

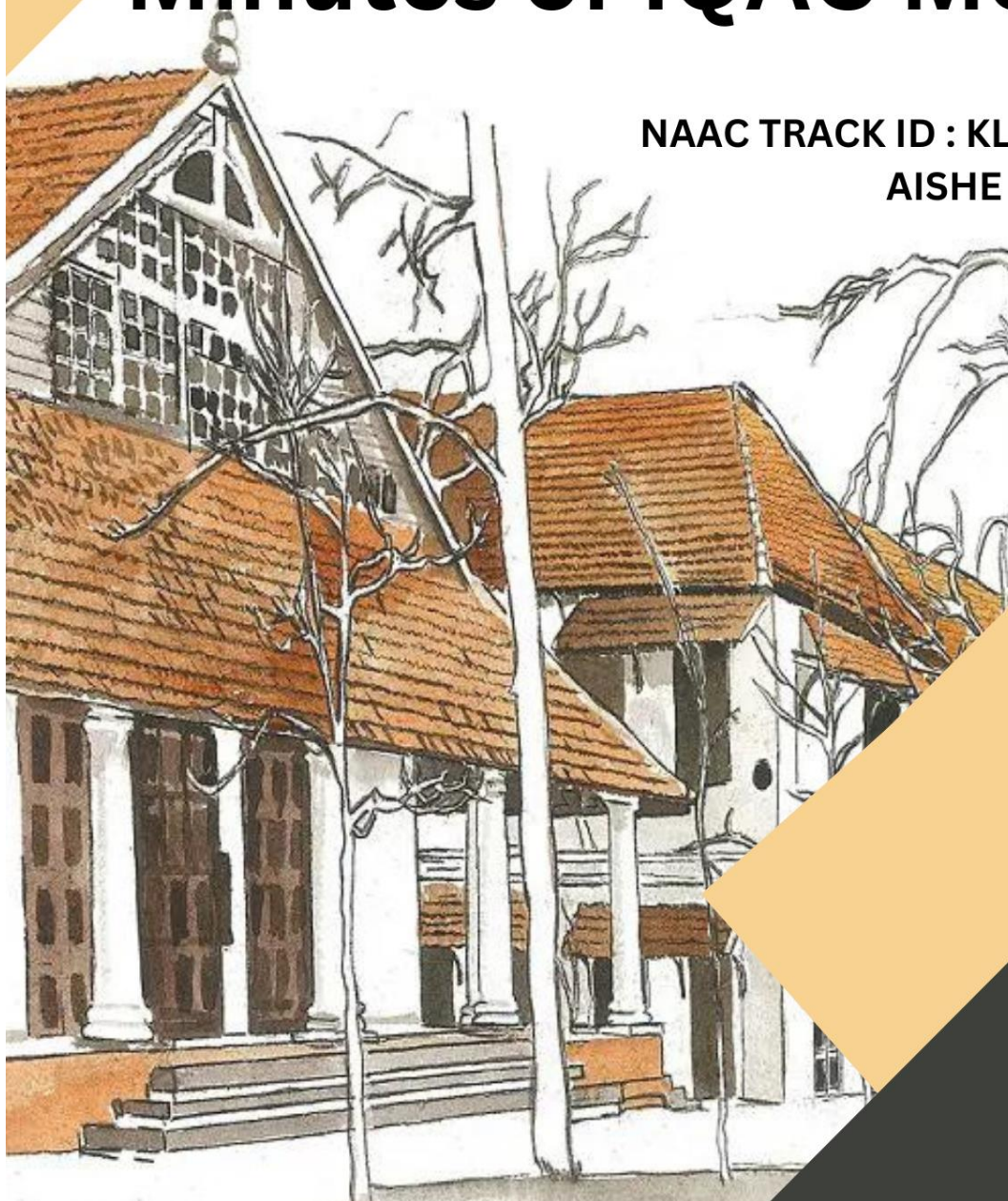


# Minutes of IQAC Meeting

2019-20

NAAC TRACK ID : KLCOGN10043

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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 4:00 p.m. on 9<sup>th</sup> July 2019 in the IQAC Room, CMS College Kottayam.**

