



St Berchmans College

Founded 1922

AUTONOMOUS

College with Potential for Excellence | Reaccredited by NAAC with A Grade



NIRF Rank 2022 : 62 www.sbcollege.ac.in

Notice

10.11.2017

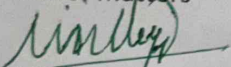
Date & Time- 16/11/2017 (Thursday) at 3 pm

Period – June to November

Venue – IQAC Office

Agenda

1. Evaluation of NAAC Peer Team visit
2. Other matters


Principal & Chairman


Co-ordinator

Co-ordinator - IQAC

St Berchmans College (Autonomous)

Changanacherry, Kerala - 686 101

iqac@sbcollege.ac.in

PRINCIPAL
ST. BERCHMANS COLLEGE
ST. CHANGANASSERY 1
KOTTAYAM, KERALA



Members Present

1. Fr. Tomy Joseph
2. Joseph Kurian
3. Fr. John J Chavara
4. Dr. Antony Joseph
5. Dr. Joseph Job
6. Dr. Vimal Mohan John
7. Dr. Bejoy Francis
8. Dr. Joe Prasad Mathew
9. Dr. Siby Joseph K
10. Dr. Antony Mathews
11. Dr. Tomlal Joseph
12. Dr. Lijo Jose
13. Dr. Anila Skariah



[Handwritten Signature]

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CHANGANASSERY-1
KOTTAYAM, KERALA

Highlights of the meeting

The meeting began at 3 p.m. with the Principal's remark regarding the peer team visit. The Principal and members of the committee expressed their concerns regarding the grade and grade points awarded by the NAAC.

The committee has decided to advise the management to file an appeal before the NAAC regarding the grade points awarded to us. A committee consisting of the following member is constituted to prepare the appeal.

Committee Members:

Dr. Antony Joseph K (Chairman)

Joseph Job

Dr. Bejoy Francis

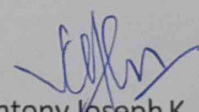
Dr. Raju Sebastian

Dr. Antony Mathews

Dr. Tomlal Jose E



The IQAC has decided to strengthen its operations by adding administrative staff. It also decided to discuss the policy matters before placing it before the academic council.

The meeting came to end by 4.30 p.m.


Dr. Antony Joseph K

Co-ordinator - IQAC

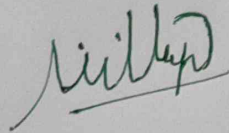
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ACTION TAKEN REPORT

Based on the decisions taken in the meeting held on 16.11.2017

1. Advised the management and the management agreed to file a petition regarding the grade given by NAAC
2. A committee was constituted with Dr Antony Joseph K as Chairman
3. College Administrative Assistant (AA) was nominated to the core committee of IQAC
4. Policy matters were discussed in IQAC.



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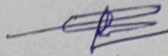
Date & Time: 19/04/2018 (Thursday) at 3 pm

Period – December to May

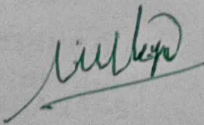
Venue – Conference Hall

Agenda:

1. Academic, Administrative and Financial Audit (Internal/External) of 2017-18
2. Review of action plan of 2017-18 and action taken report
3. Review of NAAC /NIRF results
4. Action plan for the academic year 2018-19, Academic calendar
5. Drafting of policies/ constitution cells as per new NAAC handbook
6. Analysis of Teaching, Learning and Evaluation


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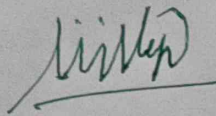




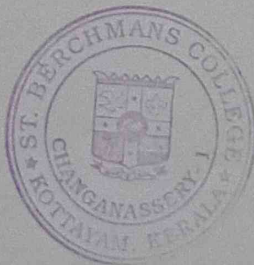
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Members present:-

