

St. John's College, Anchal

Internal Quality Assurance Cell

(IQAC)

Minutes of the meeting held on 14/06/2021 at 10 am in the Principal's office.

Members present

1. Rev. Fr. Johnson G.
2. Rt. Rev. Msgr. Dr. Mathew Corepiscopo
3. Rev. Fr. Jinoy Mathew
4. Mr. Jerry C. Jacson
5. Mr. Sibi C. Babu
6. Dr. Thomas Mathew
7. Mr. Jerry C. Jacson
8. Dr. Brilliant Rajan
9. Ms. Liji D.
10. Dr. Ronie Thomas
11. Mr. Saji Thomas
12. Adv. K. Raju
13. Adv. Abdul Kharim

Agenda

- 1.15 Formulation of an academic plan of action based on stakeholder feedback.
- 2.15 Organisation of seminars, workshops and talks in online and offline mode.
- 3.15 Assessment of the infrastructural requirements of the institution.
- 4.15 Progress of the RUSA funded construction and maintenance activities.
- 5.15 Career advancement of the faculty.
- 6.15 Plans for monitoring the academic progress of the students.

Decisions

- 1.15 Formulation of an academic plan of action based on stakeholder feedback.
 - 1.15.1 The IQAC Coordinator presented a brief report on the feedback received from students, parents, teachers and employers on the academics of the institution. The members had a discussion and the various opinions were enumerated by the Principal. It was decided to provide the feedback report to all members of the faculty and a plan of action would be prepared after meetings of the College Council and Staff.

2.15 Organisation of seminars, workshops and talks in online and offline mode.

2.15.1 The IQAC Coordinator provided the details of the programmes conducted by various departments and organizations in the preceding academic year. The members noted with appreciation that several programmes in online mode were conducted in the pandemic situation. It was decided to encourage the faculty members to conduct more programmes in the academic year.

2.15.2 The IQAC members directed the IQAC Coordinator to explore the possibility of offline programmes and on the commencement of the physical teaching learning process.

3.15 Assessment of the infrastructural requirements of the institution.

3.15.1 The Principal presented the details of infrastructural work undertaken by the management with a focus on enhancing the amenities available for both students and faculty. The members expressed their appreciation for the effort put in by the management towards infrastructural improvement.

3.15.2 The IQAC decided to hold deliberations with the management and staff to assess the potential for further development of infrastructure leading to proactive measures.

4.15 Progress of the RUSA funded construction and maintenance activities.


4.15.1 Dr. Brilliant Rajan, Coordinator of RUSA funding, presented the details of work completed and those which were pending. He mentioned some of the areas which were in a state of delayed progress due to administrative hurdles. The IQAC suggested the involvement of the management in expediting the work by engaging at the government level and the agency level.

5.15 Career advancement of the faculty.

5.15.1 The IQAC Coordinator presented the statistics of career advancement among the faculty and mentioned cases where promotion was due with reasons. The members of the IQAC were of the general opinion that the overall situation was encouraging and suggested that efforts could be made to provide support systems to faculty in timely fulfillment of the criteria required in career advancement.

6.15 Plans for monitoring the academic progress of the students.

6.15.1 The Principal invited suggestions in this matter, members were of the opinion that faculty advisors should be entrusted with the responsibility of monitoring academic progress. There were suggestions that a robust mentor-mentee system could act as a means of monitoring and feedback. The IQAC Coordinator recorded all the suggestions for further action.


IQAC

Coordinator





Principal

(Chairman, IQAC)

PRINCIPAL
St. John's College
Anchal-691 3086

St. John's College, Anchal

Internal Quality Assurance Cell

(IQAC)

Minutes of the meeting held on 12/01/2022 at 2.30 pm in the Principal's office.

Members present

1. Rev. Fr. Johnson G.
2. Rt. Rev. Msgr. Dr. Mathew Corepiscopo
3. Rev. Fr. Jinoy Mathew
4. Mr. Jerry C. Jacson
5. Mr. Sibi C. Babu
6. Dr. Thomas Mathew
7. Mr. Jerry C. Jacson
8. Dr. Brilliant Rajan
9. Ms. Liji D.
10. Dr. Ronie Thomas
11. Mr. Saji Thomas
12. Adv. K. Raju
13. Adv. Abdul Kharim

Agenda

- 1.16 Situation after resumption of normal working.
- 2.16 Maintenance of COVID protocol in the daily functioning of the institution.
- 3.16 Assessment of the infrastructural requirements of the institution.
- 4.16 Completion of the construction works under RUSA funding.

