



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting (19 A: Meeting 1 of 2019-2020)**

**Date: 1<sup>st</sup> August 2019 Venue: Conference Room-1 Time: 1:00 PM – 2.30 PM**

### **Agenda for the Meeting**

1. Welcome remarks by the Chair.
2. Statutory Items.
3. Review of Department and IQAC Presentations.
4. Preparation for the NAAC Peer team Visit.
5. Any other items allowed by the chair.

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
3. Ms. Kusuma Reddy, Member, IQAC & Coordinator-AAA Cell
4. Mr Saikiran, Member IQAC and AAA Cell
5. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
6. Ms. Jaimole Cross, Head- Department of Sciences
7. Ms. Deepa Agrawal, Head- Department of Commerce
8. Mr. V. Dayananda Babu, Head- Examinations
9. Ms. Babita Rajmohan, Head- Placement and Student Activities
10. Mr M.Bobby- Head- Department of Management
11. Dr Ravi Kumar Tati, Head- Research and Consultancy

## Part-A (Statutory Items)

**19A.1** The meeting commenced at 1:00 PM. The Principal, Mr. J Mathew George, presided over the meeting. He welcomed all members to the meeting. He thanked all the members and their teams for the cooperation extended for the successful submission of the IIQA, SSR, SSS and also for the way in which everyone worked as a team to get ready for the NAAC Peer Team Visit.

### A.1.1 Leave of Absence, if any

1. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
2. Mr. Abhirama Krishna, Group Head-HR, SMES (Management Representative)
3. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
4. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)

**Leave of Absence granted.**

### 19A.1.2 Approval of the Previous Minutes

The minutes of the previous meeting held on 22<sup>nd</sup> January 2019 were approved by the members. Action Taken Report to be placed in the next quarterly meeting of the IQAC.

19 A.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
TISS Certificate Course	Mr M.Bobby	Accomplished and Course Design formulated
Field Trips to Radio Stations, Pastapur	Mr Joseph Christadoss	Accomplished
Roadmap for the next round of Audit	Ms Kusuma Reddy	Prepared the roadmap and discussions with Principal took place. Analysis of the Audit reports was the main focus of discussions.
Release of Science Department Newsletter	Ms Jaimole Cross	Accomplished
Introduction of another skill-based course	Mr Bobby	Accomplished
Introduction of Spanish Introductory Course and French Advanced Course	Mr J.Michael Preetham	Accomplished and students benefitted greatly paving the way for future courses and

		collaboration with reputed agencies.
More club-based activities	Ms Babita Rajmohan	Accomplished. There were plans to increase the number of clubs and provide students to lead these clubs totally.
Submission of SSR	IQAC Coordinator	Accomplished
Roadmap to more Student Council Meetings	IQAC Coordinator	Accomplished. A series of meetings held with Principal

### Part-B (Agenda Items)

<b>19 A.3</b>	<b>Topic: Review of Department and IQAC Presentations.</b>
<b>Discussion Summary</b>	<p>The Chair presented before the members the areas on which he would be focussing on, in the course of his presentation with the NAAC Peer Team. He urged the members to remain positive and highlight the positive areas for which the institution is known for, He especially reminded them that St Mary's College strives to fulfil its vision and mission and doesn't ever do things for the sake of doing them. The heads of departments too agreed that they were geared up for the visit because they unanimously stated that each department was focused on comprehensive education and exceptional student experience- which is the core of the vision of the institution. They presented their respective PPTs and there was a fruitful discussion which ensued. There were valuable suggestions provided by all the members in order to take the presentations to the next level. The Chair assured the IQAC Coordinator that all possible assistance would be provided by the members on order to successfully host the peer team. He requested the members to inform their teams to be ready to put in extra hours for the next few days in order to complete the pending tasks. He requested Ms Jaimole Cross and Mr Joseph Christadoss to provide IQAC with the technical assistance required by them through the lab assistants. Mr J.Michael Preetham thanked the members for their efforts and requested them to continue to do so in the coming days as well. Ms Kusuma Reddy- AAA Coordinator was asked to prepare guidelines for structured feedback from all stakeholders by the Chair.</p>

<b>Conclusion</b>	The members assured the Chair and IQAC Coordinator that they would ensure that the preparations for the NAAC Peer Team Visit would be done in all earnestness, and they would collectively ensure it would be a successful visit.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Arrangements for NAAC Peer Team Visit and Task Allocations	IQAC Coordinator	5 <sup>th</sup> August, 2019
Technical Support	Mr Joseph Christadoss and Ms Jaimole Cross	With immediate effect
Structured feedback from all stakeholders- Guidelines.	AAA Cell Coordinator	15 <sup>th</sup> September, 2019

