

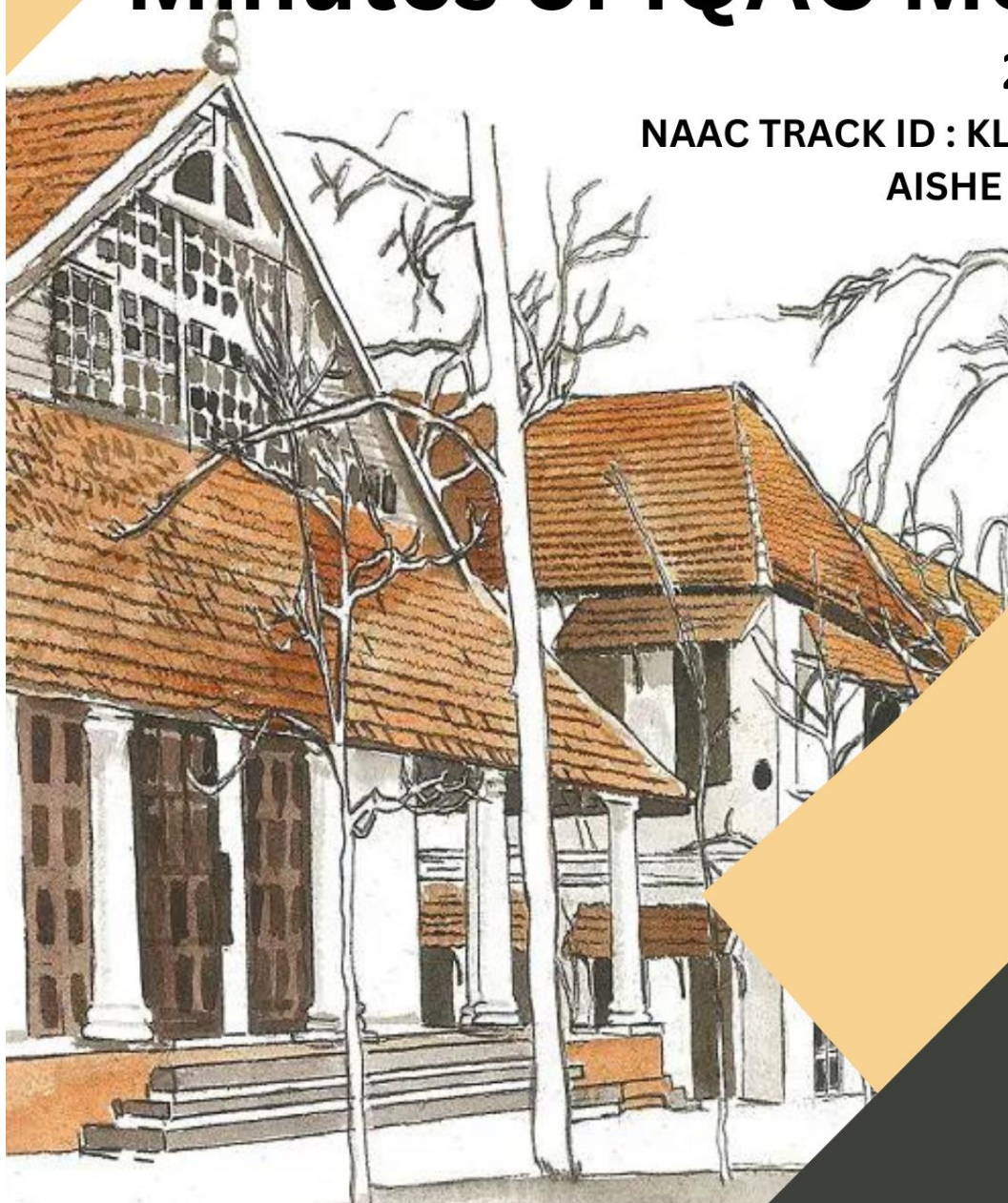


# Minutes of IQAC Meeting

2021-22

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 25 August 2021 at 2:30 p.m. in the IQAC Conference Hall.**

**Members Present:**

1. Dr Varghese C Joshua
2. Prof. Cinny Rachel Mathew
3. Dr Vibin Ipe Thomas
4. Dr Anju Sosan George
5. Dr Vimal George Kurian
6. Dr Preema C Thomas
7. Dr Sunish K S
8. Dr Nisha P Aravind
9. Ms Delsy M. J
10. Smt. MarykuttyNinan
11. Dr Joji John Panicker

