



**INTERNAL QUALITY ASSURANCE CELL**

**St. MARY'S COLLEGE, MANARCAUD**

**MAALAM PO, KOTTAYAM, KERALA 686019**

**NAAC ACCREDITED WITH B GRADE**

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# **IQAC MEETINGS**

## **2020 - 2021**



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### **Minutes of IQAC online meeting held on 23<sup>th</sup> July 2020**

Philip Marina Philip welcomed all the participants. She spoke about the progress in the SSR preparation.

Ms Philip Marina Philip said that the AQAR for 2018 -2019 was almost complete and it has to be uploaded on the website as well as NAAC portal. She said that the HEI login Id had been received.

Principal Dr Punnen Kurian said that the SSR preparation must continue even during the lockdown period and the contributions from all the HoD's must be shared with the IQAC or NAAC coordinator. Elizabeth said that the seven criteria preparation must be assigned to different teachers as it would be difficult to prepare the complete SSR by one person. It was decided to assign the criteria 1 & 6 to Philip Marina Philip, Criteria 2 to Sherry Mathews, Criteria 3 & 5 to Elizabeth Zacharia. Criteria 4 to the librarian Shirley and Moideen C and criteria 7 to Divya George.

Principal also said that all classes must continue online with three hours of classes for all the students. At the end of each month a statement of the timetable of online classes engaged must be submitted.

He said that all the HoDs must ensure that all the teachers of their respective departments have completed the portions remaining to be taught at the time of declaration of the lockdown due to Covid 19. He said that all the teachers must use online platforms to complete their allotted topics and also conduct class tests using various suitable online platforms.

The Principal also suggested a model examination must be conducted before the University examinations. He said that each department must organize at least one online certificate course for students.

Principal said that as the Government had invited proposals from institutions for starting innovative new programs in the colleges affiliated to the Universities in Kerala, it was decided by the management to put forward proposals for starting a BSc Mathematics ( Mathematics, Statistics and Data Analytics) and MA Historical studies course in the college.

Shiby Susan Kuriakose said that the Chemistry department is planning to organize a webinar on Career opportunities for chemistry graduates in Government as well as private sector in October.



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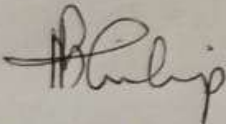
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Saneeju M Salu proposed that an online NSS camp can be organized for NSS volunteers in December.

The meeting concluded with a Vote of Thanks by Ms Philip Marina Philip.

### Decisions taken

1. To progress with the SSR preparation even during the lockdown.
2. The SSR preparation was assigned to different teachers based on the seven criteria's.
3. To conduct classes using online platform.
4. To prepare a timetable for online classes by all the departments so that students of each class is engaged for three hours daily.
5. To conduct an online model examination in November for all the students
6. To conduct career guidance Webinars for students. This project was assigned to Tony Francis.
7. The proposal for starting a BSc Mathematics and MA historical studies was to be forwarded.

  
Philip Marina Philip  
IQAC Coordinator



  
Dr. PUNNEN KURIAN  
Principal  
St. Mary's College, Manarcaud



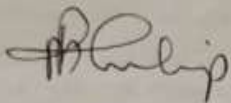
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### Action Taken report

1. The SSR preparation was actively carried forward.
2. Online classes were conducted with three hours of class for each batch of students per day
3. A model examination was organized in November before the University semester examinations for fifth semester UG students
4. The chemistry department organized a webinar on career opportunities for chemistry UG and PG students on 31<sup>st</sup> October, 7<sup>th</sup> November and 14<sup>th</sup> November 2020.
5. The proposal for starting a BSc Mathematics and MA Historical studies was prepared and forwarded. This was followed by a visit by the commission of the University on 15.10.2020
6. The NSS camp was organized in December during the Christmas vacations.

  
Philip Marina Philip  
IQAC Coordinator



  
Dr. PUNNEN KURIAN  
Principal  
St. Mary's College, Manarcaud



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### Minutes of IQAC meeting held on 10<sup>th</sup> February 2021

Members present

1. Principal Dr Punnen Kurian
2. Dr Biju John
3. Dr Haresh R
4. Dr Shiby Susan Kuriakose
5. Gigi Joseph
6. Saneju M Salu
7. Philip Marina Philip
8. Susan Bincy Andrews
9. Elizabeth Zachariah

The meeting commenced with a silent prayer Smt Philip Marina Philip welcomed the gathering. The minutes of the previous meeting was read and passed.

The following points were discussed

The Heads of the department reported that the model examinations for the fifth semester and second semester UG as well as second semester PG was conducted online using google meet platform with students asked to keep their camera on during the examination. Elizabeth said that it was necessary to accelerate the documentation and preparations for the NAAC visit. A department visit should be conducted to evaluate the progress of documentation process.

Principal said that a meeting of the SSR core committee would be arranged the next week itself. He said that from next week onwards there should be a presentation of the SSR preparation criteria wise to assess its progress and to incorporate suggestions from other faculty members. He said that he would decide the schedule for the presentation. He also said that the IIQA must be uploaded next month before the expiration of the NAAC accreditation period on 16<sup>th</sup> March 2021. He also said that the application for a new program M A Historical Studies was approved by the University.

Gigi Joseph from history department who attended the meeting on behalf of Moideen C said that the online certificate course on Gender studies was well attended by students not only from this college but also from other institutions.

Shiby Susan Kuriakose reported that the you tube videos uploaded by the faculty on various topics in chemistry had more than thousand views.





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Saneeju M Salu reported that the NSS programs planned to be conducted next month.

Principal said that the proposal submitted for the best rural college award instituted by BAM College, Thuruthikad had been awarded to our college and the award included a certificate and cash award of rupees twenty five thousand.

Biju John said that the institution had been now awarded for both its best practices.

The meeting concluded with a vote of thanks by Smt Elizabeth Zachariah.

### Action Taken Report

1. A visit of all the departments was organized to assess the progress of the NAAC document preparation.
2. The presentation of the criteria wise reports was conducted the next week as per the schedule prepared by the Principal.
3. The IIQA was uploaded on 12<sup>th</sup> March 2021.

*Philip*  
Philip Maria Philip  
IQAC Coordinator



*[Signature]*  
DR. PUNNEN KURIAN  
Principal  
St. Mary's College, Manarcaud