1. N.M. Mathew
2. Fr. Dr. Tomy
3. Samson Mathew
4. Tomlal Jose E
5. Abraham K.E.
6. Ajai Jose
7. Shine C Mathew
8. Binu Mathew Job
9. Bejoy Francis
10. Sebastian K.S.
11. Vimal Mohan John
12. Sajith Mathew T
13. Joseph Kurian
14. Fr. John J Chavara
15. Gowry Prasad
16. Chacko K.D.
17. Bichu Antony George



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Minutes of the meeting held on 19 April 2018 at 3 pm

Highlights of the meeting

A meeting of the newly constitution IQAC was held on 19th of April 2018 at 3 p.m. in the college Conference Hall. The meeting began with a silent prayer and Principal Rev. Dr. Tomy Joseph welcomed the members especially the external experts and members.

The meeting congratulates the efforts of the previous IQAC led by Dr. Antony Joseph K, in NAAC accreditation and NIRF ranking process. The external members felicitated the college in bagging 46th rank in NIRF ranking.



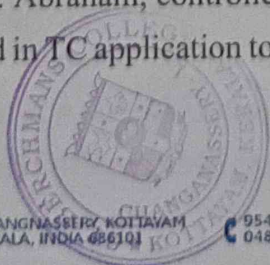
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The following decisions were taken in the meeting

1. To create an awareness about the new NAAC guidelines among the faculty.
2. To conduct the academic and administrative audit of 2017-18 in the first term in the presence of renowned external experts.
3. A subcommittee comprising Dr. Antony Joseph K, Dr. K.E. Abraham and Dr. Bejoy Francis was constituted to draft the academic calendar of 2018-19.
4. Meeting authorized Dr. Shine C Mathew to take initiatives to draft research and consultancy policy of the college and also the code of ethics.
5. Meeting authorized co-ordinator and take in charge of the criteria - curriculum revision – Dr. Sajith Mathew to give proper inputs for the syllabus revision of this academic year.
6. To draft plan of action for 2018-19 of IQAC and also draft a format for departments.
7. To organise the proposed seminar on Intellectual Property Rights in the month of June with KSCSTE sanctioned amount of Rs. 38,000/-.
8. The meeting constituted a subcommittee comprising of criteria feeds for the monthly evaluation of the activities.
9. The organize a professional development progressive for faculty on e-content Development and MOODLE Software.

Suggestions

1. Community representative Mr. Samson Mathew suggested that a study team must visit the leading institutions to adopt their best practices. He also recommended a proper usage of the landscape for enhancing greenery in the campus.
2. Dr. N.M. Mathew, Alumni representative stressed the importance of skill programmes in higher education institutions.
3. Dr. K.E. Abraham, controller of examinations suggestions that a provision must be included in TC application to track the progress of students for higher education.



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Action Taken Report

Based on the decisions taken in the meeting held on 19.04.2018

1. IQAC circulated the new NAAC manual to all the faculty members. The team constituting
2. Criteria leads and department coordinators met three to discuss the new SSR manual and AQAR format.
3. IQAC conducted the academic and administrative audit of 2017-18 on August 9th with Dr. Girishkumar, IQAC co-ordinator, CUSAT and Dr. Johny Johnson, Professor, School of Management and Business Studies Mahatma University as external experts.
4. The subcommittee drafted the academic calendar and included the same in the college handbook.
5. The college drafted its research and consultancy policies and the code of ethics to check plagiarism.
6. IQAC co-ordinator and Dr. Sajith Mathew attended the meeting of academic committee constituted for circular revision and gave proper inputs as given in the NAAC manual.
7. IQAC drafted its plan of action for 2018-19 and also drafted a format for departments.
8. IQAC successfully organised a seminar on Intellectual Property Rights on June 21st with the financial assistance of KSCSTE.
9. The subcommittee of criteria heads meets on every month for evaluation.
10. IQAC organised a professional development programme on e-content development on 3rd of August 2018. Mr. Kirankumar, Research Associate e-content Development Division of Amrita Viswavidyapeedam was the ensure person. Mr. Vinish Scaria, Placement Officer, BIMS gave a hand on training to faculty on MOODLE.

