



# 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 - 9 April 2021 (Friday) at 3 pm**

**Venue- Purackal Hall**

**Period – December to May**

1. Presentation of AQAR 2018-19 (final) & 2019-20
2. Evaluation of the preparation for autonomy extension
3. Training programme for administrative staff
4. Internal audit departments, clubs etc
6. Other matters

  
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



# St Berchmans College

Founded 1992

**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)



## Members Present

1. Fr reji P Kurian (Principal)
2. Dr Joychen Manuel – co ordinator
3. Fr Jose George
4. Josekutty Kuttemperoor -
5. Dr Joseph Job
6. Dr. Antony Mathews
7. Dr. Binu Mathew Job
8. Dr Sajith Mathews
9. Shine C Mathew
10. Dr Bejoy Francis
11. Dr Philip Litto Thomas
12. Mr. Binsai Sebastian
13. Dr Anila Skariah
14. Sebastian K.S.
15. Fr. Mohan Mathew
16. Fr. John J Chavara
17. Soji Joseph
18. Dr Benny Mathew



PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA

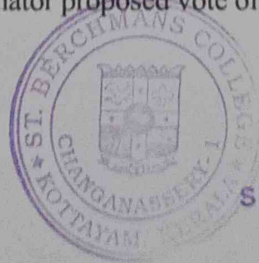
### Highlights of the meeting

Meeting started with a silent prayer. IQAC coordinator Dr Joychen Manuel welcomed the gathering. In his presidential address respected Principal pointed out the need for including more skill oriented courses in the curriculum of each programme. He also pointed out the significance of NEP and suggested that an open discussion must be organised on NEP for the benefit of the teaching community.

### Decisions taken

1. It was decided to approve the AQAR for the period 2018- 19 and upload the same.
2. It was decided that each committee constituted for making the necessary preparation for autonomy extension should present the summary of the work they completed in the next meeting.
3. It was decided to organize an orientation programme for administrative staff
4. It was decided to conduct the internal audit of departments, office etc under the leadership of IQAC.
5. Principal recommended that this year onwards there should be the audit of activities of departments.
6. It was decided to enquire about the formalities involved in getting ISO certification
7. It was decided to modify the vision as well as mission statements of the college in the light of the changing conditions and NEP.
8. It was decided to entrust the curriculum committee to constitute a committee to redraft the vision and mission statements of the college.

Dr Joychen Manuel , coordinator proposed vote of thanks.



*[Handwritten signature]*

PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA

### Action Taken Report

#### Based on the decisions taken in the meeting held on 9 April 2021

1. Committees were given necessary instructions and they were given they details to be collected from the allotted areas.
2. IQAC contacted a few resource persons from the office of Deputy Directorate of Kottayam. They expressed their willingness in collaborating with the college in offering training programmes for administrative staff
3. Necessary instructions were given to the departments regarding the internal audit. A list showing the documents to be prepared by each department was circulated among departments.
4. Instructions were given to teachers in charge of various clubs , regarding the upcoming internal audit.
5. A few agencies were contacted to know the formalities involved in getting ISO certification. Two agencies agreed to offer an awareness session on ISO to the teachers.
6. Curriculum committee formulated a subcommittee to redraft the mission and vision statement of the college.



PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA



# 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

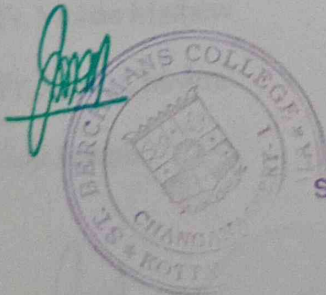
**Date & Time - 30 September 2020 (Wednesday) at 2 pm**

**Venue- Kallarackal Hall**

**Period – June to November**

1. Presentation of AQAR 2019-20 –draft
2. Evaluation of classes –online and off line
3. Mentoring during Covid period
4. Training to teachers on OBE and Linways – LMS of the college
5. Extension – autonomous status
6. Extension activities of the college –evaluation
7. Other matters

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. Jacob Mathew - Principal
2. Dr. Jayshen Manuel - co-ordinator
3. Fr. Jose George
4. Dr. Joseph Job
5. Dr. Antony Mathews
6. Dr. Sajith Mathews
7. Shine C Mathew
8. Dr. Bejoy Francis
9. Dr. Philip Lito Thomas
10. Mr. Binsu Sebastian
11. Dr. Anila Skariah
12. Sebastian K.S.
13. Ajai Jose
14. Dr. Binu Mathew Job
15. Fr. Melhan Mathew
16. Fr. John J Chevara
17. Soji Joseph



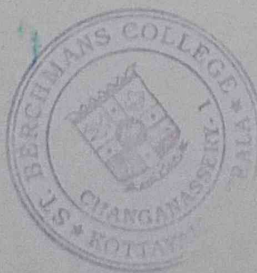
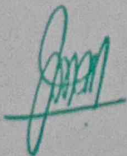
PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY,  
KOTTAYAM, KERALA

### Highlights of the meeting

Meeting started with a silent prayer. IQAC coordinator Dr Joychen Manuel welcomed the gathering. Criteria heads presented their own respective criteria.

### Decisions taken

1. On the basis of the suggestions given by the members , it was decided to correct the different criteria of AQAR
2. It was decided to make final presentation before submitting the AQAR 2019-20.
3. It was decided to contact all the mentees over phone or otherwise by the mentors to know whether the students have any kind of issue associated with Covid Pandemic
4. It was decided to organize session on Blooms Taxonomy and OBE with the assistance of experts in these areas or with the assistance of KSHEC –Kerala State Higher Education Council.
5. It was decided to assign the above mentioned work to the curriculum committee.
6. It was decided to collect the relevant details for autonomy extension by the concerned committees and submit their report based on the same.
7. The meeting decided to seek the help of municipal authorities in strengthening the extension activities of the college.
8. It was decided to offer a training session on Linways – the LMS of the college to the members of the faculty.

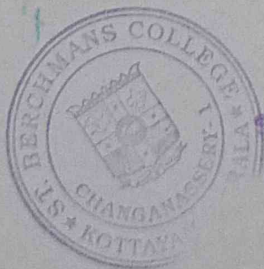


PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA

### Action Taken Report

Based on the decisions taken in the meeting held on 30 September 2020

1. Corrections given by the core committee were made in the AQAR 2019-20 and criteria heads were instructed to present AQAR 2018-19 and 2019-2020 in the upcoming meeting.
2. Instructions were given by the Principal and coordinator of Mentoring System @ SBC to all the mentors.
3. Mentors were asked to contact their mentees immediately and to give a report to the Principal / coordinator of Mentoring System @ SBC.
4. Mentors contacted their mentees and identified some students who suffer from financial, physical and similar issues.
5. Those who need financial support were referred to St Vincent De Paul Society to give financial support
6. Those who need counselling were referred to SB Counselling Centre.
7. Mr Nithin Varghese of Dept of English was deputed to contact KSHEC to get support of experts to organize sessions on OBE.
8. Committee constituted for the data collection in connection with autonomy extension were given necessary instructions.
9. The newly elected ward members of Changanacherry Municipality were invited to the college and the college organised a felicitation cum orientation programme for them in January 2021.
10. Sessions on Linways – LMS of the college were given to all the members of faculty in the month of January 2021.



PRINCIPAL  
ST. BERCHMANS COLLEGE  
CHANGANASSERY- 1  
KOTTAYAM, KERALA