

Minutes of the meeting held on 22 August 2022 at 2.10 pm at

Venue- Cardinal Padiyara Hall.

Members present

1. Fr. Reji P Kurian - Principal & Chairman
2. Dr Binu Mathew Job - Coordinator
3. Dr Anila Skariah - Joint Coordinator
4. Dr Joseph Job - Vice Principal
5. Fr Mohan Mathew - Bursar
6. Dr Sajith Mathew - Additional Controller of Examinations
7. Dr Shine C Mathew - Criterion Head: Research, Innovation & Extension
8. Dr Philip Litto Thomas - Criterion Head: Student Support & Progression
9. Sebastian KS - Teacher in charge Berchmans IT division
10. P J Joseph - Senior Superintendent
11. Merlin B Joseph - Principals nominee
12. Dr Binsai Sebastian - Criterion Head: Governance, Leadership & Management
13. Biju George - Teacher in Charge, Website
14. Dr Renjith Thomas - Criterion Head: Institutional Values & Best Practices
15. Dr Vincy Mary Varghese - Principal's nominee
16. Amal Varghese - Representative of students (M Com)
17. Christin James - Representative of students (BSc)
18. Dr Joshy Jose - Criterion Head: Teaching Learning and Evaluation
19. Ajeesh Joseph - Teacher Representative
20. Dr Bins M Mathew - Teacher in charge of Berchmans TV
21. Dr Sajini T - Teacher in charge, MOOC Programmes
22. Sheejamol Mathew - Teacher Representative
23. Dr Manju P Emmanuel - Teacher Representative
24. Rini Elizabeth Jacob - Teacher Representative
25. George Mathew - Teacher Representative



Highlights of the meeting

The meeting started at 2.10 pm. Dr. Binu Mathew Job co-ordinator IQAC welcomed the gathering. He made a presentation of on the performance of SB in NIRF 2022. All the members actively participated in the discussions and the following decisions were taken.

1. At present the college scores minimum marks for 'women diversity' in NIRF ranking. Similarly there exists a gap between 'number of sanctioned seats' and 'total number of applications received/ students admitted' in certain departments. In order to overcome these issues the management should think of introducing co-education at least in certain departments.
2. Encourage all the members of the faculty especially those from arts and social science departments to concentrate on research and publications.
3. To submit IIQA –Institutional Information for Quality Assessment for the next level of re accreditation by the end of October 2022.
4. Constitute different committees under the headship of criteria heads to ensure successful preparation of SSR and IIQA.
5. Corrections were given by members to Criteria 1&2 of AQAR.
6. Convene the meetings of criteria heads to speed up the preparation of pending AQAR, IIQA etc.



Action Taken Report

Based on the decisions taken in the meeting held on 22 August 2022.

1. Based on the suggestion given by IQAC regarding the declining demand for a few UG programmes, respected principal agreed to discuss the matter of introducing co-education in certain selected departments in the upcoming higher level meetings.
2. Evaluation of admission status of UG & PG programmes were made in the admission committee meetings.
3. The process of collecting the publication details of faculty members from the Master register submitted by the departments is going on.
4. Measures were taken to submit IIQA on or before 28 October 2022.
5. Meetings of Criteria Heads of IQAC were held and plan of action for the preparation of SSR, document collection etc were discussed.
6. Correlations were suggested in the AQAR 20-21 and were made.
7. Two meetings of Criteria Heads were held in the month of October 2022, to evaluate the preparation of pending AQARs.



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