**Agenda:**

1. External evaluation of data for 4<sup>th</sup> Cycle Accreditation
2. Value-added Courses
3. AQAR preparation
4. Feedback on the Curriculum
5. Organizing Student Induction Programme
6. Academic and Administrative Audit (external)
7. MoU and Collaborations
8. Any other matters

**Action Taken Report:**

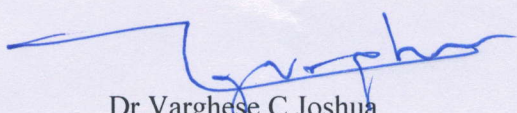
1. In order to prepare for the 4th Cycle Accreditation, the IQAC-NAAC Coordination team organised separate interface sessions with each and every department of the college.
2. IQAC collected the Reports of online classes taken by teachers for monitoring the effectiveness of online teaching.
3. On August 17, 2021, an online workshop on the Code of Conduct was organised for the administrative personnel.



4. The current year's Mentor-Mentee Programme was launched with circulars.

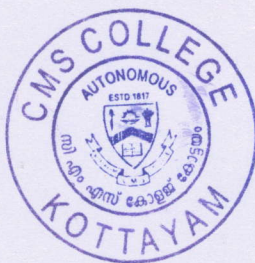
**Minutes/Resolutions:**

1. With the assistance of outside experts, it was agreed to perform an external examination of the cumulative data gathered for NAAC 4th Cycle Accreditation in October 2021.
2. It was decided to launch a number of new value-added courses for students focusing on communication skills development, trend-spotting training, and skill inculcation.
3. It was agreed to conduct a student induction programme for first-year undergraduate and postgraduate students.
4. It was decided to conduct an Academic and Administrative Audit during the academic year.
5. It was determined to complete the AQAR preparation work and NIRF paperwork.
6. It was determined to accelerate operations criterion-wise under the direction of Criteria Coordinators in order to prepare for the 4th cycle accreditation.
7. Collaborations with prestigious universities and MoUs were discussed as being necessary.

  
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 28 October 2021 at 4:00 p.m. in the IQAC Conference Hall.**

**Members Present:**

1. Dr Varghese C Joshua
2. Prof. Cinny Rachel Mathew
3. Dr Vibin Ipe Thomas
4. Dr Anju Sosan George
5. Dr Vimal George Kurian
6. Dr Preema C Thomas
7. Dr Sunish K S
8. Dr Nisha P Aravind
9. Dr Samkutty George
10. MsDelsy M. J
11. Smt. MarykuttyNinan
12. Dr Joji John Panicker

**AGENDA:**

1. Review-4<sup>th</sup> Cycle Accreditation
2. Self-appraisal of the staff
3. SWOC analysis
4. Financial Support to the faculty to attend faculty development programmes.
5. Personal Counselling to students under the YES programme.

**Action Taken Report:**

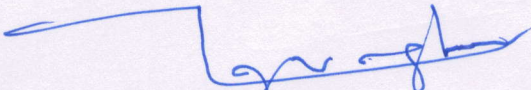
1. On September 10, 2021, Dr James C., the Controller of Examinations at Scott Christian College in Nagercoil, assisted in conducting an online preliminary external evaluation of the cumulative data collected for NAAC's 4th Cycle Accreditation.
2. The UG freshmen student induction programme was delivered online from September 22 to September 29. The program's chief resource person was Dr Mohan Thomas Pakalomattom. At the conclusion of the Induction Programme, a baseline assessment was done to determine the Advanced Learners and Slow Learners. The students' opinions on the induction programme were solicited.
3. On October 5 and 6, 2021, an external evaluation activity to verify professionalism in accreditation was organised. The resource person was Dr M.P. Rajan, a member of the NAAC Peer Team.




4. On October 11, 2021, IQAC supported the signing of the Memorandum of Understanding (MoU) with Government College Kottayam to foster cooperative efforts between the English departments of both institutions.
5. On October 12, 2021, a parent-student awareness seminar on "Parenting the Youth" was held online.
6. From October 25 to October 27, 2021, an online student induction programme was held for PG newcomers. The resource person was Dr K. Jayakumar IAS, former chief secretary of the Kerala government and founding vice chancellor of Thunchath Ezhuthachan Malayalam University.

