

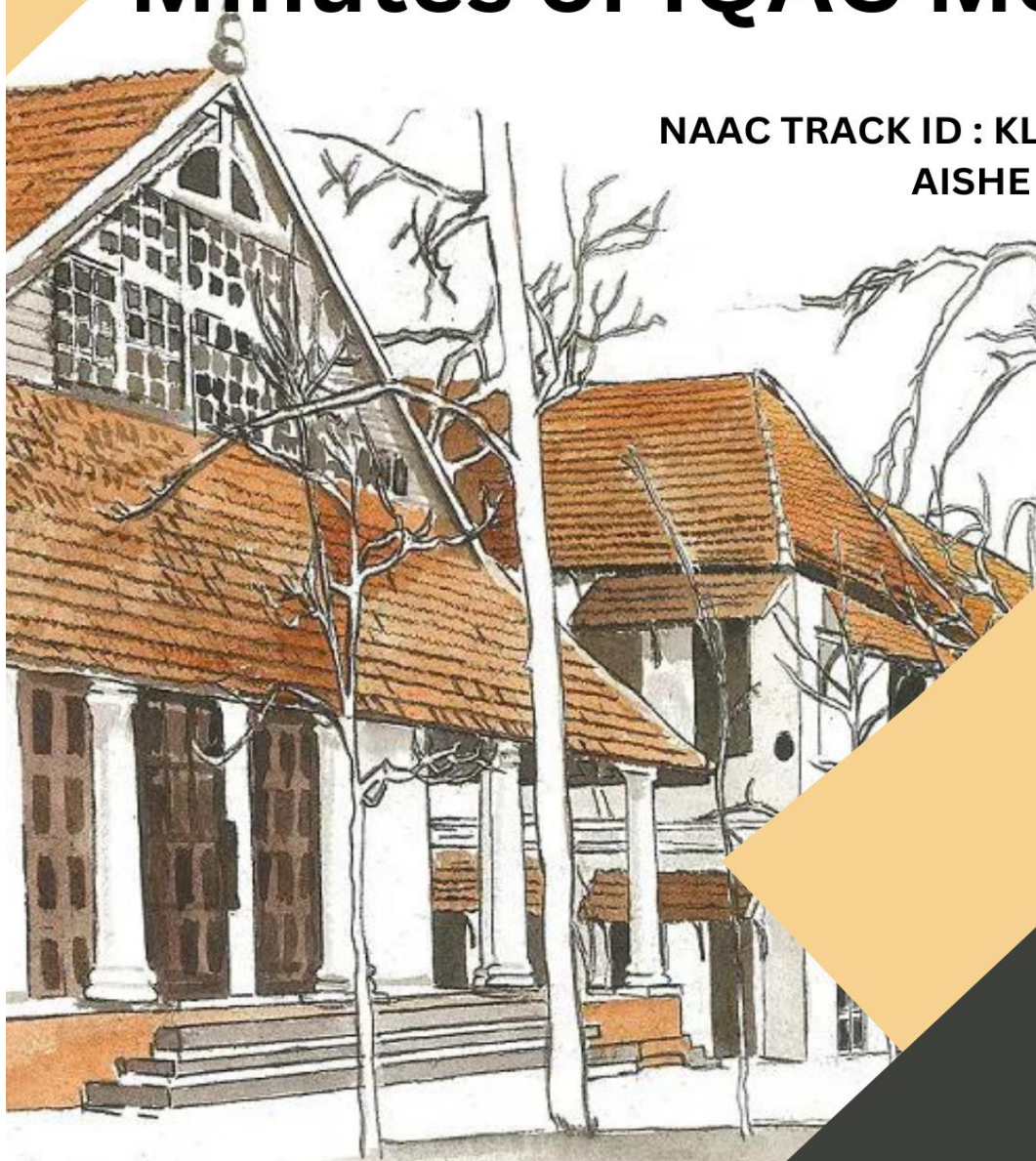


Minutes of IQAC Meeting

2017-18

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Internal Quality Assurance Cell (IQAC)
CMS COLLEGE KOTTAYAM (AUTONOMOUS)
CMS College Kottayam, Kerala, India – 686001
Website : <https://cmscollege.ac.in>

Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 10:00 a.m. on 2nd June 2017 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Dr. Varghese C. Joshua
3. Dr. Tomy Mathew
4. Dr. Jobin Mathew
5. Dr. Joji John Panicker
6. Dr Mini Chacko
7. Dr. Samkutty George
8. Dr. Sunish K. S
9. Smt. MarykuttyNinan

Dr P. Rajagopal, Director of the IQAC at CMS College Kottayam, was also present.

Leave of Absence: The absentee members gave notice of their leave of absence.

