

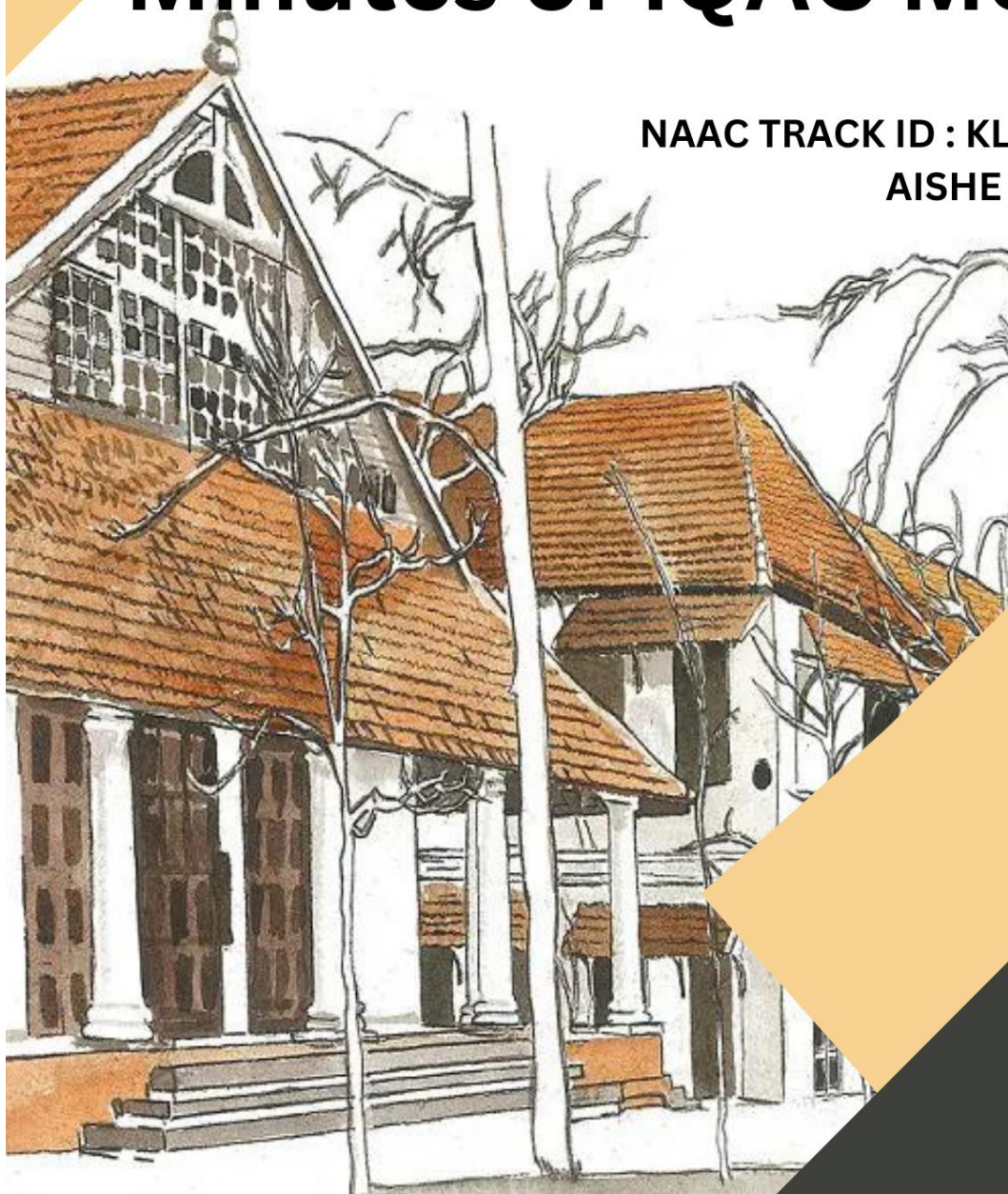


Minutes of IQAC Meeting

2018-19

NAAC TRACK ID : KLCOGN10043

AISHE ID : C-11771



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 4:00 p.m. on 9th July 2018 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Dr. Mini Chacko
3. Dr. Varghese C. Joshua
4. Dr. Preema C. Thomas
5. Dr. Rogimon P. Thomas
6. Dr. Sunish K. S.
7. Dr. Vimal George Kurian
8. Sri. Johnson M. M.
9. Smt. MarykuttyNinan

Dr. Joji John Panicker, Director, IQAC, CMS College Kottayam was also present. On July 9, 2018, the IQAC Room hosted the CMS College Internal Quality Assurance Cell meeting. At 4:00 pm, the meeting began with a prayer.

