

IQAC meeting.
10th March 2023

1. Rev. Fr. Philip Mathew (Sec. Mt. Tabox Institutions) ~~MA~~
2. Dr. Koshy P.M (Principal) ~~MA~~
3. Fr. Dr. Roy John (Management Rep.)
4. Mr. Sandhu John Sajan ~~MA~~
5. Dr. Deepa T.S ~~MA~~
6. Dr. Pournami P
7. Dr. Sharon S ~~MA~~
8. Mr. Varghese George S. ~~MA~~
9. Dr. Praveen Dhar T
10. Mrs. Seena Sivadas.
11. Dr. Binymol CG ~~MA~~
12. Dr. Sherine Alex ~~MA~~
13. Mr. Vinu Varghese ~~MA~~
14. Mr. Shaji John
15. Mrs. Aswathy (Ward Member)

A meeting of IQAC was held on 10th March 2023. Mr. Johnson J Domen, Adv. P. Gopakumar and Master Gokul S were on leave due to personal reasons.

Section I

1. Rev. Fr. Philip Mathew, Sec. Mount Tabox institutions addressed the meeting. The IQAC has taken the decision for reassessment within three years after the visit.

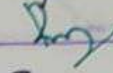

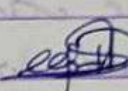

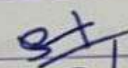
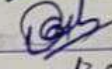
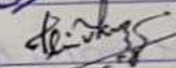

2. The IQAC has suggested the purchase of a total campus solution software for the academic year 2023-24 for matters related with admission, attendance, course plan and outcome based education.
3. The AQAR 2021-22 was presented, discussed and IQAC has decided to submit the same before March 2022.
4. Academic plan for the year 2023-24 from various departments to be mailed before May 15, 2023.
All annual reports to be submitted and uploaded in the website.
5. All departments should conduct two certificate programmes for the next academic year.
6. Steps to initiate more research activities in the college. Botany department to be enhanced to research dept. during 2023-24.
7. The meeting discussed the peer team report and the grades obtained in the previous maac visit. The total number of publications were also reported.

8. The meeting also decided to publish the multidisciplinary journal 'Paradigm' which was initiated by Research forum.

Academic Year. 2023-24

IQAC Meeting. (08.06.2023)

The first meeting of the IQAC members was held on 08th June 2023 in which the following members were present.

1. Mr. Roy John (Chairman) 
2. Fr. Dr. Roy John (Management Representative)
3. Mr. Sandhu John Sejan (Coordinator) 
4. Dr. Pournami. P
5. Dr. Deepa. T.S. 
6. Dr. Sharon S. 
7. Dr. Praveen Dhar. T
8. Ms. Seena Sivadas 
9. Dr. Binamol C.G. 
10. Mr. Vinu Varghese Kuzhar 
11. Dr. Sherine Alex 

Mr. Varghose George couldnot attend the meeting due to his pre-occupations and was granted leave of absence.

Section I.

DISCUSSIONS ON THE AGENDA

1. Action Plan 2023-24.

Action Plan for the academic year 2023-24 was collected from the various departments. A detailed action plan based on University academic calendar, club activities action plan was to be prepared by IQAC before June 30, 2023. Dr. Sharon S will coordinate the preparation of the same.

2. Club activities for the year.

- Research Forum was replaced by research Promotion Council
- SSP/WWS replaced by Student Mentoring System.
- CLMS and DLMC was brought under CBCSS.
- Music and Arts Club was merged with Sargavedi. Sargavedi should include activities related with debate, theatre and performing arts.
- IQAC working committee, UGC Liaison committee, Bridge course and induction course committees have been removed and all these activities will be carried out by IQAC.
- There will be no separate committee for newsletter and UNAI.

