



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (16A: Meeting 1 of 2016-17)

**Date: 18th October 2016
Time: 2:00 PM – 5:00 PM**

Venue: Conference Room, First Floor

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
3. Mr. Abhirama Krishna, Director, South State Business School
4. Mr. Joseph Christadoss- Coordinator -IQAC
5. Mr. J. Michael Preetham Head-Department of Languages
6. Ms. Anu Victor, Member, IQAC & I/c Coordinator-AAA Cell
7. Ms. D Jayalaxmi, Head- Degree Programmes
8. Ms. Jaimole Cross, Head- Department of Sciences
9. Ms. Babita Rajmohan, Head- Placement and Student Activities

Invitees Present:

10. Ms. Deepa Agarwal, Lecturer in Commerce

Part-A (Statutory Items)

16A.1 The meeting commenced at 2:00 PM. The Principal, Mr J Mathew George, presided over the meeting and the following item was taken up before the agenda:

16A.1.1. Grant of Leave of Absence, if any:

Members Absent:

1. Ms. Sheela Samson, Head- Department of Commerce and Management

Leave of Absence is granted.

16A.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
Involving students in the Admissions Committee.	Principal	Involved 8 students in 2 teams of 4 each. Each team worked on alternate days during the admission period.
Gender Audit	IQAC Coordinator	Gender Audit Report was placed before the Management. Women Empowerment Committee has been strengthened. Gender Sensitization Committee Against Sexual Harassment (GSCASH) has been constituted
College Magazine – Horizon – to be published	Principal	No Action (Student editorial team has sought more time)
Incubation Centre at NIMSME	HoD, Commerce & Management	Negotiations still on.

Part-B (Agenda Items)

16A.3	Topic: Review of the previous Quarter	
Discussion Summary	Mr T Joseph Christadoss, Coordinator –IQAC, reviewed the accomplishments of departments in the previous quarter. He also threw light on the action plan of IQAC for 16-17.	
Conclusion	Mr Mahender Reddy expressed hope that under the leadership of the new Principal the institution would aim for greater heights. While appreciating the efforts of the former heads, he felt that the new team also should strive to bring laurels for the institution.	
Action Items	Responsible Person	Target Date
To continue pursuing permanent affiliation	Mr J Mathew George	31/03/2017
To create a separate Management Department	Mr J Mathew George	31/03/2017

16A.4	Topic: Quarterly Reports – Heads of the Departments	
Discussion Summary	<p>English and Languages: Mr J. Michael Preetham presented the accomplishments of the department. The department members attending workshops, being involved in online writing, publications and presentations got special mention. He also explained that members of his department had employed technology in their classroom teaching to great effect. Mr Mahender Reddy assured all possible support to the teachers if they wanted to use technology in classrooms to enhance quality standards.</p> <p>Commerce and Management: Ms Deepa Agarwal presented the achievements of the department. The department did extremely well in terms of the activities conducted by the department coordinators and</p>	

	<p>included a range of activities which were appreciated by the external members. Mr S Abhirama Krishna felt that the department could use case studies in their classrooms in order to create more interest and facilitate participative learning.</p> <p>Social Sciences, Mass Communication and Life Skills: Mr T Joseph Christadoss emphasized the various accomplishments of the department. The department informed about its best practice of finding ways to identify the positives in each student and praise them in public and counsel in private. The Management representatives appreciated this endeavor.</p> <p>Sciences: Ms Jaimole Cross highlighted the conduct of special classes, using animation in classes, guest lectures, counselling the foreign students, student projects and an array of activities for students as some of the initiatives of the department. Mr Mahender Reddy felt that all departments should do much more for the foreign students as they were our ambassadors in their own countries.</p>	
Conclusion	The meeting brought forward the positives of each department. To develop a culture of research was discussed in detail. Feedback procedures needed to be strengthened and for this Mr S Abhirama Krishna had a few novel ideas like the introduction of a non-structural feedback mechanism for honing greater propensity for enhancing quality and bringing out the ground reality, thereby enabling the IQAC to set up a planned framework for quality enhancement and sustenance .	
Action Items	Responsible Person	Target Date
Take steps to increase participation in Conferences	All HoDs	21/12/2017
To initiate Student Clubs and enhance Student Activities	Ms Babita Rajmohan	21/12/2016
To follow up on approval for setting up NCC unit	Mr T Joseph Christadoss	31/01/2017
IQAC to work on papers related to Quality	Mr T Joseph Christadoss	31/01/2017

