



# 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](http://www.sbcollege.ac.in)



## Notice

**Date & Time - 10 December 2019 (Tuesday) at 2 pm**

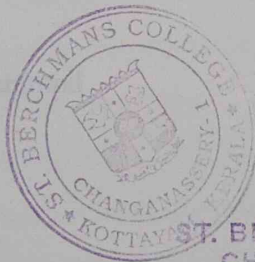
**Period – June to November**

**Venue – Conference Hall**

### Agenda:

1. Feedback/ student satisfaction survey analysis - Prof Johnson K Joice
2. Discussion on report and recommendations of academic audit team for 2018-19 held on 4-5, December, 2019
3. Development plans
4. Plan of action of IQAC in even semester
5. NIRF 2020

  
Co-ordinator - IQAC  
St Berchmans College (Autonomous)  
Changanacherry, Kerala - 686 101  
[iqac@sbcollege.ac.in](mailto:iqac@sbcollege.ac.in)



PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA



## Members Present

1. Dr. Benny Mathews
2. Dr. Antony Mathews
3. Shine C Mathew
4. Bejoy Francis
5. Mr. Binsai Sebastian
6. Dr. Vinod Mohan John
7. Sebastian K.S.
8. P.J. Joseph
9. Sam Thomas
10. Elizabeth James
11. Ajai Jose
12. Dr. Sajith Mathews T
13. Dr. Binu Mathew Job
14. Fr. Dr. Teddy Kanjooarampil
15. Fr. Mohan Mathew
16. N.M. Mathew
17. Kuruvilla Joseph, IIST, TVM
18. Fr. Reji P Kurian
19. Tomy C. Vadayil
20. Samson M Valiyaparambil
21. Fr. John J Chavara
22. Soji Joseph
23. Tomlal Jose
24. Dr. Jacob Mathew (Principal)



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Minutes of the meeting held on 10/12/2019

## Highlights of the meeting

A meeting of the IQAC was held on 10<sup>th</sup> December 2019 in the college conference hall. The Chairman, Principal Dr Jacob Mathew presided the meeting. 24 members participated in the meeting. The meeting began with a silent prayer and the IQAC coordinator welcomed the members. He also presented the minutes, decisions and action taken report of the previous meeting. The minutes of the previous meeting were approved.

Principal introduced the agenda of the meeting. Prof Johnson K Joice of Economics department presented the findings of the student satisfaction survey conducted among 178 final year UG and PG students in March 2019. The survey was conducted in google form format and presented the results using radar diagram.

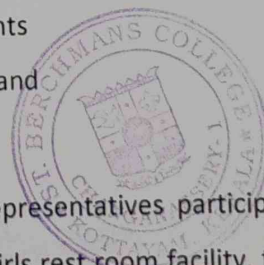
As per the survey, the areas that need improvement/suggestions are

1. Finishing of syllabus in time in a uniform manner
2. Efforts for soft/employability skill development
3. Conduct in semester exam in a more effective way
4. Speedy redressal of student complaints
5. More flexible library timings
6. Neat and tidy canteen atmosphere
7. Use of ICT tools to make the teaching learning process more effective
8. Mechanism for identifying artistic talents of students
9. Extension activities of the college to serve society and
10. Use of effective waste management system

The external experts sought the opinion of the two student representatives participated in the meeting. Prof Joice also presented the individual comments like girls rest room facility, toilet facility of the students, hostel facility, online payment facility and the meeting discussed them in detail. Dr Kuruvilla Joseph stressed the importance of establishing an institutional committee, a course committee comprising teachers handling a particular programme and a class committee for ensuring the success of teaching learning process and for covering the syllabus in time in a proportionate way.

Sam Thomas, the student representative presented the experience of the student team that visited Sophia University Japan under the student exchange programme and requested to continue the

Dr Kuruvilla Joseph opined that results of some departments need much improvement



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and to do a microanalysis to identify the factors involving in it.

Dr Jacob Mathew, Principal presented the findings and recommendations of the external academic and administrative audit team- comprising Dr. Jijimon Thomas (IQAC Coordinator, Mar Ivanios College, Tvm) Dr Latha Nair (IQAC Coordinator, St Theresa's College, Ernakulam)- that visited the various departments on 4<sup>th</sup> and 5<sup>th</sup> of December 2019. He also informed that the college submitted the data for NIRF 2020 rankings and the proposal for autonomy extension is at the final stage.

Principal shared the view of external experts that the 5<sup>th</sup> cycle of reaccreditation will be difficult and the college must reach to the level of a university or a national institute like IIT, NIT etc. The meeting came to an end by 4 pm.

