

Internal Quality Assurance Cell (IQAC)

Executive Meeting

Report

Date: 05-03-2020

Time: 3.00 PM

Venue: DiST, Board Room

Agenda

1. Welcome and introduction of all the members
2. Presidential address
3. Administrator's message
4. Swayam courses
5. Organising FDPs
6. Activities of the club
7. New Initiatives and Infrastructure Development
8. Alumni Registration / Engagement
9. Outcome Based Education
10. Next Academic Year Plan
11. Intimation to HOD's about NAAC
12. Any relevant matters to be discussed

Detailed Report

1. Mr. Jacob Thaliyan, IQAC Coordinator welcomed all the members of the newly constituted IQAC. He introduced all the members and briefed the committee about its purpose and functions.
2. Principal Dr. Unni C J, in his presidential address mentioned the importance of IQAC for the qualitative and quantitative betterment of the college and the target to be achieved for NAAC certification.
3. Rev. Fr. George Pottayil V C, Administrator expressed his confidence and expectation in this team towards the excellent functioning of the college as well as obtaining better grade in the NAAC certification and also mentioned about what all measures to be taken for the growth and development. He also mentioned about focussing on discipline among students apart from academic area and suggestions for the same and discussions to be made in regard to this.
4. Focusing on agenda and mentioning in detail the following discussions were made by Mr. Jacob Thaliyan,
 - Briefly explained what is data collection and SSR preparation to all the new members in the group.

- Introduced the criteria's and criterion members to the group.
- Discussions were made on the following points.
 - A) 'Swayam Courses' and also about the Add on Courses for all final year students.
 - i) According to batch wise, students should be initiated to be participated in the same and it should be made compulsory for all first year PG students.
 - ii) MOOC should be organised and orientation should be given by the academic persons.
 - iii) As an add-on course, additional foreign language can be introduced for the purpose of higher studies and certificate credibility should be analysed for the next academic year.
 - B) Organising FDP's
 - i) A research culture should be developed among the faculties and Faculties should be encouraged to register for Ph.D. or any other research.
 - ii) Research related articles should be published by faculties in each department in any journals of educational importance.
 - iii) Each department should organise either a conference or seminar in an academic year.
 - C) Activities of the Club
 - i) Rule should be made on minimum how much activities should be organised by each club and all the activities should achieve at least 2 criteria's.
 - ii) Monthly an hour for meetings of the clubs should be arranged apart from the curricular aspect and weekly once the members should update the club rules.
 - iii) Once in four months two regular activity such as public speaking and aptitude training should be provided to the students.
 - D) New Initiatives for the Infrastructure Development
 - i) Open Stage
 - ii) Student Amenities Centre
 - iii) Students Recreational Park
 - iv) Naming of the trees
 - v) Vegetable Garden or Medicinal Plants
 - E) Alumni Registration / Engagement
 - i) Complete the registering process of alumni at the earliest.

- ii) A platform should be made for the alumni who are placed and also who have opted for higher studies abroad to interact with the ongoing batches.
- iii) Referral jobs data should be analysed and remedial programme should be enriched.

F) Outcome Based Education

- i) Entry and exit mark for each student should be made and each semester an outcome should be presented and plan to be executed.
- ii) NET coaching should be provided to the PG students either by the NET qualified
- iii) Students and faculties attend a training programme in each department. NET General Paper class can be given as a common class to all the students who wish to apply for NET Exam.
- iv) Employability must be assured on the following grounds: Higher Studies / Percentage of Marks / National Selection / Placement
- v) Civil Service Coaching or Any Other Exam Coaching can be given to students according to their interests.

G) Next Academic Year Plan

- i) The department has to prepare a detailed plan for the next academic year activities by the end of March.
- ii) The date of Academic Retreat 2020 has to be decided by the month of May 2020 in consultation with the Administrator and Principal.

5. 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.

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.



Ms. Revathy T.S
IQAC Secretary

Mr. Jacob Thaliyan
IQAC Coordinator



Dr. Unny C J
Chairperson

Attendance

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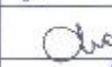
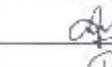
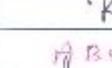
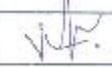
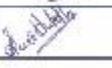
Internal Quality Assurance Cell (IOAC) Executive Meeting

Attendance

Date: 05-03-2020

Time: 3.00 PM

Venue: DiST, Board Room

No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Unny C J	Chairperson / Principal	
2	Fr. George Pulayyil	Director / Management Representative	
3	Fr. Lindo Puthuparambil	Finance Director / Management Rep.	
4	Mr Jacob Thaliyan	NAAC Coordinator	
5	Mr Anosh Paul	NAAC Asst. Coordinator	
6	Prof Dr. K P Mani	Director	
7	Ms Jismy Varghese	Asst. Professor	
8	Mr Subin George	Asst. Professor	
9	Ms Sunitha Beoy	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	Mr Saji Varghese	Ward Councillor	ABSENT
18	Ms Vidya Narayanan	Regional Manager IIR, Carnival Group	
19	Mr Suji Kodankandath	Executive Director, CIAI, Kochi	ABSENT
20	Mr G U Varghese	PTA Vicepresident	
21	Mr Jithu George	Alumni Member	
22	Mr Adarsh A K	College Union Chairperson	
23	Ms Sreelakshmi Omanaccattan	Student - MSW19	

Revathy T.S
IOAC Secretary

Photographs




DR. UNNY C J
PRINCIPAL
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY
ANGAMALY SOUTH - 683 573, KERALA

www.depaul.edu.in iqac@depaul.edu.in

+91 484 2911800

📍 Angamaly South -683573
Ernakulam District, Kerala