**AGENDA:**

- DSAR Review
- Student Induction Programme
- Proposal for RUSA funding

**Members Present:**

1. Dr. Roy Sam Daniel, Principal
2. Dr. M.P. Rajan (Former Academic Consultant & Member, Peer team ,NAAC, Bangalore)
3. Rev. John Issac
4. Dr Mini Chacko, Vice Principal
5. Dr. Preema C. Thomas
6. Dr. Sunish K.S.
7. Rev. Jacob George
8. Smt. MarykuttyNinan
9. Dr. Unnikrishnan N.
10. Dr. Varghese C. Joshua
11. Dr. Punnen Kurien
12. Dr. Rogimon P. Thomas
13. Smt. Mini Mariam Zacharia
14. Dr. Vimal George Kurian
15. Ms. Sheen Thomas

Also present, Dr.Joji John Panicker, Director, IQAC Director, CMS College Kottayam. The meeting of Internal Quality Assurance Cell of CMS College was held at the IQAC Room on 9 July 2019.The meeting started with a prayer at 4.00 p.m.

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

**Decisions and Discussions**

**Agenda 1-DSAR Review**

- Principal welcomed the members of the College Management, College Council, IQAC and Dr. M.P. Rajan, Former Academic Consultant & Member, Peer Team, NAAC, Bangalore.
- The presidential address was delivered by Rev. John Issac, Clergy Secretary CSI Madhya Kerala Diocese who also invited Dr. M.P. Rajan to address the members and express his findings of the DSAR Review and offer suggestions for improvement.
- In his introduction, Dr.Rajan pointed out the College can use NAAC Accreditation as a tool to make a quantum jump in the field of education. He added that all assessment indicators of NAAC are also the best practices of an institution.
- Based on the DSAR Review, Dr.Rajan made the following observations about the College.
  - CMS College has a proactive Management
  - The Principal is an all rounder whose focus is the College and a 3.9 score for the college in the next accreditation. The College definitely has good leadership and is on the right track. But, the aim should be still higher and therefore meticulous planning is required in this regard.
  - The College has a versatile IQAC Director with a vision. But there is a need to formalise the IQAC team and its plan. The members should volunteer to work on their own. IQAC should have a good room, centrally placed and with all facilities. From among the IQAC members seven members need to be chosen to lead the seven criteria of NAAC. Each of them should form a sub-committee and fix responsibilities. Department IQAC convenors, one from each department is a perfect system. The requirements for the team are 8 computers – one for each sub-committee and one for the IQAC Director. IQAC will function as the cohesive centre of the College. After this networking is done, go onto prepare the SSR and AQAR.
  - The number of value added courses need to be increased.
  - The examination section should be 100 percent automated. Care should be taken to see that the number of days from exam to declaration of results is minimised.
  - Library should be fully automated. Students and teachers to be instructed to visit the library frequently.
  - An innovation centre to be set up that will lead to start ups. This requires a collection of novel ideas from students and their transformation into business projects. Set up the required infrastructure for this.
  - Modern teaching aids like Mooc and Moodle's to be encouraged.
  - 100 percent classrooms to be equipped with LCD projectors that are well mounted.
  - Wi-Fi connectivity to all classrooms to be provided.
  - White boards to be provided to all classrooms

- One smart board to be given to each department for ICT enabled teaching.
- Start a centre in the campus for training teachers to use the Google classroom facility and how to upload e-content.
- Encourage students to do internships. It is mandatory from NAAC point of view. Also, students ensure the procurement of certificates for the same.
- NAAC Accreditation is 70% online and 30% on ground. Therefore, website is the most important organ of the institution and website documentation is mandatory. Keep one file for one programme. This will increase the credibility of the institution.
- Documentation of the International Conferences organised by the College is very important.
- NAAC visualizes supporting every student of the College through Mentoring. A tutor supports a group of students so that each student gets individual attention.
- The campus should be student friendly. The College should be able to identify slow learners from fast learners. There should be a gap test to identify the learning levels of students.
- Counselling to be given to both students and parents, if required.

### **Agenda 2: Student Induction Programme**

It was decided to conduct Student Induction programme for the first year students

### **Agenda 2: Proposal for RUSA funding**

It was decided to submit a proposal for RUSA funding(UGC)

The meeting concluded at 5.30 pm.