16A.5	Topic: General Observations from AAA Cell	
Discussion Summary	Mr T Joseph Christadoss presented the report on how IQAC had plans to make use of the AAA Cell in order to improve the standards of collecting and analyzing feedback for the greater good of the institution at large. While appreciating the work of the previous AAA Cell, given the new team of HoDs that have taken charge in 2016-17, he felt that the AAA Cell should be newly constituted.	
Conclusion	The meeting approved the reconstitution of AAA Cell and authorized the Principal to do so.	
Action Items	Responsible Person	Target Date
To strengthen the feedback mechanism from students and parents.	Mr T Joseph Christadoss	21/12/2016
To reconstitute the AAA Cell and initiate the audit process	Mr J Mathew George	31/10/2016

16A.6	Topic: Ongoing Plans for the Quarter – Mr J Mathew George	
Discussion Summary	The Principal presented the status on the rolling out of an Institution Resource Planning (IRP) platform called MPower. He also talked about the need to have sensitization sessions for foreign students as this would enable us to understand their problems, anxieties and concerns. It was proposed to have a faculty member appointed as Mentor for foreign students. He also highlighted the need to be firm about regulatory compliances and updating of student records on Foreign Students Information System (FSIS) on regular basis. He expressed concern about pending entries from the past. He was of the view that, while this may result in a temporary fall in the number of foreign students opting for the College, in the long-run this will attract genuine and academically-inclined foreign student. He was clear that this was our responsibility to our country as well. The Principal also suggested that all departments work towards coming up with outcome-based objectives for all courses. According to him, this was a key step in order to track improvements in students, to plan teaching - learning methods and to implement effective curriculum delivery. The Principal was clear that always keeping in mind the outcomes of each programme and course is a key first-step in quality enhancement of academics at St Mary's College. Mr Mahender Reddy fully endorsed the Principal's suggestions and wanted all to move in the direction set by him.	
Conclusion	The meeting reviewed the status of IRP roll out. It was decided to appoint a Coordinator for foreign students. The meeting also approved the proposal of the Principal to work towards outcome-based objectives / teaching.	
Action Items	Responsible Person	Target Date
MPower roll out to be fully implemented by year-end	Mr J Mathew George	30/04/2016
Cultural sensitization session for foreign students	Mr J Michael Preetham	30/11/2016
Appoint a Faculty Mentor for foreign students	Mr J Mathew George	30/11/2016
Outcome-based objectives for all courses.	Mr T Joseph Christadoss	31/01/2017

16A.7	Topic: Reconstituting IQAC as per NAAC's new directives	
Discussion Summary	Mr J Mathew George brought to the attention of the meeting the new directives of NAAC for accredited Colleges that came into force in September 2016. He spoke about the need to reconstitute IQAC and also upload AQAR and Minutes of the Meeting on the website. The IQAC Coordinator also spoke about the use of modern technology in Classrooms as a thrust area for the IQAC.	
Conclusion	The meeting fully endorsed the stand of the Principal and the IQAC	
Action Items	Responsible Person	Target Date
IQAC to be reconstituted and AQARs/Minutes to be uploaded on the College website	Mr J Mathew George	30/04/2017
Monitor the use of modern technology in classrooms	Mr T Joseph Christadoss	Ongoing

16A.8 The meeting closed at 4.45 PM, resolving to meet again in the month of January.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (16B: Meeting 2 of 2016-17)

Date: 2nd January 2017
Time: 2:00 PM – 5:00 PM

Venue: Conference Room, First Floor

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
3. Mr. S. Abhirama Krishna, Director, South State Business School
4. Mr. T. Joseph Christadoss- Coordinator -IQAC
5. Mr. V. Dayananda Babu, Coordinator-AAA Cell
6. Mr. J. Michael Preetham Head-Department of Languages
7. Ms. D. Jayalaxmi, Head- Degree Programmes
8. Ms. Jaimole Cross, Head- Department of Sciences
9. Ms. Babita Rajmohan, Head- Placement and Student Activities
10. Ms. Anu Victor, Member, IQAC