<b>19 A.4</b>	<b>Preparation for the NAAC Peer team Visit.</b>
<b>Discussion Summary</b>	<p>The Coordinator-IQAC briefed the members about the importance of documentation by each department. He urged them to go through the faculty profiles of each of their team members. He also urged the heads to have meetings with their team members regarding the preparations for the visit. He assured them that the strengths of the institution as highlighted in the SSR need to be focused on. He told the members that he would meet the SSR team leaders on a continual basis over the next few days. He also told them about the importance of ensuring Student Council plays a major role in ensuring quality sustenance, strengthening the LMS- MOODLE and strengthening Colloquiums as part of the long-term strategy to enhance quality sustenance. The Chair also felt that there were certain areas where the quality standards could be enhanced such as raising the quality bar of the in-house presentations before actual seminar presentations and enhanced Alumni engagement. Finally, the IQAC Coordinator spoke about the importance of learning from the session on IQAC Peer Team Visit- Preparedness' by Dr Sridevi, IQAC Coordinator and Dr Komala, IQAC Co-Coordinator of St Pious College which would be held immediately after the IQAC Meeting. He also requested Ms. Babita Rajmohan, Head- Placement and Student Activities and Dr Ravi Kumar Tati, Head- Research and Consultancy to go through their files pertaining to placement and research activities and keep everything in order. He also requested the Academic Heads to encourage their members to start more</p>

	Certificate Courses. The Chair assured that the Coordinator of Clubs on campus Ms Sowjanya and the Club In-charges have assured him of more involvement of students in activities to hone the creative talent and leadership skills. He also requested the Academic Heads of English and Science to complete the valuation of the Proficiency test papers at the earliest.	
<b>Conclusion</b>	The IQAC members assured that all tasks would be completed in time for the NAAC Peer Team visit.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Strengthening the LMS- MOODLE	Mr M.Bobby	15 <sup>th</sup> September, 2019
Fortifying Colloquiums and In-house Presentations	Dr Ravi Kumar Tati	In time for the next Colloquium/ In-House Presentation.
Valuation of Proficiency Test Papers and Data Analysis	Mr Michael Preetham and Ms Jaimole Cross	4 <sup>th</sup> August, 2019

<b>19 A.5</b>	<b>Topic: Any other matters of discussion</b>	
Discussion Summary	Finally, the Chair and IQAC Coordinator encouraged the members that all arrangements pertaining to the visit were in place and the Head- Admin, Mr Sridhar and his team were working hard to avoid any glitches.	
Conclusion	The members decided a tentative time frame for the meeting, from 21 <sup>st</sup> to 30 <sup>th</sup> October, based on the availability of the external members and the Group Director.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Deciding the exact date of the meeting	Head- IQAC	September 10 <sup>th</sup>

**19 A. 6:** The meeting ended at 2.15 PM with a decision to meet between 21<sup>st</sup> and 30<sup>th</sup> of October, 2019.



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting (19 B: Meeting 2 of 2019-2020)**

**Date: 11<sup>TH</sup> February, 2020 Venue: Conference Room-1 Time: 2:00 PM – 4.00 PM**

### **Agenda for the Meeting**

1. Welcome remarks by the chair.
2. Statutory Items.
3. Working on the Observations and Recommendations of NAAC Peer team: IQAC Coordinator.
4. Review of the Department Accomplishments- HODs.
5. Terms of Audit: Academic and Administrative Audit Cell (AAA) .
6. Any other items allowed by the chair.

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
3. Ms. Kusuma Reddy, Member, IQAC & Coordinator-AAA Cell
4. Mr Saikiran, Member IQAC and AAA Cell
5. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
6. Ms. Jaimole Cross, Head- Department of Sciences
7. Ms. Deepa Agrawal, Head- Department of Commerce
8. Mr. V. Dayananda Babu, Head- Examinations
9. Ms. Babita Rajmohan, Head- Placement and Student Activities
10. Mr M.Bobby- Head- Department of Management
11. Dr Ravi Kumar Tati, Head- Research and Consultancy
12. Mr Murali Krishna- President: Student Council
13. Vikas Chowdhary- Secretary: Student Council

## Part-A (Statutory Items)

**19B.1** The meeting commenced at 2:00 PM. The Principal, Mr. J Mathew George, presided over the meeting. He welcomed all members to the meeting. He thanked all the members and their teams for the cooperation extended for the successful submission of the IIQA, SSR, SSS and also for the way in which everyone worked as a team to get ready for the NAAC Peer Team Visit.

