

# St. John's College, Anchal

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 17.06.2022 at 2.30 pm in the Principal's chamber convened by the IQAC Coordinator on the direction of the Chairman of the IQAC.

### Members Present

1. Dr. Cherian John (Principal and Chairman of IQAC)
2. Mr. Jerry C. Jacson (Coordinator and Secretary, IQAC)
3. Dr. Mary M. Abraham
4. Dr. Jithin Jose P.
5. Mr. Sibi C. Babu
6. Dr. Sooraj Kumar
7. Dr. Kavitha C. H.
8. Mr. Joma Joseph
9. Dr. Dilip D. S.
10. Mr. Tony Philip
11. Ms. Rashmi S. Pillai
12. Ms. Nisha Thomas
13. Dr. Thomas Mathew
14. Dr. Jency Roshan F.



### Agenda

1. The new format incorporating NEP to be followed for the reaccreditation (Cycle 3) process introduced by National Accreditation and Assessment Council (NAAC).
2. Distribution and division of responsibilities among various committees and support team members for the reaccreditation process.
3. Quality enhancement initiatives to be undertaken for the improvement of the institution with an emphasis on the criteria proposed by NAAC.
4. Any other item permitted by the Chairman.

The Chairman (Principal of the college) of the IQAC made an introductory address to the members present, he pointed out that discussions regarding the reaccreditation process had been done in the College Council Meeting and Staff Meeting respectively held on 01.06.2022. There was a need for

the entire faculty of the college to be informed and updated about the reaccreditation process and the focus areas that needed improvement with an emphasis on quality enhancement. All faculty should be able to contribute to this objective and there should be open discussions on the challenges involved so that they can be handled with a collective attempt. The Chairman then called upon the Coordinator (Secretary) of the IQAC to introduce the items on the agenda for the meeting.

Agenda Item	Discussion	Decisions and further actions
<p>The new format incorporating NEP to be followed for the reaccreditation (Cycle 3) process introduced by National Accreditation and Assessment Council (NAAC).</p>	<p>1. Introduction: A brief description of the QIF and DVV process along with the time frame involved was given by the Coordinator of IQAC. The process involved with the AQAR submission was also expounded by the Coordinator, it was informed that all supporting documents had to be made available in the institutional website and the concerned links uploaded to the institutional profile based on queries raised by the members it was clarified that the assessment period for the reaccreditation would be from 2017-'18 onwards.</p> <p>2. Mr. Tony Philip pointed out the deficiencies in connection with the institutional website and Dr. Thomas Mathew indicated the need for a proper data collection protocol.</p>	<p>Hard copies of the updated manuals and SOP was distributed to all members and link to the soft copies were provided. The institutional website would be maintained with professional support and services of a dedicated staff would be made available for the clerical and digital tasks related to documentation and data collection.</p>

	<p>3. Chairman of the IQAC Dr. Cherian John informed the members that there were plans for obtaining professional support for the development and maintenance of the website and that a competent staff would be appointed to take care of the clerical and digital requirements of the IQAC.</p> <p>4. Mr. Sibi C. Babu suggested utilizing paid cloud storage options and Dr. Jithin Jose P. suggested using the storage space with the institutional website.</p>	
<p>Distribution and division of responsibilities among various committees and support team members for the reaccreditation process.</p>	<p>1. Introduction: The Coordinator emphasized the necessity for proper distribution of responsibilities and clearly defined responsibilities which involved a sense of collective responsibility. Importance of following the SOP was stressed so that clarity with regard to documentation could be achieved.</p> <p>2. Mr. Tony Philip suggested that an assessment regarding the existing level of documentation could help in focusing on areas in need of improvement and give us an idea of the current status with regard to preparations done so far.</p> <p>3. Dr. Thomas Mathew put forward the suggestion that each</p>	<p>To be finalized in subsequent meetings.</p>

	<p>committee prepare a list of documents based on the metrics related to their criteria and to prepare the same in a table format that could be easily comprehended.</p>	
<p>Quality enhancement initiatives to be undertaken for the improvement of the institution with an emphasis on the criteria proposed by NAAC.</p>	<ol style="list-style-type: none"> <li>1. Introduction: The Coordinator introduced the item and the Chairman Dr. Cherian John invited suggestions to create a framework for further action regarding quality improvement of various areas of the institution and put forward a tentative plan of action to familiarize the faculty with the QIFs and DVV process.</li> <li>2. Ms. Nisha Thomas pointed out that the feedback mechanism had to be modified and updated, Mr. Tony Philip said that the process had to be organised incorporating the report preparation process. Ms. Rashmi S. Pillai informed the members of the online feedback process initiated by her and improvements needed in this regard.</li> <li>3. Dr. Cherian John (Chairman) stated that a target be set so that all the faculty are experts in the entire process of quality improvement envisioned by NAAC.</li> <li>4. Mr. Sibi C. Babu suggested a plan of action in which all conveners gain an in depth understanding of the</li> </ol>	<p>A meeting would be held on 24.06.2022 at 2.30 pm after all support team members and conveners had gone through the manuals and SOP. All conveners would hold discussions in their respective committees and PPTs would be prepared as a collective effort. All committees would make their presentations on 27.06.2022, 28.06.2022 and 29.06.2022 in the afternoon sessions.</p>

