

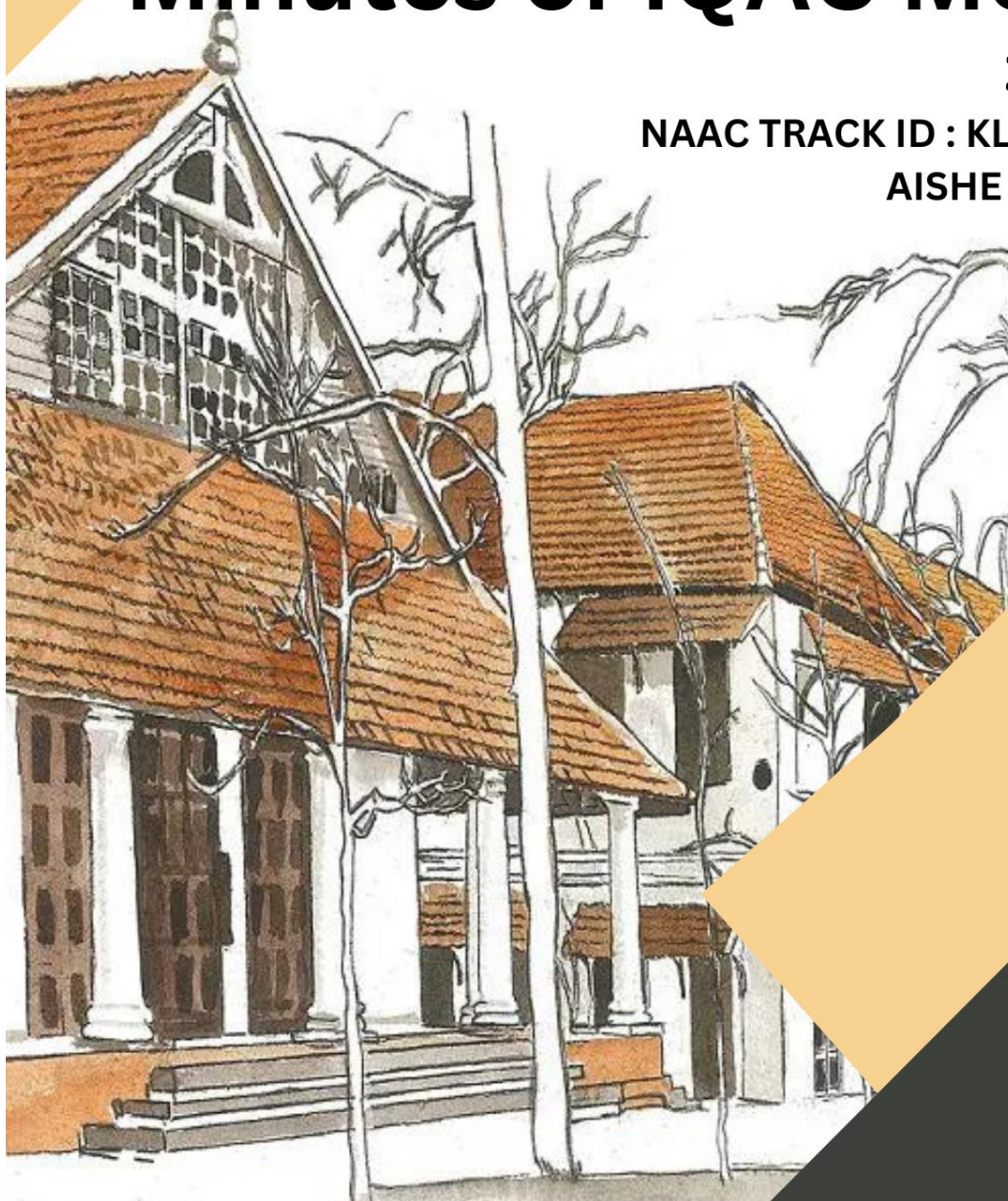


# Minutes of IQAC Meeting

2020-21

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>



**Meeting of the Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) held on 12 August 2020 at 10:30 a.m. in the IQAC Conference Hall (Online).**

**Members Present:**

1. Dr. Varghese C Joshua, Principal
2. Dr. Mini Chacko
3. Dr. Preema C Thomas
4. Smt. MarykuttyNinan
5. Dr. Vibin Ipe Thomas
6. Dr. Vimal George Kurian
7. Dr. AnjuSosan George
8. Dr. Sunish K S
9. Dr. Nisha P Aravind
10. Dr. Samkutty George
11. Ms. Delsy M J

Dr. Joji John Panicker, Director of IQAC, CMS College Kottayam (Autonomous) was also present.

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

The meeting began with a prayer by the Bursar Rev. Jacob George at 10:30 a.m. The IQAC Director, Dr. Joji John Panicker welcomed all the members of IQAC.

**AGENDA**

1. Student Induction Programme
2. Smart Classroom
3. Enhancing ICT Facilities and infrastructure for online teaching
4. Online Examination
5. Online Faculty Development Programmes, Webinars and workshops
6. Faculty Promotion
7. NIRF ranking 2020
8. AQAR Preparation



**Decisions and Discussions**

It was decided to organise the student induction programme online for both UG and PG students.