Invitees Present:

11. Mr. M. Bobby, Lecturer in Management

Part-A (Statutory Items)

16B.1 The meeting commenced at 2:00 PM. The Principal, Mr J Mathew George, presided over the meeting and the following item was taken up before the agenda:

16B.1.1. Grant of Leave of Absence, if any:

Members Absent:

1. Ms. Sheela Samson, Head- Department of Commerce and Management

Leave of Absence is granted.

16B.1.2. The Minutes of the previous meeting held on October 18, 2016 was approved along with the Action Taken Report in 16B.2

16B.2		Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken	
Take steps to increase participation in Conferences	All HoDs	<ul style="list-style-type: none"> - A Committee has been appointed to come up with new policy / guidelines on Conference / Seminar participation. The new policy will be in place for the next academic year. - Management to come up with incentives for Scopus-listed publications. Policy to be in place for the next academic year. 	
To initiate Student Clubs and enhance Student Activities	Ms Babita Rajmohan	4 Co-curricular Clubs (Maths, Science, IT & Finance) and 4 Extracurricular Clubs (Music, Dance, Public-speaking & Photography) were formed.	
To strengthen the feedback mechanism from students and parents.	Mr T Joseph Christadoss	IQAC has initiated feedback collection on MPower	
To reconstitute the AAA Cell and initiate the audit process	Mr J Mathew George	AAA Cell reconstituted with Mr V Dayananda Babu as Coordinator and Ms Sai Geetha and Mr Kanhailal Ojha as members	
Cultural sensitization session for foreign students	Mr J Michael Preetham	Two sessions completed by the Dept of English & Languages. One more planned	
Appoint a Faculty Mentor for foreign students	Mr J Mathew George	Ms. K Durga, Soft-skills Trainer, was appointed as Faculty Mentor and Coordinator for Foreign Students	

Part-B (Agenda Items)

16B.3		Topic: Review of the previous Quarter	
Discussion Summary	Mr T Joseph Christadoss, Coordinator –IQAC, reviewed the accomplishments of departments in the previous quarter. He also threw light on the action plan of IQAC for 16-17. Mr. J Mathew George briefed the meeting about all the steps taken so far to seek permanent affiliation.		
Conclusion	The meeting appreciated the initiatives which began under the leadership of the new Principal. Mr Mahender Reddy assured all possible cooperation from the management in every sphere to enhance quality.		
Action Items	Responsible Person	Target Date	
To follow up with the University again on permanent affiliation	Mr J Mathew George	31/03/2017	

16B.4	Topic: Quarterly Reports – Heads of the Departments
Discussion Summary	<p>English and Languages: Mr J. Michael Preetham presented the accomplishments of the department. The department members continued to do well in terms of attending workshops and presenting papers in seminars and conferences. He also explained that a few of them were involved in club activities as mentors and the department was taking new strides in the fields of mentoring, research and also was keen to conduct certain courses which would add value and contribute to holistic development of students. Mr Mahender Reddy expressed his appreciation of the way individuals from the department were collaborating.</p> <p>Commerce and Management: Mr M Bobby presented the achievements of the department. The department did well in terms of teachers attending conferences and seminars. He also praised the department coordinators for their consistent efforts. He also spoke of their plans to have more field trips, certificate courses and special sessions for weak students. Mr Abhirama Krishna and Mr J Mathew George felt that the department could use more digital resources in order to make teaching-learning process more interesting.</p> <p>Social Sciences, Mass Communication and Life Skills: Mr T Joseph Christadoss emphasized the various accomplishments of the department. He spoke about the ensuing Student Short-Film Festival, Montage, and also about their various field trips which they completed and also the plans for the future. He also spoke about the Alumni of BA who were doing well and about how some of them were invited as resource persons for some of their sessions. The Management representatives appreciated the efforts of the department and encouraged him to continue the good work.</p> <p>Sciences: Ms Jaimole Cross highlighted the good progress made by the department in identifying the weak students and in helping them through their special classes. The student projects assigned to students received good response from them. Field trips and guest lectures were being arranged and the overall enthusiasm among teachers and students was encouraging. The Management members appreciated the efforts of the department and advised her to use modern methods of teaching science.</p> <p>Coordinator- Student Activities: Ms Babita Rajmohan stated that the student clubs were divided into Co-curricular and Extracurricular. The Co-curricular clubs were mentored by Mr P S Murthy (Maths Club), Ms D Sowjanya (Science Club), Ms Anu Victor (IT Club), Mr Amresh Kumar Awasthi (Finance Club) and the Extracurricular clubs were mentored by Mr Vijaya Bhaskar Reddy (Music Club), Ms Y Pratyusha (Dance Club), Ms K Durga ('Vox Populii', the Public Speaking, Debate and Quiz Club), & Mr Amrit Amlan Pattanaik (Photography and Media Club). There were many events conducted by these clubs and students had got the much-needed exposure through these events. The Management members praised the efforts of the clubs.</p>