3. Alumni and Employer feedback for '22-'23 will be circulated by June 25th.

4. Orientation Programme

- PG orientation programme to include activities of research and publication.
- UG orientation to include department sessions, bridge course, common classes in the morning



- and activities in the afternoon sessions.
- Detailed discussion to be conducted in the next meeting.
5. Result analysis and Remedial Coaching
 - Results were discussed
 - Question papers of the previous year to be worked out.
 - Provision of remedial coaching ^{in the evening} to be discussed in council.
 6. Policies for organising literary fest by Sargavedi, best speaker, singer, best student UG/PG to be framed after discussions.
 7. N.C.C / N.S.S events to be organised on Saturdays.
 8. Course plan and monthly portion review statement to be collected on a regular basis and reports to be presented to Principal by IQAC.
 9. The conduct of training programmes ^{for} faculties based on reassessment for NAAC to be finalised in the next meeting.



[Handwritten signature]

Principal In-charge
St. Stephen's College
Pathanapuram

[Handwritten signature]
SANDHU JOHN SATHAN
IQAC Coordinator

Academic Year 2023-24
IQAC Meeting (20.06.2023)

The second meeting of the IQAC members was held on 20.06.2023 - in which the following members were present.

1. Mr. Roy John R
2. Fr. Dr. Roy John
3. Sandhu John Sajar S
4. Ms. Seena Sivadas
5. Mr. Vinu Varghese Kurian V
6. Dr. Deepa T.S D
7. Dr. Binaymol C.G B
8. Dr. Sherine Alex S
9. Dr. Sharon S S
10. Dr. Poumami P
11. Mr. Varghese George V

Dr. Praveen Dhar T. could not attend the meeting and was granted leave.

Sandhu John Sajar welcomed the gathering and the minutes of the previous meeting was read. Action taken over the previous minutes was also discussed.

REPORT OF THE DISCUSSIONS ON THE AGENDA

1. Two departments, Department of Zoology and Physics gave their consent for the 4-year degree programme, which was approved by IQAC.

2. Academic Calender to be completed taking into consideration the proposals given by various clubs formed.
3. An academic audit and preparations for reassessment^{CSO} to be initiated. A resource person and date of audit to be fixed by the IQAC coordinator.
4. All HOD's are to be invited as special invitees for monthly review meeting of IQAC. HOD's have to present the details of programmes carried out in the department and copy of brochures, reports, photos taken should be submitted in the meeting.
5. Dr. Sinhal T.S was included as a member in IQAC.
6. Dr. Sinhal T.S and Mr. Vinu Varghese Kunan was given charge of monitoring UGC website and any modifications which affects or matters to the institution is to be reported to IQAC Coordinator.
7. A softskill training is to be conducted on behalf of HRDC.

and IQAC.

8. Steps to secure ISO-certification is to be enabled by IQAC.
9. IQAC members should give an outline of the various criteria's in the next IQAC meeting.
10. The various policies regarding the best student UG/PG to be prepared and submitted by Mr. Varghese George on July 3rd.
11. Detailed discussions on induction programmes were carried out. Bridge course and academic sessions were incorporated in the morning sessions. A proposal of the programme will be presented in the next IQAC meeting.
12. Course completion statement to be prepared by HOD's and submit the same to IQAC during the review meeting.
13. Criteria's for the best teacher award to be initiated in the college was prepared and policy to be presented by Mr. Varghese George during the next meeting.

14 It has been decided to include G20 presidency logo in the programmes conducted by ISAC during the year.




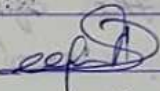
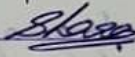

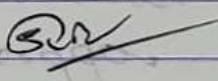
A handwritten signature in blue ink, appearing to be 'R. J. M.', written over a diagonal line.

Principal In-charge
St. Stephen's College
Pathanapuram

Academic Year 2023-'24
IQAC meeting (11.07.2023)

19

The third meeting of IQAC members was held on 11.07.2023 in which the following members were present.