### B.1.1 Leave of Absence, if any

1. Mr. B. Mahender Reddy, CEO, SMES (Management Representative)
2. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
3. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)

**Leave of Absence granted.**

### 19B.1.2 Approval of the Previous Minutes

The minutes of the previous meeting held on 1<sup>st</sup> August, 2019 were approved by the members. Action Taken Report to be placed in the next quarterly meeting of the IQAC.

19 B.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
Arrangements for NAAC Peer Team Visit and Task Allocations	IQAC Coordinator	Accomplished
Technical Support	Mr Joseph Christadoss and Ms Jaimole Cross	Accomplished
Structured feedback from all stakeholders- Guidelines.	AAA Cell Coordinator	In the process.
Strengthening the LMS- MOODLE	Mr M.Bobby	Mr Bobby took charge of MOODLE –St Mary’s College and strengthened the LMS usage by the teachers. Various initiatives were taken by Mr Bobby and his team.
Fortifying Colloquiums and In-house Presentations	Dr Ravi Kumar Tati	Accomplished

Valuation of Proficiency Test Papers and Data Analysis	Mr Michael Preetham and Ms Jaimole Cross	Accomplished
Deciding the exact date of the meeting	Head- IQAC	Decided to meet on 11 <sup>th</sup> February, 2020

### Part-B (Agenda Items)

<b>19 B.3</b>	<b>Topic: Working on the Observations and Recommendations of NAAC Peer team: IQAC Coordinator.</b>
<b>Discussion Summary</b>	<p>The Observations and Recommendations of NAAC Peer team and the plans the IQAC has to look into each of these with short-term, medium-term and long-term plans for these were discussed by the IQAC Coordinator. The Chair also reiterated that each of the observations needs to be taken seriously. The IQAC Coordinator stressed on the role of Student Council in Quality Sustenance. He appreciated the role of Mr Bobby and all the Academic Heads in strengthening the St Mary's College, MOODLE. There was a need to start more Certificate Courses basically to bridge the gap between industry needs and lacunae in the curriculum. Finishing School programme and its significance was highlighted. Structured feedback and its paramount importance in raising quality standards was also discussed. More involvement of Industry in the academic quality process was also reiterated. More Scopus, Web of Science, Peer Reviewed journal publications needed to be encouraged. The Research Head could play a very important role in this. More autonomy to Student Clubs and strengthening the Colloquiums and In- house presentations in order to accomplish this was the focal point of the deliberations. At the end the Coordinator strongly urged the Academic Heads to adhere to the NAAC Peer Team Recommendations and keep them part of their prospective plans and thus aim to collectively work to accomplish the tasks at hand during the course of the next 5 years.</p>
<b>Conclusion</b>	<p>The members assured the Chair and IQAC Coordinator that they would ensure that the NAAC Peer Team Recommendations would be adhered to and quality as an integral part of the Institutions vision would be the prime focus area. The President and the Secretary of Student Council thanked them for enabling them to be part of the IQAC meeting and assured the members of all cooperation from the side of the Student Council.</p>



<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
More role of Student Council in Quality Sustenance- a series of meetings	Mr Mathew George  To be coordinated by IQAC Coordinator.	Beginning from March 1 <sup>st</sup> , 2020
Supervision of Quality Material on MOODLE. All teachers uploaded their Course hand-outs, session plans. St Mary's College Learning Portal gave access to all students to access all courses from 2019 onwards.	Mr Bobby and all Academic Heads	On an immediate basis
More quality videos to be shot by teachers pertaining to the Courses taught to enhance quality academic exchange. Ensure all teachers shoot at least 2 videos with the help of technical assistance from the Mass Communication Lab coordinator.	Mr Joseph Christadoss.	On an immediate basis. Schedule of video-shoots to be passed on to the other Academic Heads.
Guidance to researchers to publish more quality publications.	Dr Ravi Tati	Plan sessions with Researchers from March 1 <sup>st</sup> , 2020

<b>19 B.4</b>	<b>Review of the Department Accomplishments- HODs.</b>
<b>Discussion Summary</b>	<p>The Academic Heads did a quick presentation on the Department accomplishments. The salient features are listed below:</p> <ol style="list-style-type: none"> <li>1. Identify overlap between OU syllabi and Certificate courses: Accomplished and Course Design formulated by Department of Management, Department of English and Department of Commerce.</li> <li>2. Strengthening Library: Library Orientation Programme conducted, books and journals added and audits conducted by the Audit Team. The Department of Social Sciences, Mass Communication and Life Skills conducted this in association with the Library.</li> </ol>