For proper operation, it was determined to incorporate online teaching and a learning management system (LMS) and to upgrade the fundamental infrastructure.

For a successful teaching-learning process, IQAC advised the college administration to expand the number of smart classrooms in the institution.

It was decided to introduce external examination centres

To combat this pandemic condition, it was decided to switch the in-semester test to an online format.

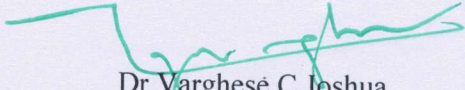
It was decided to participate in the NIRF Ranking 2020


It was decided to submit the pending AQARs by the end of this academic year

It was decided to fill vacancies in the Board of studies and academic studies

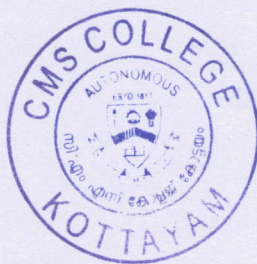
It was suggested that the faculty promotion file should be cross-verified and approved by the IQAC before submission.

Dr Mini Chacko thanked the members for their participation and involvement in the discussions. The meeting came to an end at 3:30 p.m.

  
Dr Varghese C Joshua  
(Principal)

  
Dr Joji John Panicker  
(IQAC Director)

(Read and confirmed)





**Meeting of the Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) held on 4 November 2020 at 2:30 p.m. in the IQAC Conference Hall (Online).**

**Members Present:**

1. Dr Varghese C Joshua
2. Dr Mini Chacko
3. Rev. Jacob George
4. Dr Vibin Ipe Thomas
5. DrAnjuSosan George
6. Dr Vimal George Kurian
7. DrPreema C Thomas
8. Dr Sunish K S
9. Dr Nisha P Aravind
10. DrSamkutty George
11. MsDelsy M J
12. Smt. MarykuttyNinan
13. Mr Shibu Thomas
14. Keerthana

Dr Joji John Panicker, Director of IQAC, CMS College Kottayam (Autonomous) was also present.

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

The meeting began with a prayer by the Bursar Rev. Jacob George at 2:30 p.m. The IQAC Director, Dr Joji John Panicker welcomed all the members of IQAC.

**AGENDA**

1. NAAC Accreditation- Plan of Action
2. SSR consolidation- Review
3. Criteria Group Heads & members



#### 4. Other matters

#### **Decisions and Discussions**

The director provided an update on SSR's progress and explained the need for distinct teams to work on the NAAC procedure. The meeting was presided over by the principal, who suggested increased participation in and efforts towards the assessment and accreditation process. The principal emphasised the need of using the remaining time wisely and treating the accreditation procedure seriously in light of the time lost due to the pandemic crisis. The principal brought up the fact that the NAAC visit has not yet been extended. He emphasised the importance of careful planning for the upcoming accreditation procedure. Priorities were established and it was determined to concentrate on the important criterion groups with the highest marks during the debate about how to make accreditation successful. The college anticipates an autonomy visit within the upcoming academic year; thus the principal also emphasised the importance of working diligently. The committee discussed and changed certain criteria group leaders.

1. Dr Nisha P Aravind - Curricular Aspects
2. Dr Vibin Ipe Thomas- Research Innovations and Extension
3. Dr Preema C Thomas – Governance, Leadership and Management
4. MsDelsy M J – Institutional values and best practices
5. Dr Sunish K.S – Teaching Learning and Evaluation
6. Dr Anju Sosan George – Infrastructure and Learning Resources

7. Dr Vimal George Kurian – Student Support and Progression remained as same before.

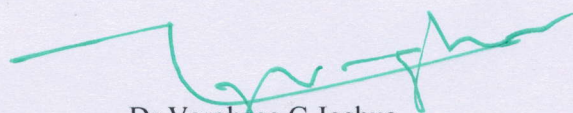
Dr. Joji John Panicker gave an update on the SSR compilation process, and after discussion, the committee decided to submit the consolidated documents to the relevant criterion group heads. The director presented the proposed scheduled (24.11.2020 - 01.12.2020) sittings of each criteria group. The director explained the need to strengthen the entire college regarding Accreditation and reminded that IQAC plays a major role in the upliftment of the institution. Regarding the SSR Data consolidation, the director also pointed out that there is a lack of coherence among the college community. The principal insisted that all the teaching and non-teaching staff should take the initiative in implementing and streamlining the quality improvement strategies of the college with respect to accreditation. The principal proposed various committees for documentation and enhancement. The committees are the following:



1. Exit Report
2. Media Records
3. Website
4. Online platforms for learning
5. Infrastructure

It was decided to submit the HRDC report by end of this academic year.

Dr Mini Chacko thanked the members for their participation and involvement in the discussions. The meeting came to an end at 3:30 p.m.