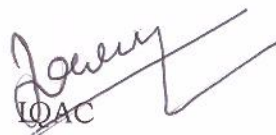
Decisions

- 1.16 Situation after resumption of normal working.
 - 1.16.1 The Principal elaborated on the general situation of the institution after resumption of normal activity from the pandemic induced lockdown. There was a general feeling among the members that an internal monitoring committee could be constituted in order to examine the maintenance of Covid protocol by staff and students. Faculty among the members pointed out that external monitoring from the government agencies was in place and suggested working in tandem with them.
- 2.16 Maintenance of COVID protocol in the daily functioning of the institution.
 - 2.16.1 The IQAC decided to constitute a committee of the staff and students to ensure proper continuation of Covid appropriate measures.
- 3.16 Assessment of the infrastructural requirements of the institution.
 - 3.16.1 The IQAC Coordinator pointed out that the IQAC in its last meeting had decided to follow up on

the progress of infrastructural creation and maintenance activities, the Principal provided an elaborate report on the works in progress and the extent to which they have been completed. The members lauded the initiative and pain taken by the management and Principal and expressed satisfactions on the way things were moving.

4.16 Completion of the construction works under RUSA funding.

4.16.1 A special discussion took place on the construction of the new block under RUSA funding; the Principal gave details of the various administrative requirements to fulfill the completion of the project. The IQAC suggested that the Convener of RUSA funding could work out an action plan for creating an atmosphere and system facilitating proper liaisoning between the institution and the agency involved.



Coordinator



Principal

(Chairman, IQAC)



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St. John's College
Anchal-691306

St John's College, Anchal
Internal Quality Assurance Cell
(IQAC)

Action Taken Report 2021-'22

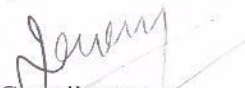
Decision	Action Taken
<p>1.15.1 It was decided to provide the feedback report on the academic working of the institution to all members of the faculty and a plan of action would be prepared after meetings of the College Council and Staff.</p>	<p>Feedback was provided to all faculty members regarding academic activities and wide discussions were held in the College Council and Staff Meeting. The major conclusions of the discussions were consolidated by the IQAC Coordinator for further action.</p>
<p>2.15.1 It was decided to encourage the faculty members to conduct more programmes in the current academic year.</p>	<p>In continuation of the activities from the previous academic year several seminars, workshops, talks and general activities were organised by the NSS, NCC, various clubs and departments.</p>
<p>2.15.2 The IQAC members directed the IQAC Coordinator to explore the possibility of offline programmes and on the commencement of the physical teaching learning process.</p>	<p>The college resumed normal activity from 01.10.2021 as per orders from the Higher Education Department, Government of Kerala. Several programmes were organised after this in online and offline mode.</p>

<p>3.15.2 The IQAC decided to hold deliberations with the management and staff to assess the potential for further development of infrastructure leading to proactive measures.</p>	<p>Several areas of improvement were identified and shared with the management of the institution. Activities like furnishing of rooms, and improvement upon physical facilities were implemented in the present academic year.</p>
<p>4.15.1 The IQAC suggested the involvement of the management in expediting the work related to RUSA funding by engaging at the government level and the agency level.</p>	<p>The Principal, management and Coordinator for RUSA funding had repeated engagements with the agency concerned and efforts were made to ease the hurdles in the administrative process by directly consulting with the authorities concerned and expediting the procedural obligations on the part of the institution.</p>
<p>5.15.1 The members of the IQAC suggested that efforts could be made to provide support systems to faculty in timely fulfillment of the criteria required in career advancement.</p>	<p>Appropriate support systems were implemented which were coordinated by the IQAC. Enquiries in this regard were made on the pending promotions of the faculty members and necessary advice was provided to move forward.</p>

<p>6.15.1 IQAC members were of the opinion that faculty advisors should be entrusted with the responsibility of monitoring academic progress of students. There were suggestions that a robust mentor-mentee system could act as a means of monitoring and feedback. The IQAC Coordinator recorded all the suggestions for further action.</p>	<p>A committee was constituted to prepare plans for making improvements to the mentor-mentee system currently running in the institution. The committee has presented its report on this matter to the Principal for further action.</p>
<p>1.16.1 There was a general feeling among the members that an internal monitoring committee could be constituted in order to examine the maintenance of Covid protocol by staff and students. Faculty among the members pointed out that external monitoring from the government agencies was in place and suggested working in tandem with them.</p>	<p>The institution was able to ensure that directions from the authorities were effectively implemented in the institution which has been reflected in the negligible cases of Covid.</p>

4.16.1 The IQAC suggested that the Convener of RUSA funding could work out an action plan for creating an atmosphere and system facilitating proper liaisoning between the institution and the agency involved.

The RUSA Convener directly contacted the agency and with the active involvement of the Principal ensured that activities under RUSA funding picked up pace and construction work progressed towards completion of all works in a time bound manner.


Coordinator
IQAC


Principal
(Chairman, IQAC)



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