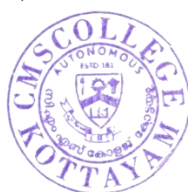


Dr. Roy Sam Daniel  
(Principal)



Dr. Joji John Panicker  
(IQAC Director)

(Read and Confirmed)



**Meeting of the Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) held on 19<sup>th</sup> September 2019 at 5 pm in the IQAC Room.**

**AGENDA:**

1. Review on the audit of Department Self Assessment and Accreditation
2. NAAC Reaccreditation (Fourth Cycle) – Formation of Sub Committees
3. Examination Reforms
4. Faculty Enrichment Programme
5. PARAMARSH Scheme
6. Other Matters

**Members Present:**

1. Dr. Roy Sam Daniel, Principal
2. Rev. Jacob George
3. Dr. Rogimon P. Thomas
4. Dr. Unnikrishnan N.
5. Dr. Preema C. Thomas
6. Dr. Sunish K.S., Coordinator
7. Dr. Vimal George Kurian
8. Smt. Marykutty Ninan.
9. Dr. Varghese C. Joshua
10. Dr. Punnen Kurien
11. Mr. Shibu Thomas
12. Smt. Mini Mariam Zacharia

Also present, Dr. Joji John Panicker, Director, IQAC Director, CMS College Kottayam. The meeting of Internal Quality Assurance Cell of CMS College was held at the IQAC Room on 19 September 2019. The meeting started with a prayer at 5.00 p.m.

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

The meeting started with a prayer by the Principal, Dr. Roy Sam Daniel at 5 PM. The principal welcomed the members of the IQAC. He also appreciated the IQAC members for the efforts towards recognition received by our institution as one among the 167 selected mentor institutions in India under the PARAMARSH Scheme of UGC, the scheme for

mentoring NAAC Accreditation aspirant institutions to promote quality assurance in higher education.

## **DECISIONS TAKEN**

### **1. Agenda 1 : Review on the audit of Department Self Assessment and Accreditation**

The suggestions from the audit of the Department Self Assessment and Accreditation conducted by Mr. M. P. Rajan , the former Academic Consultant & Member, Peer Team, NAAC, Bangalore on 8<sup>th</sup> and 9<sup>th</sup> July 2019 was reviewed and necessary decisions were taken.

- A dedicated room for the IQAC shall be created within one month.
- More value added programmes should be introduced by all departments. Anju Sosan George from the Dept. of English was chosen as the institutional level coordinator for the implementation of value added courses. A proposal having details of the hours of study, syllabus, registration fee etc shall be prepared and presented before the next meeting of the IQAC. Principal urged that complete student participation should be assured and also all the value added courses must be inclusive of application level aspects over and above the theoretical sections. He also suggested to give extra credit for the value added courses and the classes for the courses can be scheduled on first 3 days of class reopening or at the semester break. Dr.Punnen Kurian opined that it would be better to make use of SWAYAM platform and other external expertise.
- Feedback from all departments should be collected on the effectiveness of Remedial Coaching. Dr.Joji John Panicker was directed to submit a proposal for the effective implementation of coaching for slow learners. The civil service coaching should be also strengthened.
- The process of library digitisation should be given consistent monitoring.
- Open software shall be used to detect plagiarism for the Post Graduate Dissertation. A feasibility study on the system of Ant – Plagiarism shall be prepared by Dr.Sunish K.S in the next IQAC meeting. Possibility of official certification and the role of Library in the application of Plagiarism Software shall also be analysed.
- Proposals to enhance the functioning and activities of Institution's Innovation Council (IIC) and Industry Institute Interaction Cell (IIIC) shall be prepared and presented by Dr.Ajish K.R (Convenor, IIC) and Dr. Gigi George (Convenor, IIIC) in the next IQAC meeting.
- The second series of the short term course on E- Content Development shall be organised by the IQAC. Tentative date shall be fixed to the second week of November 2019.

- A proposal shall be prepared by the IQAC for making all post graduate classrooms into smart classrooms. The proposal shall be submitted to the Management whereby the management may meet 50% of the financial requirements and the remaining shall be pooled from other sources.
- Functioning of the Unnat Bharat Abhiyan(UBA) shall be strengthened. Direct visit to the institutions having good extension practices can be done. Tie up with Federal Bank in the value added initiatives and extension activities of the college can be utilised effectively.
- Research Committee shall represent one faculty member from each Research Centre in the institution. Faculty members should be encouraged to submit their research proposals under the schemes like IMPRESS and STRIDE etc.
- Department wise Grievance Cell shall be formed.
- Alumni Association of the college shall be strengthened. Mr. Johnson M.M was directed to take necessary measures for the same. Significant personalities from the alumni of each department shall be identified. This is for publishing a book on the profiles of notable alumni of CMS College which will be published in association with the Times of India (TOI). It was also decided that from the next time onwards, alumni association programmes shall be organised in daytime. Department wise meetups and programmes may be organised at morning and the general meeting at the afternoon. Department wise alumni meet up should be arranged \ to select department wise alumni representatives. The principal also opined that a joint meeting of the department alumni representatives and college alumni committee shall be met.
- The college website shall be transferred to dynamic interface. Dr.Vibin Ipe Thomas, the coordinator of website administration shall present a study report on the fundamental requirements and possibilities of dynamic website for the institution and shall present the report in the next IQAC meeting.