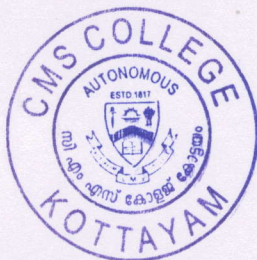
**Minutes/Resolutions:**

1. It was decided to provide the faculty with financial aid so that, they may enrol in faculty development courses.
2. A SWOC analysis was decided to be carried out at the college.
3. It was stated that since students weren't attending college owing to the pandemic, personal counselling couldn't be provided to the pupils as in prior years. However, it was advised to conduct it online.

  
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 25 November 2021 at 2:00 p.m. in the IQAC Conference Hall.**

**Members Present:**

1. Dr. Varghese C Joshua
2. Prof. Cinny Rachel Mathew
3. Dr. Vibin Ipe Thomas
4. Dr. Anju Sosan George
5. Dr. Vimal George Kurian
6. Dr. Preema C Thomas
7. Dr. Sunish K S
8. Dr. Nisha P Aravind
9. Dr. Samkutty George
10. Ms. Delsy M. J
11. Smt. MarykuttyNinan
12. Dr Joji John Panicker

**AGENDA:**

1. Interface Meetings with Departments on teachers by students
2. Feedback
3. Feedback from parents on online classes
4. E-Governance in documentation
5. 4<sup>th</sup> Cycle NAAC accreditation
6. Enhancing Innovation and IPR training.
7. Any other matters

**Action Taken Report:**

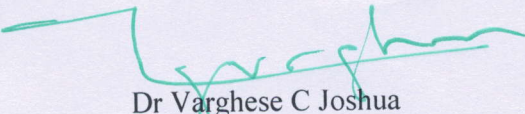
1. On the advice of IQAC, the Internal Complaints Committee and Women Studies Centre arranged a symposium on crimes against women and children on October 28, 2021.
2. In order to make improvements, faculty members provided feedback on the success of the online courses. Teachers' opinions about the efficacy of online classes varied, according to the feedback analysis report.
3. IQAC took steps to improve on-campus online instruction. A list of the subjects covered in each online session was kept along with regular feedback from all teachers on how the classes were performed.
4. In order to facilitate an effective teaching-learning process, IQAC offered training for the faculty on how to use the Light Board.
5. QAC tracked the development of the procedure to ISO-certify the institution's Examination wing.



6. Faculty members whose PBAS documents were due for promotion were examined and recommended for advancement.
7. Faculty who requested financial assistance was provided with some financial help to take part in faculty development programmes.
8. An Administrative Training Programme was organized for the non-teaching staff on 'Hands-on Workshop in Front Office' on 20 November 2021.
9. With the assistance of outside specialists, the academic and administrative audit was carried out. The external auditors were Prof. (Dr) P G Sankaran, Pro-Vice Chancellor, Cochin University of Science & Technology (CUSAT), Cochin, Dr J Robert Victor Edward, Principal, Scott Christian College (Autonomous), Nagercoil, and Dr Rajan Varghese, Member Secretary, Kerala State Higher Education Council. Through the Principal, the reports were delivered to IQAC.

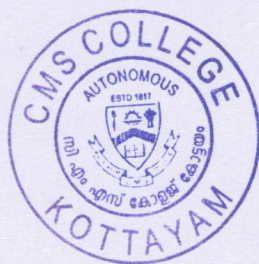
**Minutes/Resolutions:**

1. The decision was made to collect feedback from students on the faculty
2. It was decided to collect parent feedback on online classes.
3. New software modules will be developed to enable e-governance in the documentation.
4. It was determined to expedite the SSR submission process for the 4th Cycle NAAC accreditation.
5. It was determined to take the necessary steps to improve the documentation software (e-governance) with extra modules and capacities to support more reports.
6. It was determined to organise IPR training sessions, support and promote innovative activities, and take the necessary steps to launch start-ups on campus.