	<p>3. Augmenting the Counselling Cell with appointment of an additional Counsellor has been a boon as there have been Life Skills sessions and Course designed by the Counselling team and students benefitted immensely from the initiative..</p> <p>4. Impetus on more student managed clubs and events. All clubs were managed by students in 2019-20 with only facilitatory role played by teachers. This was assured by the Principal Mr Mathew George.</p> <p>4. All departments have successfully increased the number of cultural activities/ celebrate International Days and they have seen good participation from students.</p> <p>5. All departments strengthened Alumni engagement: More alumni were invited for guest lectures, panel discussions, online forums and there was a healthy teacher- alumni interaction too.</p> <p>6. Strengthening Colloquiums-Variied topics chosen by department for Colloquiums with a healthy exchange of ideas and thoughts being part of this discourse. The Academic Heads expressed their satisfaction with the way their team members have constructively taken to writing research articles to present in National and International Conferences. They thanked the Chair for all the encouragement extended by the college.</p> <p>7. The Academic Heads unanimously agreed that the Minimum Assurance of Service Audit also gave them a clear idea of the areas in which they need to focus on in order to achieve exceptional student experience.</p>	
<b>Conclusion</b>	The Chair appreciated the efforts of all the departments and urged them to treat quality as an inherent part of the college and not do things only because of the NAAC Peer Team Recommendations. Thus we will do a world of good by further enhancing quality standards of the institution.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
More student involvement in leadership role in Club Events	Ms Sowjanya- Coordinator of Clubs  Information to be passed on by IQAC Coordinator	With immediate Effect

Ensure the quality of events conducted as part of International Days	IQAC Coordinator	With immediate Effect
To organise an Alumni Meet in the month of April.	Ms Jayalaxmi- Alumni In charge. Information to be passed on by IQAC Coordinator	With immediate Effect

<b>19 B.5</b>	<b>Topic: Terms of Audit: Academic and Administrative Audit Cell (AAA) .</b>
Discussion Summary	<p>Ms Kusuma Reddy, Coordinator AAA Cell put forward the terms of Audit based on which the Audit would be done. The Chair appreciated the efforts of the AAA . He urged the Academic and Non Academic Heads to cooperate with the AAA for the smooth conduct of the Audit.</p> <p>Academic Departments will be audited by the AAA on the following aspects</p> <ol style="list-style-type: none"> <li>1. Aligning with Vision and Mission of the College</li> <li>2. The Best Practices implemented during this Semester</li> <li>3. Locational Advantages availed</li> <li>4. Certificate and Value Added Courses</li> <li>5. Industry- Department Linkages</li> <li>6. Consultancy by the Department members</li> <li>7. Alumni Interaction and Coordination by the department</li> <li>8. Department Meetings- Outcomes/ Minutes</li> <li>9. Intra Department Knowledge Sharing processes</li> <li>10. Mentoring by the faculty</li> <li>11. Remedial Help/ Extra Classes conducted</li> <li>12. Faculty-wise attendance Percentage for the Semester</li> <li>13. Call Records- Phone Book</li> <li>14. Attendance Registers and Teaching Diary</li> <li>15. Making up for classes missed by teachers during leave.</li> <li>16. Adopting a Centre in the locality for Community Service: Activities through the Academic Year.</li> <li>17. Student accomplishments</li> <li>18. Department Activities and Events.</li> <li>19. Addressing grievances at the department level.</li> </ol>

Conclusion	The IQAC Coordinator and the AAA members briefed the members and clarified their queries. It was agreed that the departments would prepare their teams for the Audits and ensure all documents are in order.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Inform heads of the Audit details and schedule	Ms Kusuma Reddy	20 <sup>th</sup> February, 2020

<b>19 B.6</b>	<b>Topic: Any other items allowed by the Chair.</b>	
Discussion Summary	Finally, the Chair and IQAC Coordinator encouraged the members by saying that the institution always appreciated all quality enhancement measures taken up by individuals, departments etc . He felt that as a team, we could accomplish all our dreams and take the institution to the next level.	
Conclusion	The members decided a tentative time frame for the meeting, from 21 <sup>st</sup> to 30 <sup>th</sup> June.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Deciding the exact date of the meeting	Head- IQAC	April 10 <sup>th</sup>

**19 B. 7:** The meeting ended at 3.45 PM with a decision to meet between 21<sup>st</sup> and 30<sup>th</sup> of June, 2020.