**2. Agenda 2 : NAAC Reaccreditation (Fourth Cycle) – Formation of Sub Committees**

Sub committees for the purpose of NAAC reaccreditation shall be constituted in the next IQAC meeting. A guide to the each key indicator and criteria should be clearly defined by the IQAC in a boarder manner and the same shall be given to the subcommittee coordinators who will be chosen in the next IQAC meeting.

**3. Agenda 3 : Examination Reforms**

- To reduce the days between examination and declaration of results, it was suggested to implement online evaluation system for the external evaluation of post graduate examinations from the next evaluation onwards. The software department was assigned to develop an interface for the same.
- Centralised evaluation shall be implemented from the next valuation in such a way that evaluation for both UG and PG examinations may be carried out simultaneously. The principal also suggested allotting the lab staff to

support the centralised valuation camp and the scanning process for online evaluation system.

**4. Agenda 4 : Faculty Enrichment Programme**

A faculty enrichment programme shall be conducted in the month of November regarding Outcome Based Learning.

**5. Agenda 5 : PARAMARSH Scheme**

- Dr.Joji John Panicker briefed about the Prammarsh Scheme and introduced the five mentee institutions with whom which our institution has signed the MoU.Sree Narayana Arts and Science College, Kumarakom, Baker College for Women, Kottayam, Bishop Speechly College for Advanced Studies, Pallom, CSI College for Legal Studies, Kanakkary and EttumanoorappanCollege, Kottayam are the selected mentee institutions. He also introduced the Standing Committee comprising of six members. The Standing Committee shall be led by the Academic Ambassdor**Dr. M. P. Rajan** , the former Academic Consultant & Member, Peer Team, NAAC, Banglore and the other five members are :

**1. Dr. Joji John Panicker**

Director, IQAC, CMS College Kottayam (Autonomous)

**2. Dr. Mini Chacko**

Controller of Examinations, CMS College Kottayam (Autonomous)

**3. Dr. Preema C. Thomas**

Dean of Academic Affairs, CMS College Kottayam (Autonomous)

**4. Dr. Sunish K.S.**

Convenor, Department Self Assessment Committee ,CMS College Kottayam (Autonomous)

**5. Dr. Vimal George Kurian**

Convenor, Career Guidance and Placement Cell, CMS College Kottayam (Autonomous)

- A project staff shall be also appointed for the implementation of this project.
- A Preparatory Session for the Principals, Vice Principals and IQAC Coordinators of the mentee institutions under the Paramarsh scheme shall be conducted at the institution on 20<sup>th</sup> September 2019 at 2 PM.
- Principal emphasized the need of quality enhancement among the 5 mentee institutions apart from giving directions towards the process of accreditation. The IQAC shall set a benchmark for them and equip faculty members with adequate competence by organising various trainings, workshops and

seminars etc. The possibility of resource sharing by our institution to the mentee institutions shall also be analysed.

**6. Agenda 6: Other Matters**

Next meeting of the IQAC shall be met on October 11<sup>th</sup>, 2019 (Friday) at 2 PM.

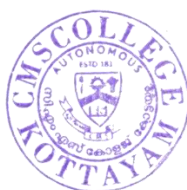


Dr. Roy Sam Daniel  
(Principal)



Dr. Joji John Panicker  
(IQAC Director)

(Read and Confirmed)



**Meeting of the Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) held on 29 January 2020 at 2:30 p.m. in the IQAC Conference Hall.**

**AGENDA**

1. Paramarsh Scheme
2. ISO Certification
3. Preparation of Accreditation- December 2021

**In the Chair: Dr. M.P. Rajan**, Former Academic Consultant & Member, Peer Team, NAAC, Bangalore.

**Members Present:**

1. Dr. Roy Sam Daniel
2. Dr. Mini Chacko
3. Dr. Unnikrishnan. N
4. Dr. Rogimon P. Thomas
5. Dr. Sunish K.S.
6. Smt. Mini Mariam Zachariah
7. Dr. Preema C. Thomas
8. Dr. Vimal George Kurian
9. Sri. Johnson M. M
10. Dr. Vimal George Kurian
11. Dr. Unnikrishnan N.
12. Smt. Marykutty Ninan

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

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

The meeting began with a prayer by the Principal Dr. Roy Sam Daniel at 2:30 p.m. The principal welcomed Dr. M.P Rajan and all other members of IQAC.