1. Sandhu John Sajao 
2. Fr. Dr. Roy John
3. Dr. Shibu P. Varghese
4. Shibi Krishnan
5. Dr. Deepa T.S. 
6. Dr. Sharon S. 
7. Dr. Pournami P
8. Dr. Binaymol C.G. 
9. Dr. Shesine Alex
10. Dr. Sireelal T.S. 
11. Seena Sivadas
12. Vinu Varghese Kuniar
13. Dr. Praveen Dhar. T

The meeting began at 2.30 p.m with the following agenda.

1. REVIEW OF PREVIOUS MEETINGS
 - academic calender: The final draft to be prepared immediately after receiving club racketon plan on July 31st.
 - Club activities action plan:
To be collected last date July 31st.
 - AUDIT by External expert: This is to be done after August 31st.

- Policies: The initial draft of the policies for best student and teacher was presented and final draft to be presented in the next meeting.
- Monthly First Meeting in which HOD's are special invitees.
IBAC has proposed an idea of including HOD's of all departments to be present in the first monthly review meeting of IBAC. HOD's should bring reports, photographs of the previous month activity.
- UG - INDUCTION PROGRAMME

A rough draft was presented and discussed and forwarded to approval of Council.

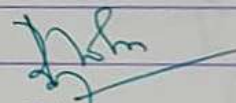
- 150-Certification: All documents for 150-Certification has been submitted.
- SSR review by IBAC members:
It has been decided to discuss the various updates in SSR based on UGC guidelines. Each convenors have to prepare and present their criteria.
Time allotted: Criteria 1-4 on 13.07.2023
(3 p.m onwards) 5-7 on 14.07.2023

- AQAR 2021-22 accepted by NAAC.

2. PROJECT KARUTHAL: Discussions were done. Final implementation from Aug. 1.

3. Campus Radio was to be reinitiated and the implementation of the project handed over to Sargaveedi.
4. AQAR 2023-24: Works to be initiated from Sept. 1 and submission before Dec. 31st.
5. UGC-HRDC COLLABORATION: IQAC has given consent for the conduct of a Two day Workshop on OBE in collaboration with UGC-HRDC, Thiruvananthapuram.
6. Discussions of updates from UGC and NAAC was also done.




Principal In-charge
St. Stephen's College
Pathanapuram

Academic Year 2023-24
IRAC Meeting (08.08.2023)

23

Fourth meeting of IRAC members was held on 08.08.2023, with Heads of various departments as special invitees.

1. Mr. Roy John, Principal
2. Ex. Dr. Roy John, Governing body member
3. Mr. Sandhu John Sagar, Coordinator
4. Dr. Sharon S
5. Vinu Varghese Kurian
6. Sana Sadas
7. Dr. Sinu Lal TS
8. Dr. Shreine Alex
9. Dr. Araveen Dhara
10. Dr. Biscayool C C
11. Binju Joy
12. Dr. Raju A
13. Ms. Shibi Krishnan
14. Dr. Sujamol M.S.
15. Dr. Jeyanami J
16. Varghese Renee

1. Presentations of HoD's of various dept.

The main agenda was to review the various activities carried out in the various departments. Dr. Blessey, Dr. Ambili, Dr. Sinulal, Ms. Shibi Krishnan, Dr. Biju, Dr. Shipu, P. Varghese, Mr. Sandhu, Dr. Saja and Dr. Subin Raj reported the activities that were carried out in the dept. during June and July 2023.

2. Annual reports of all depts were collected.
3. P.G. induction to be conducted after the admission gets completed. Research forum to take up the activities.
4. Course plan:
 - Sem 5: Start date Sept 4 - Nov 30
 - Sem 3: Sept 7 - Nov. 30
 - Sem 1: 21/8/2023 - Nov. 30



[Handwritten Signature]

Principal in-charge
St. Stephen's College
Pathanapuram

Academic Year 2023-24
IQAC Meeting (26.09.2023)

Fifth meeting of the members of IQAC was held on 26.09.2023.