### Decisions Taken

1. To revive Gandhian Study Centre and women study Centre by seeking funds from NGOs etc and to include new courses on them
2. To comprise a committee of lady teachers to study the condition of ladies rest room and toilets
3. To organize administrative training programmes for office staff
4. To constitute committees at various levels to monitor syllabus completion and teaching - learning process
5. To provide more facilities for the remote access of library services
6. To convene the meetings of criteria heads to draft plans - yearly and for centenary Celebrations



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## Action Taken Report

Based on the decisions taken in the meeting held on 10.12.2019

1. The office bearers of Women Cell and Gandhian Study Centre were given necessary instructions in this regard.
2. A team was constituted and the teacher in charge of Women cell was given necessary instructions to organize a survey among female students of the college. An on online survey was conducted among the students.
3. Committees were constituted and an evaluation was made with respect to the completion of portions and teaching learning process. It was found that the students get only 10 -14 days study leave before the end semester examination.
4. Discussions were made among the criteria heads with respect to the centenary celebrations . A committee was constituted and Dr Joe Prasad Mathew was named as the head of the committee. It was decided that the committee should visit each department and ask each department to identify a few programs they propose to conduct in connection with the centenary celebrations of the college.
5. Organised a webinar on the topic 'Educational Perspectives in the 21 St Century'. Dr B Ram Kumar S , Chief Operating Officer, Centre for Healthcare Entrepreneurship IIT, Hyderabad was the resource person .



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## Notice

**Date & Time - 14 May 2020 (Thursday) at 2 pm**

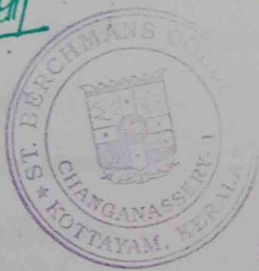
**Period – December to May**

**Online platform – Google Meet**

### Agenda :

1. Classes during Covid Period
2. Training to teachers to familiarize them with on Online teaching platforms
3. Sessions to teachers on OBE and NEP
4. Other matters

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## Members Present

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7. Sebastian K.S.
8. P.J. Joseph
9. Kuruvilla Joseph, IIST, TVM
10. Ajai Jose
11. Dr. Binu Mathew Job
12. Fr. Mohan Mathew
13. N.M. Mathew
14. Fr. John J Chavara
15. Soji Joseph
16. Dr Joychen Manuel
17. Dr Jacob Thomas



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## Highlights of the meeting

An online meeting of the Internal Quality Assurance Cell (IQAC) core team and criteria heads was held on 14 May 2020 (Thursday) at 2.00 p.m., via Google meet. The meeting was presided over by the Principal Dr Jacob Mathew M. He expressed the sincere gratitude of the college to Dr Tomlal Jose E, who has been the co ordinator of IQAC since 2017 June. The meeting started with a silent payer.

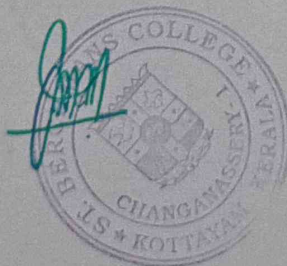
Dr Joychen Manuel, Co coordinator of IQAC welcomed the gathering. In his presidential address Principal pointed out the need for focusing more on organizing student centric programmes through online during the Covid Pademic period.

Dr Joychen Manuel explained the steps taken so far for uploading the AQARs for the period 2018-19 and 2019 -20.

**An active discussion was made on each and every item of the agenda and the following decisions were taken.**

- Conduct a survey among students to assess the effectiveness of online classes.
- As far as possible the teachers should record the sessions taken through online mode and made them available to the students for future reference.
- All the teachers should contact their mentees and make sure that they have the required gadgets and necessary infrastructure facilitates to attend the online classes.
- Those students who are suffering from lack of money to pursue their studies due to Covid pandemic must be referred to the St Vincent De Paul Society of the college for necessary action.
- More sessions on OBE must be organized for all the members of faculty, before commencing the work of curriculum revision.
- All the departments should identify a few areas where they can organize extension activities.

The meeting came to an end by 4pm.



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### Action Taken Report

Based on the decisions taken in the meeting held on 14 May 2020

- IQAC was given necessary instructions to conduct an online survey among students and a survey was conducted using Google form.
- Teachers were instructed to record the online classes taken by them. Weekly report of online classes were collected and kept at the office.
- A list of students who lack necessary facilities to attend the online classes were identified and were given financial assistance from St Vincent De Paul Society.
- IQAC was given necessary instructions to identify experts in the field of OER, and to organize further training sessions on OER for the whole faculty of the college.
- Organized a webinar on the topic 'Online Teaching Platforms' for the benefit of the teachers, on 1 June 2020. Dr. Anand K. S., of Pavan College of Social Sciences was the resource person.
- Department were asked to submit a report showing the details of the proposed extension activities to IQAC.


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