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

AGENDA

- Actions are taken on the agenda of the previous meeting
- B.Voc Programme with UGC Aid (Travel Tourism & Logistics Management and Information Technology)
- Student Induct Programme 2018
- Capacity building workshop
- Faculty Development Programme
- HRDC report
- Gender auditing

- Green audit

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

1. Benjamin Bailey Memorial Lecture on 'Historical Progress towards Quality Higher Education' was conducted on 15.03.2018.
2. Ramps were built for students with physical disabilities.
3. From March 16 to March 17, 2018, a two-day HRD training programme was held. The resource people were Mr Jai Kiran K P, Head- Curriculum Development, Additional Skill Acquisition Programme, Dept. of Higher Education, Govt. of Kerala, and Dr Meenakshi Gopinath, Director, Women in Security Conflict Management and Peace, New Delhi & Principal Emerita, Lady Shri Ram College for Women, New Delhi.
4. Green audit was completed.

Agenda 2: New Courses

- Beginning with the academic year 2018–19, B.Voc Travel, Tourism & Logistics Management and B.Voc Information Technology will be offered in compliance with the UGC's clearance to operate B.Voc programmes in CMS College Kottayam (Autonomous) under NSQF.
- It is imperative that the hiring of faculty members and the admission of 50 students for each course begin right away.
- The agreements between Tutor Comp Infotech India Pvt. Ltd., Kakkanad, Ernakulam (B.Voc Information Technology) and Trips Travel, Chennai, Tamil Nadu (B.Voc Travel, Tourism & Logistics Management) were confirmed.

Agenda 3: Student Induct Programme 2018

From July 28 to July 30, 2018, a separate student introduction programme was held for UG and PG students.

Agenda 4: Capacity building workshop

It was decided to conduct capacity building workshop for the faculties

Agenda 5: Faculty Development Programme

It was decided to conduct a faculty development programme for the faculties

Other matters of relevance

Participation in the 2019 NIRF ranking. The meeting came to an end at 5.00 pm.

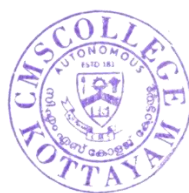


Dr Roy Sam Daniel
(Principal)



DrJoji John Panicker
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 4:00 p.m. on 11th September 2018 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal, Chairman
2. Dr. Mini Chacko, Vice Principal
3. Rev. Jacob George, Bursar, CMS College
4. Dr. Rogimon P. Thomas
5. Dr. Preema C. Thomas,
6. Dr. Sunish K.S.,
7. Dr. Vimal George Kurian
8. Smt. Marykutty Ninan
9. Dr. Vipin ipe Thomas

Dr. Joji John Panicker, the IQAC Director of CMS College Kottayam, was also present. On September 11, 2018, the IQAC Room hosted a meeting of the CMS College's internal quality assurance cell. At 4:00 p.m., the Bursar, Rev. Jacob George, opened the gathering with a prayer. The members were welcomed by Dr. Roy Sam Daniel, the principal and chairperson.

Leave of Absence: Members who were not present gave notice of their leave of absence.

AGENDA

1. Recommendation for instituting academic awards for faculty members and students
2. Inclusion of Value-Added Programmes in the Curriculum
 - Swachha Bharat Abhiyan and NCC
 - Clubs and Associations
 - Village Outreach Programme
3. Audits (Administrative Audit, Green Audit and Gender Audit)
4. Online Examinations
5. NIRF
6. AQAR
7. Book Bank
8. MoUs
9. Other matters of relevance

Decisions Taken

Agenda 1: Recommendation for instituting academic awards for faculty members and students

It was decided to institute the following academic awards for the faculty members and students of the college for the academic year 2018-19:

1. Rev. Joseph Peet Award for Research Excellence

The prize includes a citation and a monetary payment of Rs. 25,000/- (Rupees Twenty-five only). The prize is granted each year in recognition of the faculty member's research endeavours over the preceding year, which ran from June 1 to May 31. A faculty member must receive a minimum score of 30 to be eligible for the award.

2. Best Undergraduate Class Award

3. Best Postgraduate Class Award

A citation and a cash award of Rs. 10,000* (Rupees ten thousand only) are included with each prize. The honour is presented each year for the student's performance in the preceding academic year's co-curricular and extracurricular activities.

