



Internal Quality Assurance Cell (IQAC)

Executive Meeting

Report

Date: 04-03-2021

Time: 3.00 PM

Venue: DiST, Board Room

Agenda

1. Welcome and introduction of all the members
2. Report Reading
3. Presidential address
4. Administrator's message
5. Post online classes
6. Progress of SSR
7. MOOC – SWAYAM, Coursera
8. Conduction of webinars
9. New Initiatives and Infrastructure Development
10. Alumni Registration / Engagement
11. Outcome Based Education
12. Next Academic Year Retreat
13. Contributions or Meeting Changes
14. Any relevant matters to be discussed

Detailed Report

1. Mr. Anosh Paul, NAAC Asst. Coordinator welcomed all the members of the IQAC.
2. Ms. Revathy T.S. IQAC Secretary read the previous meetings report and the meeting report was sanctioned.
3. Principal Dr. Unni C J, in his presidential address, mentioned the implementations which were possible last year and the things which are to be done this year briefly while discussing with the other IQAC members:
 - ✓ NET and Civil Service Classes will be given to those who are in need.
 - ✓ Vedic IAS Academy has already conducted a class for the IAS aspirants and they had intimated that they will sponsor a student.
 - ✓ Seminar/webinar/workshop by each department should be conducted.

- ✓ Should involve the local government and should imbibe what all facilities they can do in collaborating with the college.
 - ✓ Students should be given training in the corporate world for their future betterment.
4. Rev. Fr. George Pottayil V C, Administrator mentioned about focussing on discipline among students apart from academic area and also intimated that the SSR will be completed by this academic year. He also told about the placement given to students focussing on their future development.
5. Focusing on agenda and mentioning in detail the following discussions were made by Mr. Jacob Thaliyan,
- Briefly discussed about the post online classes - the positives and negatives and it was also discussed with the parents in the group and suggestions was that there were no negatives from the parents' side and it was effective according to the students as planned.
 - Discussions were made on the following points.
 - A) Progress of SSR – the qualitative part is almost completed and has been given for proofreading and the remaining data evidence to be collected will be done at the earliest.
 - B) 'Add on Courses and MOOC – SWAYAM, Coursera for all final year and PG students.
 - i) As an ISO objective, 50% of final year PG students will be enrolled.
 - ii) If the students get certified, the fee for the course will be refunded by the college.
 - iii) The students and the staff who have registered for the courses should be recorded and detailed in the SSR report.
 - C) Webinars
 - i) Each department should organise at least two conference or webinar in an academic year.
 - ii) A research culture should be developed among the faculties and faculties should be encouraged to participate in the webinars.
 - iii) Research related articles should be published by faculties in each department in any journals of educational importance.
 - D) New Initiatives for the Infrastructure Development
 - i) Open stage with parking facilities

- ii) Front area & reception renovation
 - iii) Enlargement of the parking area
 - iv) Solar system
- E) Alumni Registration / Engagement
- i) Complete the registering process of alumni at the earliest.
 - ii) An online platform for the alumni was arranged and more than 400 alumni's participated for the same.
 - iii) Referral jobs data should be analysed and remedial programme should be enriched.
- F) Outcome Based Education – the attainment level of each student should be assessed using the sheets developed by the college based on direct method.
- G) Contributions/Meeting Changes
- i) According to the discipline of each course, corporate texture can be provided.
 - ii) Industrial visit and industrial interaction should be done.
 - iii) The problems a student faces other than in college or home should be considered and proper remedy should be given.
 - iv) The basic details which a student needs to know about filling different application forms should be made aware to the students.
 - v) Regarding community, local area home visits by students can indulge in human relationships.
 - vi) Regarding driving two wheelers, moral training to be given to the students of wearing helmet.
 - vii) Create a Whatsapp Group for IQAC members where reports and agendas are shared.
- F) Next Year Academic Plan
- i) The department has to prepare a detailed plan for the next academic year activities and also do the evaluation of the academic year 2020 -2021 by the end of March.
 - ii) In 2020 the Academic Retreat was not possible as it was a pandemic situation but this year Academic Retreat could plan during the end of April.
6. All the members have been directed to think of the relevant quality related aspects which can be implemented for the betterment of the college functioning.



DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY

APPROVED BY AICTE & AFFILIATED TO MG UNIVERSITY

The IQAC meeting came to an end by 4.50 p.m by the vote of thanks delivered by Ms. Revathy T.S, IQAC Secretary and the members dispersed soon looking forward for a pleasant gathering soon.

Mr. Jacob Thaliyan
IQAC Coordinator

Dr. Unny C J
Chairperson

Ms. Revathy T.S
IQAC Secretary

Attendance

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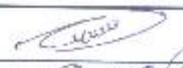
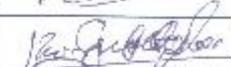
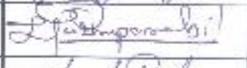
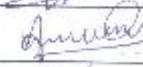
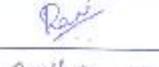
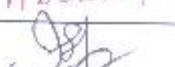
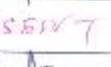
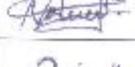
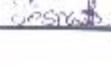
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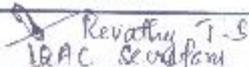
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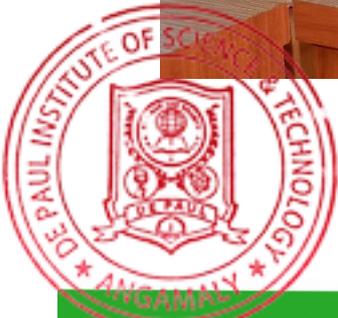
Time: 3.00 PM

Venue: DiST, Board Room

No.	NAME	DESIGNATION	SIGNATURE
1	DR. UNNY C J	Chairperson / Principal	
2	FR. GEORGE POTAYYIL	Director / Management Representative	
3	FR. LINDO PUTHUPARAMBIL	Finance Director / Management Representative	
4	MR JACOB THALIYAN	NAAC Coordinator	
5	MIR ANOSH PAUL	NAAC Asst. Coordinator	
6	PROF DR. K P MANI	Director	
7	MS JISMY VARGHESE	Asst. Professor	
8	MR SLBIN GEORGE	Asst. Professor	
9	MS SUNITHA BENOY	Asst. Professor	
10	MS REGHA P ANTONY	Asst. Professor	
11	MR AJESH T A	Asst. Professor	
12	MS ANUJA DAS P.M.	Asst. Professor	
13	MS REVATHY T.S	Asst. Professor	
14	MR DENNY DEVASSY	NAAC Office Secretary	
15	MS JANCY JOHNY	Office Superintendent	
16	MS RANI MARTIN	Librarian	
17	AJITHA TEACHER	Ward Councillor	
18	MS VIDYA NARAYANAN	Regional Manager HR, Carnival Group	ABSENT
19	MR SAJI KODANKANDATHI	Executive Director, CIAI, Kochi	
20	MR M N RAMU	PTA Vicepresident	
21	MR JITHU GEORGE	Alumni Member	ABSENT
22	NAVJEN K BEJOY	MBA 2019	
23	JESNA THOMAS	M.COM 2020	


Revathy T-S
IQAC Secretary

Photographs



DR. UNNY C J
PRINCIPAL
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