  
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 21 January 2022 at 3:00 p.m. in the IQAC Conference Hall.**

**Members Present:**

1. Dr Varghese C Joshua
2. Prof. Cinny Rachel Mathew
3. Dr Vibin Ipe Thomas
4. DrAnju Sosan George
5. DrVimal George Kurian
6. Dr Preema C Thomas
7. DrSunish K S
8. DrNisha P Aravind
9. Dr Samkutty George
10. MsDelsy M. J
11. Smt. MarykuttyNinan
12. Dr Joji John Panicker

**Agenda:**

1. Documentation and Advanced Profile
2. Strategic Plan Review
3. Academic and Administrative Audit
4. Capacity building programme for the non-teaching staff.
5. Seed money to the faculty for research.
6. Participation in NIRF Ranking 2022

**Action Taken Report:**

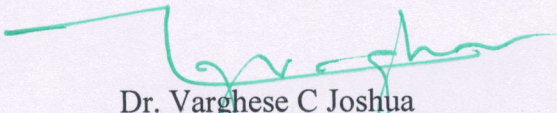
1. Facility self-appraisal reports were compiled and given to the manager for review.
2. The principal received the analysis of the student feedback on the faculty that was gathered online through the college's web portal.
3. To promote joint initiatives between the Department of Family and Community Science at CMS College and the Department of Clinical Nutrition at Caritas Hospital Kottayam, IQAC facilitated the signing of an MoU with the latter organisation on January 5, 2022.


**Minutes/Resolutions:**

1. The Strategic Plan of the college and its implementation against the timeline was assessed and reviewed

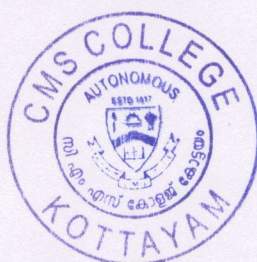


2. It was decided to organize a capacity-building programme for the non-teaching staff of the college.
3. It was decided to avail seed money to the faculty for taking up research works in the respective domains.
4. It was determined to take the necessary action to compete in the NIRF Ranking in 2022.

  
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 22 March 2022 at 2:30 p.m. in the IQAC Conference Hall.**

**Members Present:**

1. Dr. Varghese C Joshua
2. Prof. Cinny Rachel Mathew
3. Dr. Vibin Ipe Thomas
4. Dr. Anju Sosan George
5. Dr. Vimal George Kurian
6. Dr. Preema C Thomas
7. Dr. Sunish K S
8. Dr. Nisha P Aravind
9. Dr. Samkutty George
10. Ms. Delsy M. J
11. Smt. Marykutty Ninan
12. Dr. Joji John Panicker

**Agenda**

1. Planning the new Academic year
2. Faculty Orientation and training programme
3. Orientation programme for the second-and third-year Students
4. Students Induction Programme for the freshers
5. 4<sup>th</sup> cycle NAAC accreditation-SSR Submission
6. Any other relevant matter

**Action Taken Report:**

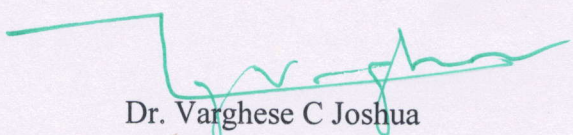
1. Student reviews of the faculty were gathered online through the college's web portal, and the principal received the analysis.
2. Over the course of the current academic year, opinions on the syllabus were gathered from professors, alumni, students, and employers and examined. The appropriate study boards received the analytical report.

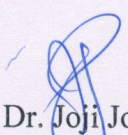


3. During the current academic year, multiple events were organized on research methodology, plagiarism, research writing and consultancy training for the benefit of the faculty and research scholars.
4. Funds were approved for faculty members who requested financial assistance in order to attend faculty development programmes.
5. Several Memoranda of Understanding (MoU) with institutions and organisations were completed to plan future joint actions.
6. During the current academic year, 96 value-added courses were conducted for the students for skill enhancement. Dr Anju Sosan George, Assistant Professor, Department of English coordinated the value-added courses.
7. IQAC conducted SWOC analysis as a measure of quality enhancement to identify strengths, weaknesses, opportunities and challenges of the college.

**Minutes/Resolutions:**

1. It was decided to organize an Annual Academic Planning exercise in the first week of May 2022
2. It was decided to organize a faculty development program and orientation for the faculty prior to the beginning of the upcoming academic year.
3. It was decided to organize student orientation programmes in the first week of June 2022 for the existing students.
4. As a quality control measure, it was decided to conduct an Exit Survey from the college's graduating students.
5. It was decided to organize a week-long Students Induction Programme for the freshers separately for UG & PG in the new academic year.

  
Dr. Varghese C Joshua  
(Principal)

  
Dr. Joji John Panicker  
(IQAC Director)

(Read and confirmed)

