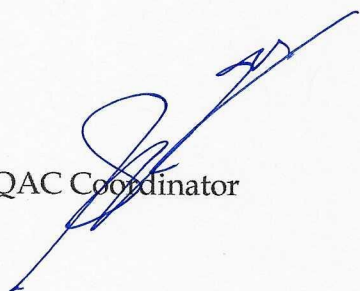
1. Student feedback on curriculum teachers, HOD report and Principal report may be completed at the end of November 2021.
2. Department HOD's, Cells and clubs' coordinators file the activity report and sent to criteria coordinators by November last.
3. Revision and remedial coaching arrange for 5th and 3rd semesters. Schedules may be submitted to academic coordinator by Department heads



4. 6th and 4th and semester will be starting on December. Semester plans and lesson plans may be submitted on first week of December.
5. AAA audit will be conducted in the month of February 2022 to assess compliance with AAA standards and identify areas for improvement in operational efficiency and quality assurance.

The meeting concluded at 11.30 am.

IQAC Coordinator



Principal
PRINCIPAL

Rajagiri Viswajyothi College of
Arts & Applied Sciences
Vengoor, Perumbavoor-683 546





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Minutes of the IQAC Meeting for the Academic Year 2021-22

Agenda:












1. Criteria Allocation
2. College Handbook & Calendar
3. Department Calendar
4. Certificate Courses/ Add-on Courses
5. Internal Examinations
6. Students' Attendance

Date: July 17, 2021

Time: 10:30 pm - 11:30 am

Venue: Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director)
3. Mr. Solymon V L : (IQAC Coordinator) 
4. Mr. Tennyson Thomas : (Member) 
5. Ms. Sreekala M M : (Member) 
6. Ms. Binitha P S : (Member) 
7. Ms. Rose Tania Jolly : (Member) 
8. Ms. Anju Antony : (Member) 
9. Ms. Anu Varghese : (Member) 
10. Ms. Shyny K : (Member) 
11. Mr. Jithu Philip : (Member) 
12. Ms. Preetha Ashok : (Member) 



Discussions:

The IQAC meeting began with the allocation of responsibilities regarding the implementation and monitoring of various quality criteria across the institution. Each criterion was assigned to specific faculty members to ensure focused attention and effective oversight. This allocation aims to ensure comprehensive coverage of quality standards throughout the academic year.

The meeting proceeded to finalize and approve the College Handbook, College Calendar, and Departmental calendar for the upcoming academic year.

Brochures, posters, and calendars for Certificate Courses and Add-on Programs were reviewed, finalized, and subsequently approved during the meeting.

A uniform pattern for conducting Internal Examinations across all departments was established. This decision ensures consistency in assessment methods and evaluation, contributing to fairness and transparency in the examination process.

To address attendance concerns, it was decided to publish the attendance percentage of each student at the end of every month. This measure aims to foster accountability among students, discourage unnecessary absences, and proactively address attendance shortages.

Decisions:

1. The seven criteria were allocated among the faculty members as follows:

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|--|--------------------|
| 1) Mr. Solymon V L | (IQAC Coordinator) |
| 2) Ms. Shyny K | (Criterion 1) |
| 3) Ms. Anju Antony, Ms. Sreekala M M | (Criterion 2) |
| 4) Ms. Anu Varghese, Ms. Preetha Ashok | (Criterion 3) |
| 5) Mr. Tennyson Thomas | (Criterion 4) |
| 6) Ms. Binitha P S | (Criterion 5) |
| 7) Ms. Rose Tania Jolly | (Criterion 6) |
| 8) Mr. Jithu Philip | (Criterion 7) |




2. The College Handbook, College Calendar, and Departmental calendar were finalized for publication.
3. The brochures, posters, and calendars for Certificate Courses and Add-on Programs were finalized and approved.
4. All the Departments should follow a Uniform pattern for the Internal Examinations and proper documentation will be done with IQAC.
5. It was decided to publish the attendance percentage of each student at the end of every month to discourage unnecessary absences and address attendance shortages, the list of attendance shortage has to be reported to grievance handling and Mentoring and Counseling department. File must be maintained

The meeting concluded at 11:30 am.