Conclusion	The meeting brought forward the efforts of each of the departments in enhancing quality on campus. The Principal and Members of the Management appreciated the efforts of all departments. It was agreed by all that the momentum must be maintained.		
Action Items	Responsible Person	Target Date	
Review existing certificate courses for relevance	All HoDs	31/03/2017	
Enhance student leadership in Clubs	Ms Babita Rajmohan	31/01/2017	

16B.5	Topic: Reconstituted AAA Cell		
Discussion Summary	Mr T Joseph Christadoss presented the status on the newly constituted AAA Cell (Details mentioned in Action Taken Report).		
Conclusion	The meeting congratulated and conveyed their best wishes to Mr V Dayananda Babu and other members of the AAA Cell.		
Action Items	Responsible Person	Target Date	
To commence the audit process as per the revised guidelines from the Principal	Mr V Dayananda Babu	31/03/2017	

16B.6	Topic: Ongoing Plans for the Quarter – Mr J Mathew George		
Discussion Summary	The Principal presented the updates on the rolling out of MPower. He appreciated the sensitization sessions for foreign students conducted by the Department of English & Languages. Under the leadership of Ms K Durga, it was proposed to celebrate a day as International Students Day. The Principal informed the meeting that he had met all regular foreign students and updated them about the changes in regulations. The Principal also was happy with the progress all departments were making in coming up with outcome-based objectives for all courses. He proposed that in the coming academic year, course-handouts may be introduced in select courses on a pilot-basis. Mr Mahender Reddy fully endorsed the Principal's suggestion that the College should go ahead and implement learning-outcome driven education.		
Conclusion	The meeting approved the proposal of the Principal to work towards introducing course-handouts in select courses in all programmes. The meeting also authorized the Principal to finalize the new Guidelines for Conference / Seminar participation as well as an incentive system for quality research.		
Action Items	Responsible Person	Target Date	
Head, Research & Consulting, to be appointed	Mr J Mathew George	30/06/2017	
Introduction of Course-handouts in select courses	All HoDs	31/05/2017	
Finalize new Guidelines for Conference / Seminar participation	Mr J Mathew George	31/03/2017	
Finalize incentive system for quality research	Mr J Mathew George	31/03/2017	

16B.7	Topic: Appointment of New IQAC Coordinator	
Discussion Summary	Based on the new directives of NAAC for accredited Colleges, it was proposed that a New IQAC Coordinator be appointed for 2017-19. The meeting placed on record the heartfelt appreciation and gratitude of the members for the years of service rendered by Mr T Joseph Christadoss as the IQAC Coordinator.	
Conclusion	The meeting authorized the Principal to reconstitute the IQAC as per new directives of NAAC, including external members.	
Action Items	Responsible Person	Target Date
New IQAC for 2017-19 to be constituted	Mr J Mathew George	31/05/2017

16B.8The meeting closed at 5.05 PM. The next meeting of the IQAC to be decided after the reconstitution of the IQAC.