**Discussions and Decisions:**

Dr. M.P. Rajan appreciated Dr. Roy Sam Daniel and Dr. Joji John Panicker for their ground work regarding the success of the Paramarsh Scheme of UGC, the scheme for mentoring Non-Accredited institutions to get accredited by promoting quality assurance in higher education. He pointed out that, the NAAC evaluation of the college will be extremely meticulous and scrupulous as the college is in the IV<sup>th</sup> Cycle of accreditation process. Thus the college need a careful and a rigorous planning in this regard.

Principal proposed that, to achieve the goal of (A<sup>++</sup>) in the forthcoming NAAC assessment, the teaching and non-teaching staff of the college should work in a systematic and diligent manner. Hence there is a pressing need to further strengthen the activities of IQAC with the whole-hearted help from all other departments. He also suggested that, it is necessary to choose seven members from the IQAC team to lead and work on the seven criteria and the members of IQAC should volunteer themselves with regard to this. He recommended the possibility of forming and determining sub-committees and their responsibilities.

Dr. M.P. Rajan recommended conducting a session on the role and function of IQAC for the teaching and non-teaching staff of the college. IQAC members decided to organize a one day session for teaching and non-teaching staff of CMS College Kottayam (Autonomous) on February 28 (Friday) 2020, in addition to this, it was also decided to conduct a one day session for the Mentee Institutions under Paramarsh scheme. He remarked about the participation of faculty members of CMS College, in various workshops, faculty development programmes organised by IQAC of the college. He suggested that the teachers of the college could become mentors to the mentee institutions.

With respect to NAAC Re-accreditation (IV<sup>th</sup> cycle) process, seven sub-committees were formed. The following are the members chosen to lead seven criteria's of NAAC:

1. **Curricular Aspects-** Dr. Preema C. Thomas
2. **Teaching-Learning and Evaluation-** Dr. Sunish K.S
3. **Research, Innovations and Extension-**Dr. Rogimon P. Thomas
4. **Infrastructure and Learning Resources-**Dr. Anju Sosan George from the Department of English was chosen to assign the criteria.
5. **Student support and Progression-**Dr. Vimal George Kurian
6. **Governance, Leadership and Management-** Dr. Joji John Panicker
7. **Institutional Values and Best practices-**Smt. Mini Mariam Zachariah

Dr. M.P Rajan suggested the extensive and effective use of modern teaching aids and suggested equipping all the classrooms in the college with LCD projectors. Enabling Wi-Fi connectivity which can be accessed by students, is another recommendation given by Dr. M.P. Rajan. He also insisted on giving one smart classroom to each department for ICT

enabled teaching-learning and for modern teaching techniques which include blended teaching, reflective teaching and virtual classrooms. He also advocated for the encouragement of modern teaching aids like MOOC and MOODLE's and the need for clubbing these two into a single platform. He spoke about the importance and necessity to encourage students for internships, value added courses and extension activities, which should be implemented as mandatory and also should be published in the college website. He also suggested making college an eco-friendly campus by implementing new initiatives to save energy and appreciated the Green and Energy audit conducted in the college.

Principal recommended providing computer education to the adopted villages through Village extension activities and also implementing sensing instruments in the college which would make students aware about the new technologies; thereby help and inform them about adopting it in their villages. Dr. M.P Rajan opined that the NAAC team will view it as a great initiative and effort from the college related to extension activities.

The IQAC members analysed the benefits of Enterprise Resource Planning (ERP) and recommended ideas on how well ERP can be utilised in different departments of the college like Library automation, Office automation, Teaching-Learning automation, and Governance automation etc. Finally, Dr. M.P. Rajan recommended that everyone including the teaching and non-teaching staff should work belligerently as the college is preparing for its IV<sup>th</sup> cycle of accreditation process and suggested to conduct IQAC meetings every month. With regard to this suggestion the IQAC members decided to conduct IQAC meetings on first Tuesday of every month.