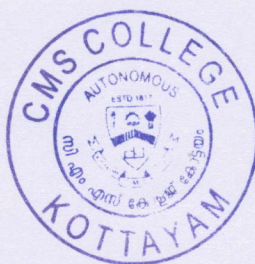


Dr Varghese C Joshua  
(Principal)



Dr Joji John Panicker  
(IQAC Director)

(Read and confirmed)





**Minutes of the Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) held at 11.30 am on 3<sup>rd</sup> March 2021 (Online).**

**Members Present**

1. Dr Varghese C Joshua, Principal
2. Dr Mini Chacko
3. Dr Vibin Ipe Thomas
4. DrSunish K S
5. DrAnjuSosan George
6. Dr Vimal George Kurian
7. Dr Nisha P Aravind
8. Dr Samkutty George
9. Ms Delsy M J
10. Smt. MarykuttyNinan
11. Abraham Cherian C
12. Keerthana (Student)

Dr Joji John Panicker, Director of IQAC, CMS College Kottayam (Autonomous) was also present.

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

The meeting began with a prayer by the Bursar Rev. Jacob George at 11:30 a.m. The IQAC Director, Dr Joji John Panicker welcomed all the members of IQAC.

**AGENDA**

1. NAAC Accreditation (4<sup>th</sup> Cycle) – SSR Submission
2. Training Session on ISO Certification Procedures for Examination Cell
3. Any other Matters

**Discussion and Decision**

**Agenda 1:NAAC Accreditation(4<sup>th</sup> Cycle) – SSR Submission**

The Director of IQAC, Dr. Joji John Panicker commented on the status of SSR data consolidation. He stated that there are many details missing in the files sent by various departments and office sections. Some are incomplete and inaccurate too. Due to this, accurate scoring cannot be obtained. He addressed the requirement for a Revised Accreditation Framework (RAF) of NAAC orientation for all teachers and non-teaching



employees as a result. Then, he went over the main areas that needed improvement and the issues that needed to be resolved right away at the accreditation stage. He brought up the following points:

1. Programmes for slow and advanced learners should receive more attention and experiential and participatory learning should be improved. We should also focus on offering relevant value-added courses.
2. Teaching plans should be prepared.
3. Policies on IT, Research, Consultancy and Collaboration should be framed.
4. There should be distinct, specialised centres for incubation, community orientation, entrepreneurship, and research.
5. Alumni activities and mentoring programmes should be strengthened.
6. Teachers' research efforts should receive sufficient financial assistance.
7. Teachers should be encouraged to do paid consultancy and corporate training. Collaborations should also be established. MoUs should be documented.
8. Need for various committees including Research & Advisory Committee and Ethics Committee are essential. We should also have Plagiarism checking software.
9. Student scholarships and freeships should be implemented.
10. Students' capacity development and skill enhancement should be the main focus of activity planning. Additionally, additional administrative training and professional development programmes for teaching and non-teaching employees should be held as needed.
11. The process of ISO certification should be sped up.
12. All required Bodies, Committees/Cells, Clubs, etc. shall update their minute books.
13. The institution should ensure that it provides adequate welfare measures for teaching and non-teaching staff.
14. The library's programmes and duties should be improved, and this includes getting a subscription to the required e-journals.
15. Regular internal and external audits ought to be carried out. In addition to the financial audit, it is advisable to do other audits, such as environmental, gender, and energy audits.
16. There should be adequate facilities for persons with special needs.

We talked about our college's shortcomings in relation to the aforementioned issues, and the principal advised that separate subcommittees be formed right away to prepare for SSRs. He



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16. There should be adequate facilities for persons with special needs.

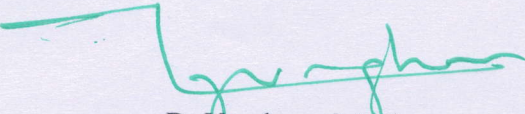
We talked about our college's shortcomings in relation to the aforementioned issues, and the principal advised that separate subcommittees be formed right away to prepare for SSRs. He stated that members of such a committee can come from the IQAC itself. These subcommittees will then develop improvement plans for the areas that concern them. The IQAC will carry out its duties and prepare SSR using these tactics. The principal gave the IQAC Director instructions to propose the subcommittees at the upcoming meeting, which will take place the following week. After taking into account the suggestions from the subcommittees, the issues affecting orientation will be handled later.


**Agenda 2: Training Session on ISO Certification Procedures for Examination Cell**

After taking into account the convenience of the certification examiner, the principal instructed to choose a date for the training session on ISO Certification Procedures for Examination Cell as soon as possible.

Online student induction programme for both UG and PG students conducted separately, from 12 to 28 October 2020 for UG students and 3<sup>rd</sup> and 4<sup>th</sup> December 2020 for PG Students. The chief resource person of the UG Student Induction Programme was Dr Sabu Thomas, Honourable Vice Chancellor, M G University, Kottayam. The chief resource person of the PG Student Induction Programme was Dr Kuruvilla Joseph, Outstanding Professor & Dean, Indian Institute of Space Science and Technology, Trivandrum.

The meeting came to conclusion by 1.00 p.m.

  
Dr Varghese C Joshua  
(Principal)

  
Dr Joji John Panicker  
(IQAC Director)

(Read and confirmed)