On June 2, 2017, the IQAC Room served as the location for the CMS College Internal Quality Assurance Cell meeting. At ten in the morning, a prayer opened the assembly.

AGENDA:

- Orientation Programme for first-year students
- Orientation programme for non-teachingstaff
- Curriculum revision workshop
- Benjamin Bailey Memorial lecture
- Academic Audit
- Green Audit
- To establish Community College
- Preparation of HRDC report.

Discussions and Decisions:

- All of the IQAC members were welcomed by Principal Dr Roy Sam Daniel, who also thanked the team for creating a full-fledged office for the cell's career guidance and placement services and for the new Add-On Courses. The IQAC members resolved that Dr Vimal George Kurian should take over as the coordinator for the Career Guidance and Placement unit.
- After admission, it was decided to hold a Student Induction Programme for the college's first-year students.
- A course of orientation for non-teaching personnel was determined to be held.
- A memorial talk for Benjamin Bailey was planned.
- On June 15, 2017, it was decided to hold an academic audit for the academic year 2016–2017.
- It was planned to hold a workshop on curriculum revision in order to impart knowledge and awareness about curriculum modification.
- The decision was made to take the required actions in order to undertake a green audit.
- IQAC made the decision to launch B.Voc programmes in order to develop a Community college.
- The Principal asked the IQAC members to create a curriculum in order to submit the proposal to the UGC and advised them to perform the essential research regarding the B.Voc course. At 11:00 a.m., the meeting came to a close.

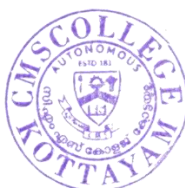


Dr Roy Sam Daniel
(Principal)



Dr P. Rajagopal
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 10:00 a.m. on 23rd June 2017 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Dr. Varghese C. Joshua
3. Dr .Joji John Panicker
4. Prof. C.A Abraham
5. Dr. Sunish K. S
6. Dr.Tomy Mathew
7. Dr .Jobin Mathew
8. Dr Mini Chacko
9. Smt. MarykuttyNinan
10. Dr.Samkutty George

CMS College's IQAC Director Dr P. Rajagopal is also present.

Leave of Absence: The absent members submitted their leaves of absence.

On June 23, 2017, the IQAC Room served as the location for the CMS College Internal Quality Assurance Cell meeting. At ten in the morning, a prayer opened the assembly.

Dr P. Rajagopal, the Coordinator of IQAC, welcomed the IQAC members. The Chairman's speech was delivered by the principal.

AGENDA

1. Actions are taken on the agenda of the previous meeting
2. Curriculum revision
3. College Union election
4. Self-financing courses
5. Conduct of Board of Studies, Academic Council and Governing Council meetings
6. Reorganization of various committees
7. DBT Star College Scheme

Agenda 1: Actions are taken on the agenda of the previous meeting

- 1.1. On April 10 and 11, 2017, a two-day training for teachers on curriculum modification was held. Prof. N. J. Rao, a former vice chancellor of Jaypee University of Science and Technology, served as the resource person. Fifty chosen teachers received training
- 1.2. On July 12 and 13, 2017, a first-year student orientation programme was held. Rev. Jacob George served as the resource.
- 1.3. On June 17, 2017, a programme of orientation for nonteaching personnel was held. Dr M.P. Rajan served as the resource person. All non-teaching staff participated in this programme.
- 1.4. All Kerala Job fair was conducted in collaboration with Employment Exchange and Employability Centre on 24-09-2016.
- 1.5. On March 16, 2017, a department-specific result analysis programme was carried out.
- 1.6. The Benjamin Bailey Memorial Lecture took place on June 26, 2017. The resource person was Professor EiIchi Negishi, a Nobel Laureate in Chemistry.
- 1.7. A global research partnership was established between the Department of Mathematics and the Russian Academy of Science in Petrozavodsk, Russia.
- 1.8. Academic Council meeting was conducted on 20-01-2017.

After discussion, the following decisions were taken on various agendas.

Agenda 2: Curriculum revision

It is suggested to organise two or more rigorous workshops for all the instructors under the direction of IQAC, in light of the realisation that additional knowledge and information are needed for the creation of the curriculum. The task of creating rules for the UG and PG curricula will fall to the revising committee.

Agenda 3: College Union election

On the day that M.G. University suggests, a college union election will take place, and the union's inaugural festivities will follow right afterwards.

Agenda 4: Self-financing courses

It is possible to design a pay scale based on the credentials of the teachers employed during this session.

Agenda 5: Conduct of Board of Studies, Academic Council and Governing Council meetings

Meetings of the Academic Council and Board of Studies should be held in accordance with how the curriculum is being revised, according to the IQAC proposal. However, the Governing Council meetings shall be conducted depending upon the dates on which the in-semester results are released.