Organised a Faculty Development Programme in two batches commencing from 31<sup>st</sup> October 2019 to 2<sup>nd</sup> November in college at two different venues for all the teachers. The Teaching Learning Centre of IIT Madras conducted the workshop for teachers, which focused on innovative pedagogical approaches and effective teaching learning methodology which will facilitate outcome driven teaching and learning process. Dr. Edamana Prasad, Professor, Department of Chemistry, IIT, Madras and Dr. Richa Verma, Senior Project Officer, IIT, Madras & Education Consultant-LVPEI- Hyderabad were the resource persons.

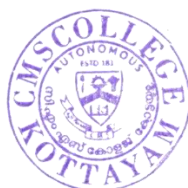


Dr. Roy Sam Daniel  
(Principal)



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 February 2020 at 12:00 p.m. in the IQAC Room.**

**AGENDA**

1. Review on seven Criteria's of revised Accreditation framework, NAAC
2. Village Extension Activities
3. Other Matters

**Members Present:**

1. Dr. Roy Sam Daniel
2. Dr. Mini Chacko
3. Dr.Unnikrishnan.N
4. Dr.Rogimon P. Thomas
5. Dr.Sunish K.S.
6. Ms.Mini Mariam Zachariah
7. Dr.Preema C. Thomas
8. Mr.Johnson M.M
9. Dr. Anju Sosan George
10. Ms.MarykuttyNinan

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

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

The meeting began with a prayer by the Principal Dr. Roy Sam Daniel at 12:00 p.m. and welcomed all other members of IQAC.

**Discussions and Decisions:**

Principal Dr. Roy Sam Daniel mentioned about the interrelatedness of seven criteria of NAAC accreditation and the importance of committees complimenting and strengthening each other. As, Dr. Anju Sosan George from the Department of English chosen to lead the

criteria, Infrastructure and Learning Resources, she was asked to identify the deficiencies in the infrastructure and submit report to the management.

Principal recommended including a syllabus suitable for physically challenged students in Environmental Science and Human Rights. All the IQAC members supported the initiative regarding the same. He also appreciated the four departments for adopting local content in their syllabus and directed other departments to implement such initiatives. He also proposed to include elderly care in the syllabus so students could practice it in their daily life. Principal directed Dr.Rogimon P Thomas to work out a course content regarding conservation of Meenachil River, so it could add to the syllabus of Environmental Science. He asked Dr. Anju Sosan George and Dr. Unnikrishnan N to club literature and disability studies to incorporate it in the syllabus.

As drug addiction and related problems have become a major issue among the youngsters, there is pressing need to tackle and contain the issue. With regard to this, the Principal recommended conducting an Anti-Drug day in the college, which can be celebrated with poster exhibitions and meaningful talks, debates etc regarding the same. He opined to incorporate study materials related to anti- drug messages in the syllabus of common course and he communicated about the immediacy and necessity to find learning materials to add in the English common course.

Concerning the village extension activities, Principal asked the Head of the Departments and separate criteria groups to meet prepare and conduct different programmes. The different criteria groups should study the respective criteria, identify merits and defects. The initiatives for the programmes should be taken up by the departments as it is an indispensable matter of accreditation process.

### **Paramarsh scheme**

Principal informed the members of the IQAC about the benefits of Paramarsh scheme to the college. He recommended conducting a workshop regarding e-content in association with Bharathiar University. Dr.Joji John Panicker, Director of IQAC, briefed about five day orientation programme conducted in five mentee institutions under Paramarsh scheme. He also talked about the need to elaborate the seven criteria and forming subcommittees.

Another recommendation by the Principal was to conduct an urgent staff meeting to discuss, learn and present seven criteria in detail by the seven selected criteria heads of the IQAC,

which will in turn enhance the awareness and attitude of the staff towards NAAC accreditation.

Principal directed teachers of the college to work as team for equipping the mentee institutions under Paramarsh to face accreditation by enhancing their quality. Working out the Quantitative Metrics (QnM) and Qualitative Metrics (Q<sub>1</sub>M) of the mentee institutions will definitely strengthen our college. The meeting decided to start working on the QnM and Q<sub>1</sub>M of our college because next year we have to submit the SSR.

Proposal was submitted to the UGC for funding under RUSA.

The meeting came to an end at 1.00 pm.



Dr. Roy Sam Daniel  
(Principal)



Dr. Joji John Panicker  
(IQAC Director)

(Read and Confirmed)