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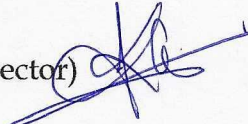






1. Academic Planning and Calendar Setting for 2021-22
2. Department Action Plan and Calendar 2021-22
3. Venue and Resource Person for Internal FDP and Semester Planning
4. Reconstitution of IQAC Core Committee with New Members
5. Evaluation of the 2020-21 Academic Year
6. Presentation of Published University Result Analysis and evaluation
7. Filing of Student Evaluation of Faculty & Infrastructure, HOD Evaluation & Confidential Report, Principal Evaluation and Communication of Feedback
8. Fencing of Football Ground
9. Vehicle Parking Facilities
10. Renovation of Staff Accommodation
11. Open Class Room for Conducting Activities and Programs.
12. IT Audit

Date: May 7, 2021

Time: 10:30 am - 11:30 am

Venue: Computer Lab

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L 
4. Mr. Tennyson Thomas 
5. Ms. Binitha P S 
6. Ms. Sreekala M M 
7. Ms. Anju Antony 
8. Ms. Anu Varghese 



9. Ms. Shyny K

10. Mr. Jithu Philip

Discussions:

Academic Planning for 2021-22

- Develop comprehensive academic plans at college and department levels, including action plans for cells and clubs, and establish a calendar for activities.
- Discuss the structure and objectives of the Internal Faculty Development Program (FDP) scheduled from May 17 to May 29, 2021.
- The IQAC Coordinator will oversee planning and organization of these activities.

2. Evaluation of 2020-21 Academic Year:

- Evaluate academic programs across college, department, cells, and clubs.
- Outline the methodology for assessing achievements, challenges, and lessons learned.
- Incorporate feedback from stakeholders to refine future strategies.

3. Analysis of University Results:

- Allocate time within the Internal FDP to analyze published university results.
- **Purpose:** Identify trends, strengths, areas needing improvement, and implications for future planning.

4. Finalization of Reports:

- Confirm May 14 as the deadline for finalizing HOD's confidential report and principal's report.
- Discuss the process for communicating these reports to respective staff members.

5. Reconstitution of IQAC Core Committee:

Introduce the newly reconstituted IQAC core committee for upcoming academic years.



- Clarify roles and responsibilities of each committee member.

6. Installation of Fencing around Football Stadium:

- **Project Scope:** Discussed the necessity of installing fencing around the football stadium.
- Outline timeline and budget considerations for the project.

7. Construction of Roofed Area for Student Vehicle Parking:

- Present plans for constructing a roofed area for student vehicle parking.
- Determine optimal location and design specifications.

8. Renovation of Staff Accommodation Building:

- Upgrade staff accommodation to provide modern facilities. Discuss areas needing renovation, budget allocation, and timeline for completion.
- Discussed the current condition of staff accommodation.
- Identified key areas needing renovation (e.g., infrastructure, amenities, safety upgrades).
- Considered budgetary constraints and timelines for completion.
- Discussed the scope of renovation (e.g., interior upgrades, structural repairs).

9. Open Classroom for Activities:

- Explored the concept of an open classroom for conducting activities and programs.
- Defined requirements for the space (e.g., size, layout, equipment needs).
- Discussed potential benefits to staff and programs.


10. IT Audit for Academic Maintenance:

Reviewed LMS support, focusing on updates and performance issues. Assessed bandwidth adequacy and performance, addressing slow speeds. Evaluated computer resources, identifying needs for additional units and upgrades.



Examined AMC agreements for hardware and software, reviewing coverage and service quality.

Decisions:


1. Academic planning will have to be conducted at the college and department levels, including action plans for cells and clubs, with calendar setting scheduled as part of an Internal Faculty Development Program (FDP) from May 17 to May 29, 2021, for the academic year 2021-22. The IQAC Coordinator will oversee the planning and organization of these activities.
2. An evaluation of the 2020-21 academic year will encompass programs at the college, department, cells, and club's levels.
3. Published university results will be analyzed during a dedicated session in the Internal FDP.
4. The HOD's confidential report and the principal's report will be finalized by May 14 and communicated to the respective staff members.
5. The newly reconstituted IQAC core committee for the upcoming academic years includes:
 1. Dr. Joy P Joseph (Principal) 
 2. Rev. Fr. Dipin Karingen CMI (Associate Director)
 3. Mr. Solymon V L : (IQAC Coordinator)
 4. Mr. Tennyson Thomas : (Member)
 5. Ms. Binitha P S : (Member)
 6. Ms. Sreekala M M : (Member)
 7. Ms. Anju Antony : (Member)
 8. Ms. Anu Varghese : (Member)
 9. Ms. Shyny K : (Member)
 10. Mr. Jithu Philip : (Member)
6. It was decided to install fencing around the football stadium.
7. Plans were made to construct a roofed area for student vehicle parking.
8. renovate the staff accommodation building to provide modern facilities.



9. Enhance updates and support for the LMS, ensuring timely improvements. Upgrade bandwidth to meet present and future demands effectively. Expand computer resources by adding new units and upgrading existing ones. Conduct a thorough review and renegotiation of AMC agreements for improved coverage and service quality.


The meeting concluded at 11:30 am.


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Principal

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