

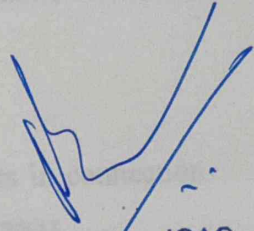


Date & Time - 30 July 2021 (Friday)

Venue- Kallarackal Hall
Period – June to November

Agenda

1. Master register 2020-21
2. Finalization of orientation programme for administrative staff
3. Re-structuring of core committee of IQAC
4. Programmes for the students and parents on a relevant topic
5. Internal audit 2021
6. Feedback from stake holders
7. Other matters


Co-ordinator - IQAC

St Berchmans College (Autonomous)
Changanacherry, Kerala - 686 101
iqac@sbcollege.ac.in





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CHANGANASSERY- 1
KOTTAYAM, KERALA



Minutes of the meeting held on 30 July 2021

Highlights of the meeting

The meeting started with a silent prayer. Fr Reji P Kurian -Principal welcomed the gathering. He expressed the sincere gratitude of the college to Dr Joychen Manuael who served as the coordinator of IQAC during the years 2020 and 2021. He also congratulated Dr Binu Mathew Job, the newly appointed coordinator of IQAC.

The following decisions were taken in the meeting.

1. It was decided to give necessary instructions to departments in connection with the preparation of Master Register for the period 2020 -2021.
2. It was decided to offer necessary orientations to teachers on OBE with help of external experts.
3. It was decided to organize the refresher programme for administrative staff in the month of October or Novemebr 2021, depending upon the convenience and availability of the resource the persons.
4. It was decided to organize a three day refresher programme for teachers during the summer vacation.
5. It was decided to offer additional trainings on Blooms Taxonomy inviting resource persons from IIT, in connection with the curriculum revision work of UG programmes.
6. The meeting decided to reconstitute the core committee of IQAC by including the MLA, representatives from all the stake holders, the ward councilor of ward IV of Changanacherry Municipality were the college is situated etc.
7. To evaluate the works of committee constituted for supporting autonomy extension activities.
8. To conduct the internal audit of departments in the month of November 2021.
9. It was decided to organize sessions on NEP for the benefit of teachers of our



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10. It was decided to collect feedback from all the stake holders (Alumni, students, teachers, parents and employers) and to supply relevant details to departments so that they can consider the same also while restructuring the curriculum of UG programmes.
11. To organize a survey among female students in association with women cell of the college to know their grievances.



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Action Taken Report

Based on the decisions taken in the meeting held on 30 July 2021

- Necessary instructions along with soft copies of master registers were given to departments to collect the data for the year 2021.
- Several sessions on OBE and doubt clearing sessions on Blooms Taxonomy were organised for faculty members with the support of external experts, Kerala State higher Education Council etc.
- An orientation programme was organised for the administrative staff on 6 November. Dr R Pragash , DD Collegiate Education Kottayam inaugurated the programme. Sessions were handled by Mr Babu M P, Senior Superintendent, DD Office Kottayam and Mr Shine KS, Junior Superintendent, DD Office Kottayam.
- A core committee was constituted with Principal , Vice Principals, Bursar and IQAC coordinator to plan the training programme for the teachers.
- A two day training programme titled Enliven SB was organised for the members of faculty in the month of June 2022.
- Two webinars were organised in association with PTA of the college for the students and parents on the topic "Pitfalls of the cyber world". Mr Arun Kumar K R, Asst Sub Inspector of Police , DySP office Kottayam was the resource person
- Internal audit of the departments were held in the months of November and December 2021. Dr Bindya Varghese, Dean Computer Science, Rajagiri College of Social sciences was the external expert.
- Organised a talk on 'New Education Policy and NAAC" on 27 April 2022. Prof Dr R K Chauhan, Former Secretary General UGC was the resource person. Representatives from neighboring colleges also attended the programme.
- An expert team from UGC visited the college on 22 and 23 February 2022 and the college got extension of autonomous status up to 2027.
- Surveys were conducted among stake holders and female student using google form or questionnaire. Major findings were supplied to departments concerned.



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Date & Time - 22 August 2022 – 2.10PM

Venue- Cardinal Padiyara Hall

Period – June to November

Agenda

1. Evaluation of NIRF result
2. Preparation ,finalization and submission of IIQA
3. Planning of SSR related work.
4. Other matters.

coordinator

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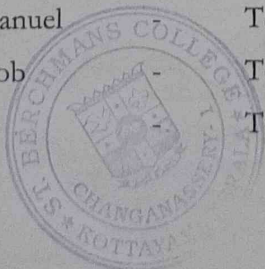
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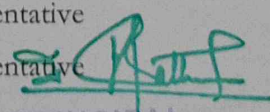
Minutes of the meeting held on 22 August 2022 at 2.10 pm at

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 - Principal's 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

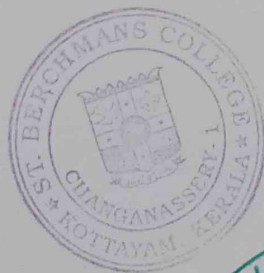



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Highlights of the meeting

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-educateion 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.




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Based on the decisions taken in the meeting held on 22/8/2022

1. The matter of coeducation was discussed in various forums.
2. Principal, in the staff meeting requested all the faculty members to concentrate more in research related activities. He pointed out the need for publishing articles in UGC CARE listed journal in the light of the instruction given by UGC & NAAC.
3. Submitted IIQA before the expiry of the present accreditation
4. Committees were constituted for the preparation of SSR and meetings were held.




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