4. Best Postgraduate Student Award

5. Best Under Graduate Student Award

Each award consists of a citation and a cash payment of Rs. 10,000 (Rupees Ten thousand only). The prize is granted each year to the top PG student who has improved the reputation of our college by excelling in academics, research, cultural activities, sports, and other endeavours.

It was also advised to offer rank certificates for undergraduate and graduate programmes. Additionally, suggestions for a quarterly academic evaluation process were offered.

Agenda 2: Inclusion of Value-Added Programmes

- **Swachcha Bharat Abhiyan and NCC**

It was decided to develop a syllabus for two value-added programmes, Swachcha Bharat Abhiyan and NCC.

- **Clubs and Associations**

For students enrolled in graduate programmes in their first year, it was agreed to launch and formally establish 20 clubs. The children will be given a list of preferences, and clubs will be assigned to them based on what they choose. Each club will also have a programme coordinator selected from within the faculty, and meetings between the coordinators and members will be held on a regular basis. This

initiative's coordination was put in the hands of Dr Mini Chacko from the Department of Botany.

- **Village Extension Activity**

Under the Unnat Bharat Abhiyan (UBA) initiative, which was started by the MHRD, the college has selected five villages. Dr Johnson M.M. from the Department of Sociology was selected as the project coordinator to ensure the scheme's smooth operation and to aid the college's community outreach programmes.

Agenda 3: Audits

It was determined to audit the college's administrative processes. The administrative audit was put in the hands of Dr. Sunish K.S. from the Department of Chemistry. A Gender Audit and a Green Audit were also suggested by the college's principal.

Agenda 4: Online Examinations

For the college's postgraduate students, Dr Mini Chacko of the Department of Botany will be in charge of administering online tests.

Agenda 5: NIRF

The responsibility for submitting the NIRF 2018 application was delegated to Mrs Ann Abraham of the Department of Commerce.

Agenda 6: AQAR

The IQAC Director highlighted the importance of submitting the college's unfinished AQARs as soon as possible. The decision was made to submit the same by December 2018.

Agenda 7: Book Bank Scheme

It was suggested to launch a new programme called "Own Your Book Scheme" (OYBS) for the academic year 2018–19 as one of the best practice efforts. This programme will make it possible for students in each Department to obtain more recent and advanced edition textbooks for less money than they would otherwise have to pay for them outside at a somewhat higher price. The Department of Commerce's Dr Vimal George Kurian was tasked with overseeing the program's coordination. Collaboration with Canara Bank for the scheme was also proposed.

Agenda 8: MoUs

The principal talked about how important it is for each department to start a Memorandum of Understanding with the relevant sectors in order to ensure that the students have greater knowledge and skill in their chosen fields of study.

Other matters of relevance

The recommendation was made to upgrade the college's common notice board. The meeting concluded at 5.30 pm.

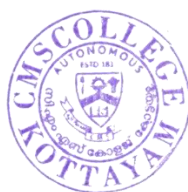


Dr. Roy Sam Daniel
(Principal)



Dr. Joji John Panicker
(IQAC Director)

(Read and confirmed)



Minutes of the Internal Quality Assurance Cell, of CMS College Kottayam (Autonomous) held at 4:00 p.m. on 2nd November 2018 in the IQAC Room, CMS College Kottayam.

Members Present:

1. Dr. Roy Sam Daniel, Principal
2. Rev. Jacob George
3. Dr. Vimal George Kurian
4. Dr. Mini Chacko
5. Smt. Marykutty Ninan
6. Smt. Mini Mariam Zacharia
7. Dr. Preema C. Thomas
8. Dr. Sunish K.S.

Dr. Joji John Panicker, Director, IQAC, CMS College Kottayam was also present. On November 2, 2018, the IQAC Room hosted the meeting of CMS College's internal quality assurance cell. At 4:00 pm, the meeting began with a prayer.

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

AGENDA:

- DSAR Review
- Training on Outcome Based Education

Decisions Taken

Agenda 1: DSAR Review

It was decided to conduct Department Self-Assessment Report Review Before March 2019

Agenda 2: Training on Outcome Based Education

It was decided to conduct a training programme on Outcome-based education for all the faculties.

HRDC report was submitted.

The meeting concluded at 5.30 pm.



Dr Roy Sam Daniel
(Principal)



Dr Joji John Panicker
(IQAC Director)

(Read and confirmed)