Agenda 6: Reorganization of various committees

It is suggested that in order to ensure the smooth operation of the college, the College Council shall reorganise a number of committees, including the discipline committee, purchase committee, canteen committee, research committee, anti-harassment committee, women's harassment cell, etc.

Agenda 7: DBT Star College Scheme

The College has received support from the Department of Biotechnology as part of the Star College Scheme's strengthening initiative, according to the College's principal.

It was agreed to form the Department Coordinates Committee and the Advisory Committee to ensure the smooth operation of the scheme.

Agenda 8: Other matters, if any

In a similar manner to the one held last academic year the placement cell of the college will also host an all-Kerala Job Fair this academic year. At 11:00 a.m., the meeting was adjourned, with the vote of thanks being proposed by Dr. Sunish K. S., secretary of the IQAC.

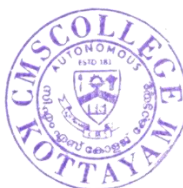


Dr Roy Sam Daniel
(Principal)



Dr P. Rajagopal
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 10:00 a.m. on 31st October 2017 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Dr.Samkutty George
3. Rev. Jacob George
4. Dr. Mini Chacko
5. Dr. Jobin Mathew
6. Dr. Sunish K. S
7. Smt. MarykuttyNinan
8. Dr. Varghese C. Joshua
9. Dr.Tomy Mathew
10. Dr. Joji John Panicker

Dr P. Rajagopal, the IQAC Director of CMS Collegewas also present.

Leave of Absence: The absentee members gave notice of their leave of absence.

On October 31, 2017, the IQAC Room hosted the CMS College Internal Quality Assurance Cell meeting. At ten in the morning, a prayer opened the assembly.

AGENDA

1. Actions are taken on the agenda of the previous meeting
2. Curriculum revision
3. AQAR
4. Department reports & Department accreditation
5. Student feedback
6. IQAC meet with stakeholders
7. Physically challenged students
8. Board of Studies meeting
9. Self-financing courses

Agenda 1: Actions are taken on the agenda of the previous meeting

- 1.9. A two-day curriculum revision workshop for teachers was conducted. The resource person was Dr T. P. Sasikumar, Director, Shiksha. Fifty chosen teachers received training.
- 1.10. Governing Council meetings were conducted on 07-07-2017 and 04-08-2017.
- 1.11. The College Union election was conducted on 22-08-2017.
- 1.12. The College Union inauguration was conducted on 22-08-2017
- 1.13. All Kerala Job fair was conducted in collaboration with the Employment Exchange and Employability Centre on 21-10-2017.
- 1.14. In accordance with the previous minutes, the revision committee reported that work is underway to create UG and PG regulations that are consistent with university standards. Feedback from the students was gathered. Analysis is required.

After discussion, the following decisions were taken on various agendas.

Agenda 1: Curriculum revision

- 1.1. It is decided to incorporate additional credit courses in the curriculum.
- 1.2. More workshops will be held to train instructors on how to restructure the curriculum in accordance with local and national demands while maintaining international standards.

Agenda 2: AQAR

The coordinator, IQAC, went into more detail about the preliminary processes that must be performed before submitting an AQAR for the academic years 2015–16 and 2016–17. He added that the AQAR for 2014–15 had already been submitted.

Agenda 3: Department reports & Department accreditation

- 3.1. Dr Roy Sam Daniel, the principal, elaborated on the accreditation, function, and necessity of IQAC in the chairman's speech and emphasised the requirement for department reports for the academic year 2015–16 to be submitted electronically within the next two to three weeks. He concentrated on the requirement for IQAC operation while taking the upcoming NAAC accreditation into consideration.
- 3.2. The IQAC coordinator proposed that departmental presentations and annual reports be prepared in NAAC (AQAR) forms. An outside jury of judges with specialised knowledge will examine these.
- 3.3. It was determined that accreditation decisions should be made each year in October.
- 3.4. It was decided that IQAC will supply the department report forms.
- 3.5. It was decided to form a subcommittee with the vice principal serving as chairman to develop the format.

Agenda 4: Student feedback

It was decided to consolidate the data of last year student's feedback and Dr Tomy Mathew, Controller of Examinations, is entrusted with consolidating the feedback.

Agenda 5: IQAC meet with stakeholders

It was determined to host extended IQAC meetings at least once a year with management, the governing body, instructors, students, parents, alumni, and employers. Additionally, it was resolved that the agenda for the meeting should always be created by March 31st.

Agenda 6: Physically challenged students

- 6.1.** It was resolved to establish a physically challenged students' equal opportunity cell with representation from SC/ST students.
- 6.2.** It was determined to build special restrooms for physically challenged students at the Department of Commerce and the Main Library.
- 6.3.** It was decided to build ramps at the library, great hall, canteen, and commerce for students who are physically handicapped.

