

Agenda

Evaluation of performance of the College during NAAC Peer team visit

Review of performance of institution in 3rd cycle of re-accreditation

Organise programmes for quality enhancement for staff and students.

Regular updates of activities of Depts, Cells, Clubs, College by coordinators to ISAC.

Arrange orientation on open courses, skill enhancement programmes and clubs.

Begining of new skill enhancement programmes and certificate programmes.

~~Dr~~ Dr Sr Jeanette C-C

Sr Mary K-P

Dr Julia P. Leza

Dr Josephine Joseph

Dr Dalie Domence

Dr Hemaneline H CH

Dr Lily Mathew

Dr Aethel T

Dr Anu D Aleppott

Vacancies

Dr

Dr

Dr

Dr

Lilly Mathew

T. Leza

Dr

Ms Betty Clecko	Ms Betty Clecko
Ms Terry Jones	Terry Jones
Dr Dr Maggie Tose	
Ms Marie K.M.	Maria K.M.
Ms Rosa C	Rosa C
Ms Meera Mahomna	Meera Mahomna
Ms Renee AR	Renee AR
Ms Meera Bekesh	Meera Bekesh
Ms Krishna K Yathi	
Dr Dhanya K E	Dr Dhanya K E

The IQAC meeting was held on 5 June-15 and took the following decisions:

The accreditation process was reviewed and Principal expressed happiness over the attainment of A Grade with 3.3 grade point. IQAC Chairperson (Principal) congratulated and thanked IQAC Coordinator Dr Josephine Joseph & entire IQAC team.

Principal will address staff and representatives of stakeholders to discuss future course of action of the institution.

Dr Julie P. Hezer is appointed as new IQAC Coordinator.

The peer team report reviewed and new activities discussed.

Formation of Innovation Cell (as per peer team recommendation) and Sexual Harassment Prevention Cell.

Action Plan should be set by all departments and forwarded to IQAC before 15th June.

Motivate faculty and students for research.

✓ Sem Ver students should be given orientation on Open Courses for opting the right course.

Departments should design new courses of 30 hours as part of skill enhancement and certificate courses and list to be submitted before 20th June.

Arrange IQAC - student interactions
Weekly updates of activities should be forwarded on Mondays.

Orientation on College, Curriculum and infrastructure to IDCT IPU students by IQAC.

~~File~~
Dr. Julie P. Lopez.

Principal
Dr. Sr. Jacinta c.c.
PRINCIPAL
ST. MARY'S COLLEGE
THRISSUR - 20

Agenda

Evaluation of syllabus of Skill Enhancement Program

Career Guidance Activities

Strengthen dept level PTA

Bridge Course / Enrichment Courses

PTA Meeting

Monsoon Fest.

Sr Dr Jaentho C-C

Jaentho C-C

Sr Mary K P

Dr Julie P. Lopez

Dr Josephine Joseph

Dr Regi Raphael

Sr Dr Magie Jox

Dr Memmelena M

Dr Delie Domane

Dr Betsy Chacko

Magie Jox

Delie Domane

Betsy Chacko

IQAC Committee met on 14th July
and discussed on following

- Reviewed the syllabus of new Skill Enhancement Programmes.

NET Coaching may be conducted by PA departments. Allocated resources can be pooled for the purpose.

Department level PTA Meeting should be conducted. At least one PTA per year. The queries and suggestions of the parents should be brought to the attention of PTA Executive Committee.

Bridge/Enrichment programmes should be conducted for IDC or IPA students in relation to their related discipline.

Concerns of faculty with regard to course, syllabus, examination may be forwarded to IAC for necessary action.

Monsoon Fest will be conducted as a one day programme on 3rd Sep. Sr Dr Magie Jose will be the coordinator & Dr Dolie Domencio joint conductor.

Poppers Day will be conducted on 20th August.

Julie
Dr Julie P. Lopez

Agenda

- Open Forum of Students.
- Conduct of National Seminars
- Conduct invited lectures/expert classes.
- Felicitate faculty achievers
- Encourage student participation in curricular
- & extra curricular programmes.
- Evaluate PTA feedback
- Tutorial & mentoring

Sr Dr Jacintho C.C.	<u>M Jacintho</u>
Sr Meeg K.P.	
Dr Julia P. Lopez	<u>Julia</u>
Dr Josephine Joseph	<u>Josephine</u>
Dr Regi Raphael	<u>Regi</u>
Dr Dolie Dominic	<u>Dolie</u>
Dr Home melina M. CH	
Dr Lily Mathew	
Dr Cecille T	<u>Cecille</u>
Lt Ann D Aleppott	<u>Ann</u>
Ms Merri K.M	<u>Merri</u>
Ms Renu C	<u>Renu</u>
Ms Meera Peekesh	<u>Meera</u>
Ms Meera Hohenan	<u>Meera</u>
Ms Reese AR	<u>Reese</u>
Ms Betsy Cheek	<u>Betsy</u>
Ms Keshava K. Yathi	
Ms Sunny A.M	
Ms Tracy James	<u>Tracy</u>
Dr Dhanya K.C	<u>Dhanya</u>
Sr Magie Jose	<u>Magie</u>