1. Mr. Roy John (Principal) img
2. Fr. Dr. Roy John (Gov. Body member)
3. Dr. Simu Lal TS 3230
4. Dr. Deepa T.S. ref. 81
5. Dr. Biscyood C.G. 10/1
6. Shibi Krishnan Subb
7. Dr. Sherine Alex Chitra
8. Dr. Shubh P. Varshere GX
9. Sandhu John Pajar 82

The meeting began at 2.30 pm. Principal addressed the session and delivered his speech on the need to improve the qualifications of educators.

1. REVIEW OF PREVIOUS MEETINGS:

The minutes of the previous meetings were reviewed and passed in the meeting. Discussions on the new agenda were conducted.

2. AQAR 2022-23 : Work of AQAR 2022-23 has been initiated. Criteria committees have been assigned the work of different respective criteria.

3. ORGANISING OF TWO-DAY WORKSHOP

Dr. Simu Lal T.S. and Dr. Deepa T.S. has been selected as criteria committee coordinators of Two-day workshop. The proposed seminar to happen on last week of October.

US-2526 101P 1000000

(2526.P.O.2526) 1000000 1000000

4. VIDWAN PORTAL UPDATION

Steps have been distributed to all the faculty members to Vidwan portal.

5. Agenda for review meeting of 2025

The agenda includes:

- preparation of course plan, and its submission
- Status of certificate courses,
- rescheduled dates of academic calendar if any
-

6. Vigilance, Anti-ragging programmes

The programmes to be conducted in the month of October and November.

7. Science Forum: Science forum to initiate exhibitions during the month of December

8. MOU'S SIGNED: IAC has initiated various MOU'S with different institutions. The status of MOU'S with B.M.C, Konni and Indywoods were also discussed in the meeting.

9. IAC has also discussed on implementing best practices from next academic year. Zero hour utilization to be implemented for students and faculty members from next academic year.

10. IQAC will also conduct review meetings of the various clubs before October 2, 2023.
11. Result analysis of the various departments were done in the meeting. Remedial coaching for slow learners to be implemented with more importance.



[Handwritten signature]

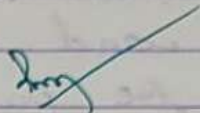

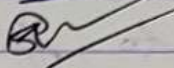


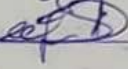
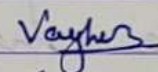
Principal In-charge
St. Stephen's College
Pathanapuram

[Handwritten signature]

IQAC Coordinator

Academic year 2023-24.
IQAC meeting (16.02.2024)

Members present:

1. Mr. Roy John 
2. Fr. Dr. Roy John
3. Sandhu John Sojan 
4. Dr. Sunil T.S 
5. Dr. Sharon S 
6. Dr. Binaymol C G 
7. Dr. Deepa T.S 
8. Dr. Sherine Alex
9. Vayhese George 

The meeting began at 2.30 p.m. Principal addressed the session and delivered a talk on plans for next academic year.

1. REVIEW OF PREVIOUS MEETING:

The minutes of the previous meeting was reviewed and passed in the meeting. Discussions on the new agenda was conducted.

2. AQAR 2022-23: AQAR 2022-23

works have been completed and the same was discussed in the meeting. Result analysis statement from the university needs to be collected. The IQAC approved the report and gave consent for submission.

3. REPORT COLLECTION: IQAC has decided to collect the reports of

all departments and clubs for the year 2023-24 before April 1. The reports so collected will be compiled under the auspicious of IQAC and Annual Report for 2023-24 will be published in June.

4. ACTION PLAN 2024-25.

All departments and clubs have to frame action plan for the next academic year and the same to be mailed to IQAC on or before May 25, 2024.

5. IQAC will prepare the academic plan for the next academic year in the month of June and the same will be uploaded in the website.

6. IQAC has also initiated steps to provide incentives to teachers. Circular to be initiated in the month of February to promote faculties to attend seminars workshops etc.

7. University of Kerala is moving on to FYUGP from the next academic year. IQAC has decided to invite experts from this area to train the faculty members on the new FYUGP. The constitution of various academic bodies related with FYUGP to be done at the earliest.



[Signature]
Principal in charge
St. Stephen's College
Pathanamparam