	<p>quality improvement facets in the different manuals published by NAAC. He put forward a course of action where conveners would make PPT presentations on the requirements related to their criteria to all faculty in a general gathering.</p> <p>5. The IQAC Coordinator suggested that committee meetings could be convened involving all members of the group in preparation of the PPT.</p> <p>6. Dr. Kavitha C. H. suggested that a meeting could be held a week later before the PPT presentations.</p>	
<p>Any other item permitted by the Chairman</p>	<p>No items were taken up by the meeting.</p>	

Coordinator

IQAC



Principal

(Chairman, IQAC)

**PRINCIPAL**  
**St. John's College**  
**Anchal-691306**

# St. John's College, Anchal

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 24.06.2022 at 2.30 pm in the Principal's chamber convened by the IQAC Coordinator on the direction of the Chairman of the IQAC.

### Members Present

1. Dr. Cherian John (Principal and Chairman of IQAC)
2. Mr. Jerry C. Jacson (Coordinator and Secretary, IQAC)
3. Dr. Mary M. Abraham
4. Dr. Jithin Jose P.
5. Mr. Sibi C. Babu
6. Dr. Sooraj Kumar
7. Dr. Brilliant Rajan
8. Mr. Joma Joseph
9. Dr. Dilip D. S.
10. Mr. Tony Philip
11. Ms. Rashmi S. Pillai
12. Ms. Nisha Thomas
13. Dr. Thomas Mathew
14. Dr. Jency Roshan F.



### Agenda

1. Briefing by Conveners of the seven committees on the outcome of the discussions held among members of their committees.
2. Discussions on charting the course of action for taking the process of reaccreditation forward.
3. Any other item permitted by the chair.

The Chairman (Principal of the college) of the IQAC addressed the members present, he pointed out that the exceptional performance by the University of Kerala during the recent reaccreditation process in which the University secured A<sup>++</sup> with CGPA of 3.67 was a source of encouragement which we could look up to as a source of inspiration in our endeavor to attain the best possible outcome with regard to our reaccreditation process. He then invited the Coordinator and Secretary of the IQAC to present the report of the previous meeting, the meeting then approved the minutes and the Coordinator presented the agenda of the meeting.

Agenda Item	Discussion	Decisions and further actions
<p>Briefing by Conveners of the seven committees on the outcome of the discussions held among members of their committees.</p>	<ol style="list-style-type: none"> <li>1. Dr. Jensy Roshan F. pointed out the existence of three blind spots in the Wi-Fi connectivity of the college, she also talked of the need to make improvements in the infrastructure regarding metrics 4.1.3.</li> <li>2. Ms. Rashmi S. Pillai put forward the requirements regarding value added and certificate courses to which Mr. Sibi C. Babu added that support from NSQL could be obtained in this regard.</li> <li>3. Chairman of the IQAC said that support could be obtained from Mar Ivanios College and this could be used as a template in our college.</li> </ol>	<p>A meeting of HoDs would be convened to formulate and implement the courses.</p>



<p>Discussions on charting the course of action for taking the process of reaccreditation forward.</p>	<ol style="list-style-type: none"> <li>1. Mr. Sibi C. Babu proposed conducting sessions in which the entire faculty of the college could participate and all criteria committees present detailed PPTs on their criteria so that all faculty can gain an understanding of the entire process of reaccreditation and AQAR submission.</li> <li>2. Mr. Joma Joseph pointed out the need for preparing policy documents with respect to several aspects and areas.</li> <li>3. Dr. Dilip D. S. suggested that a provision for editing and uploading could be provided to committees and departments which would enable proper updation of the website.</li> </ol>	<p>Discussions and presentations would be organised on Tuesday and Wednesday, consultations on policy documents are already in progress and matters regarding website uploading and editing will be intimated.</p>
<p>Any other item permitted by the chair.</p>	<p>No item was taken up</p>	<p>-</p>



Coordinator

IQAC



Principal

(Chairman, IQAC)  
**PRINCIPAL**  
**St. John's College**  
**Anchal-691306**





# St. John's College, Anchal

## Internal Quality Assurance Cell (IQAC)

**Minutes of the meeting held on 05.07.2022 at 2.30 pm in the Principal's chamber convened by the IQAC Coordinator on the direction of the Chairman of the IQAC.**

### Members Present

1. Dr. Cherian John (Principal and Chairman of IQAC)
2. Mr. Jerry C. Jacson (Coordinator and Secretary, IQAC)
3. Dr. Mary M. Abraham
4. Dr. Jithin Jose P.
5. Mr. Sibi C. Babu
6. Dr. Sooraj Kumar
7. Fr. Shoji Varghese
8. Dr. Brilliant Rajan
9. Dr. Mini Mol S.
10. Dr. Dilip D. S.
11. Mr. Tony Philip
12. Ms. Rashmi S. Pillai
13. Ms. Lalitha Joseph
14. Dr. Sajan Thomas
15. Dr. Jency Roshan F.