Agenda 7: Board of Studies meeting

Before January 30, 2018, it was determined to hold a Board of Studies meeting.

Agenda 8: Self-financing courses

It was determined to hire instructors for self-financing courses in accordance with the UGC's updated hiring standards.

At 11:00 am, the meeting was over. The vote of thanks was put forth by Dr. Sunish K. S., secretary of IQAC.

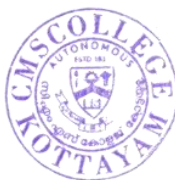


Dr Roy Sam Daniel
(Principal)



Dr P. Rajagopal
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 10:00 a.m. on 29th January 2018 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Rev. Jacob George
3. Dr. Joji John Panicker
4. Rev. Jacob George
5. Dr. Varghese C. Joshua
6. Dr. Tomy Mathew
7. Dr. Jobin Mathew
8. Dr. Joji John Panicker
9. Dr. Mini Chacko
10. Smt. Marykutty Ninan
11. Dr. Sunish K. S

Dr P. Rajagopal, the IQAC Director of CMS College was also present.

Leave of Absence: Leave of absence was received from the absentee members.

The meeting of the CMS College Internal Quality Assurance Cell was held in the IQAC Room on 23 June 2017. The meeting started with a prayer at 10.00 a.m.

AGENDA:

1. Actions are taken on the agenda of the previous meeting
2. Curriculum revision
3. Benjamin Bailey Memorial Lecture
4. Faculty capacity building programme

Agenda 1: Actions are taken on the agenda of the previous meeting

- 1.15. A Board of Studies meeting was conducted on 21-01-2018.
- 1.16. On January 27, 2018, a teaching staff seminar on the subject of "Quality in Higher Education" was held. The expert was Dr M. P. Rajan, a member of the NAAC. The programme was attended by every teacher.
- 1.17. A Governing Council meeting was conducted on 10-11-2017.

After discussion, the following decisions were taken on various agendas.

Agenda 2: Curriculum revision

It was decided to organize one or two more rigorous workshops on curriculum revision for all the teachers under the leadership of IQAC.

Agenda 3: Benjamin Bailey Memorial Lecture

On March 15, 2018, it was decided to hold the Benjamin Bailey Memorial Lecture on "Historical Progress Towards Quality Higher Education."

Agenda 4: Faculty capacity building programme

It was decided to conduct a Faculty Capacity building programme before 31-03-2018. The meeting came to an end at 11:00 a.m.

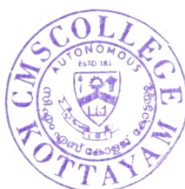


Dr Roy Sam Daniel
(Principal)



Dr P. Rajagopal
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 10:00 a.m. on 2nd February 2018 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Dr. Varghese C. Joshua
3. Dr. Tomy Mathew
4. Rev. Jacob George
5. Dr. Jobin Mathew
6. Dr. Joji John Panicker
7. Smt. MarykuttyNinan
8. Dr. Mini Chacko
9. Dr. Sunish K. S

Dr.P. Rajagopal, the IQAC Director, CMS College Kottayam was also present.

Leave of Absence: Leave of absence was received from the absentee members.

The meeting of the CMS College Internal Quality Assurance Cell was held in the IQAC Room on 2 February 2018. The meeting started with a prayer at 10.00 a.m.

AGENDA:

- HRD Training Programme
- Proposal for RUSA
- Preparation of Academic Calendar 2018-19
- Orientation Programme for NIRF Ranking
- Appointment of IQAC Director

Discussions and Decisions:

Dr P. Rajagopal, the Coordinator of IQAC, welcomed all the IQAC members.

The minutes of the previous meeting were read and approved by the members.

HRDC report was submitted.

IQAC members decided to conduct a two-day HRD training programme for introducing Outcome-based education and curriculum revision for the faculty members on 16 & 17 March 2018.

Dr. Joji John Panicker was tasked by the principal with creating a baseline proposal that would be presented for the RUSA Fund. Additionally, he recommended that Dr. Preema C. Thomas create an academic calendar for the academic year 2018–19.

Members of IQAC suggested a fresh approach to organic farming and chose to run a literacy course on the environment and organic farming under the direction of NSS during the 10-day camp. The IQAC members resolved to hold a staff orientation on NIRF Ranking and online document submission.

The choice was made to name Dr Joji John Panicker the IQAC Director for the upcoming academic year. At 11:00 am, the meeting was over.



Dr. Roy Sam Daniel
(Principal)



Dr. P. Rajagopal
(IQAC Director)

(Read and confirmed)