### Agenda

1. Discussions on preparation of AQAR 2020-'21 and related documentation.
2. Student Satisfaction Survey and feedback system development.
3. Mentoring system for the institution-development and implementation.
4. Any other item permitted by the chair.

The Chairman (Principal of the college) of the IQAC addressed the members present, he informed the members of the nomination of Rev. Fr. Shoji Varghese into the IQAC working committee and then expounded on the format for feedback system developed by Ms. Lalitha Joseph and the format created for document creation in relation to the work regarding preparation of the AQAR for 2020-'21 and the SSR. He set a plan of action which involved preparation of

AQAR by July 15 and completion of submission by July 20. The Chairman then invited the Coordinator of the IQAC to present the agenda.

Agenda Item	Discussion	Decisions and further actions
Discussions on preparation of AQAR 2020-'21 and related documentation.	<ol style="list-style-type: none"> <li>1. The IQAC Coordinator distributed the format to be used for monitoring documentation and recording the weightage that could be scored so far and the measures to be taken to attain the maximum score possible.</li> <li>2. The Chairman added to the details shared by the Coordinator and said that all conveners should prepare the record as directed so that it would enable the IQAC to identify weak spots and reach out to the specific area or individuals to bring about rectifications.</li> </ol>	The preparation of the categorized lists would be done on Wednesday 06.07.2022 and Thursday 07.07.2022.
Student Satisfaction Survey and feedback system development.	<ol style="list-style-type: none"> <li>1. Ms. Lalitha Joseph made a description of the format prepared for the SSS and feedback system, she talked of the need to sensitize students on the feedback process and its relevance.</li> <li>2. Ms. Rashmi S. Pillai pointed out that the key indicator 1.4 in criteria 1 was on the feedback system and proposed a plan for integrating the SSS format prepared by Ms. Lalitha Joseph with the format on curriculum</li> </ol>	The details would be discussed and finalized in the meeting of HoDs and subsequent action would be taken in this regard.

	<p>feedback prepared by Ms. Gouri S. Nair.</p> <p>3. Several of the members suggested preparation of google forms with weightage included for the responses so that a concrete idea could be gained with regard to the institutional score from feedback.</p>	
<p>Mentoring system for the institution-development and implementation.</p>	<ol style="list-style-type: none"> <li>1. Dr. Jency Roshan F. informed the meeting that there was already a system implemented by her and that she had a format which could be used in the college.</li> <li>2. Ms. Rashmi S. Pillai explained the type of work done so far in relation to this in the college.</li> </ol>	<p>A General Coordinator would be nominated along with Departmental Coordinators to divide students and implement a proper Mentor-Mentee system.</p>
<p>Any other item permitted by the chair.</p>	<p>The following items were also taken up for discussion with the permission of the Chairman.</p> <ol style="list-style-type: none"> <li>1. Peer group teaching system proposed by Dr. Sooraj Kumar.</li> <li>2. Common format for all reports by Mr. Tony Philip.</li> </ol>	<ol style="list-style-type: none"> <li>1. Peer group teaching would be implemented with the support of the Department of English.</li> <li>2. Further discussions would be held and common formats would be developed for preparing various reports.</li> </ol>

*Jency*

Coordinator

IQAC



*[Signature]*

Principal **PRINCIPAL**  
**St. John's College**  
**Anchal-691306**  
(Chairman, IQAC)

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

*Action Taken Report 2022-'23*

Decision	Action Taken
<p>The new format incorporating NEP to be followed for the reaccreditation (Cycle 3) process introduced by National Accreditation and Assessment Council (NAAC).</p>	<p>Hard copies of the updated manuals and SOP was distributed to all members and link to the soft copies were provided. The institutional website would be maintained with professional support and services of a dedicated staff would be made available for the clerical and digital tasks related to documentation.</p>
<p>Distribution and division of responsibilities among various committees and support team members for the reaccreditation process.</p>	<p>The various teams formed coordinated to complete the process of document collection enabling the submission of pending AQARs.</p>
<p>Quality enhancement initiatives to be undertaken for the improvement of the institution with an emphasis on the criteria proposed by NAAC.</p>	<p>Inputs were obtained through the Conveners of the various committees after all the teams held separate discussions and prepared reported. All Conveners submitted the reports on the quality enhancement initiatives which</p>

	were compiled by the IQAC and forwarded to the Principal for action on behalf of the management.
Student Satisfaction Survey and feedback system development.	The format and system of feedback collection was prepared by a team of teachers and provided as google form to all stakeholders.
Mentoring system for the institution development and implementation.	A General Coordinator along with Departmental Coordinators were entrusted with the responsibility to divide students among mentors. This was completed and the process of mentoring was implemented. The whole process was monitored by the coordinators concerned.

IQAC  
Coordinator

Principal  
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