IQAC committee met on 12th Aug 2015 + took the following decisions -

- Principal to interact with different batches of UA + PA students in turns to get their suggestions and grievances
- IQAC congratulated the efforts of ^{Depts of} Chemistry, Economics, History + Computer Science for conducting National Seminars in the coming days.
- Expert classes should be arranged by College or Departments in core disciplines or in general awareness. Faculty from other institutions or experts in related field may be invited.
- Faculty who have presented papers, publications achieved commendations and awards should be felicitated in general staff meeting.
- Faculty to provide guidance and mentor and help students to participate in events and competitions at different levels. Travel + Reg. expenses may be provided by Depts if necessary.
- Parent feedback should be collected from IInd & IIIrd students. Consolidated reports of depts should be submitted to Ms Dolly or Dr Julie (Faculty - PTA Executive Committee). Final report to be submitted to IQAC.
- Tutorials should be effective. Class tutors should arrange co-tutors in case they are not available during tutorial hour. Faculty should mentor students effectively and refer to counsellor in case of emergencies.

[Signature]

Agende

- Evaluation of Monsoon Fest-
 Celebration of days of relevance
 Utilisation of college library
 Certificate courses for IVth Sem UG

Dr Sr Jacinto C.C	<u>Jacinto C.C</u>
Sr Mary K. P	<u>M</u>
Dr Julia P. Lopez	<u>Julia</u>
Dr Tompleri Joseph	<u>J.P.</u>
Dr Sr Marie Jose	<u>Marie Jose</u>
Dr Reg Raphael B	
Dr Henemaleri M	
Dr Dolie Domuro A	<u>Dolie</u>
Dr Lilly Mathew Inman	<u>Lilly Mathew</u>
Lt And D Aleppott	<u>A.D.</u>
Dr Geethe T	<u>T. Geethe</u>
Dr Dhanya K.C	<u>Dhanya</u>
Ms Betsy Cheeko	<u>Betsy</u>
Ms Merin K.M	<u>M</u>
Ms Resu C	<u>R</u>
Ms Meera Mohanan	<u>meera</u>
Ms Resu A.R	
Ms Merin Peekesh	<u>Merin Peekesh</u>

Ms Sunny AM
 Ms Ann Mary
 Ms Terry Jones. Ipsas

LEAC met on 29-9-2015 and discussed on the following

- Evaluated the activities of Mouson fest- and congratulated coordinator ^{Dr Margaret Flery +} Dr Dcio Domene and team.
- Departments should conduct programmes on various days of relevance. Competitions to arouse interest in current happenings and create awareness in socio-economic, national and cultural scenarios.
- Motivate students to make best use of College library. Library Advisory Committee may arrange programmes and competitions to enhance reading interests in students.
- Certificate courses should begin when 10th Sem VA classes start. Departments should forward the syllabus and get approval in case of newly started courses. Feedback should be taken from time to time.

Julie
 Dr Julie P. Lezer.

Principal
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 ST. MARY'S COLLEGE,
 THRISSUR - 20.

Agende

- Conduct & Dr Rani George Endowment Lecture.
- Programmes in connection with Women's meet and Aadhareeyam
- Improve English language proficiency
- Institutional Social Responsibility

Sr Dr Jcentha. C. C

Jacentha C

Sr Mary K. P

M

Dr Julie P. Lopez

Julie

Dr Josephine Joseph

J

Dr Sr Megie Jona

Megie

Dr Regi Raphael

R

Dr Helen Melani M

H

Dr Lily Mathew Kumpar

Lily Mathew

Dr Debe Domini

D

Dr Anu D Alleppatt

A

Dr T. Coetha

T Coetha

Ms Meri K. M

M

Ms Rena C.

R

Ms Meera Babesh

Meera

Ms Meera Mohan

Meera

Ms Reena A R

R

Ms Betsy Cheeko

Betsy

Ms Karshab K. Yethu.

K

Ms Sunny A. M

S

Ms Terry James - IPD
 Dr Dhinya K.C. - IPD

IQAC meeting was held on 12-04 and discussed on.

- Sr Dr Rani George Endowment Lecture will be conducted in December considering the PU exams. The theme for this year is environment sustainability.

- Women's meet to commemorate 70th Anniversary of establishment of the College. Decided to honour 7 eminent women from different fields.

- A programme is to be arranged to honour retired teaching & non-teaching faculty along with former Managers.

- Conduct an exhibition 'Milestones' on history of St Mary's College.

- Wednesdays to be considered as English speaking days. Faculty should support students in this venture.

- Management of Public library may be considered as a part of IBR.

Julie
 Dr JULIE P. LAZAR

Principal
 PRINCIPAL
 ST. MARY'S COLLEGE
 THRISSUR - 20

Endowment Lecture and Paper
Presentation Competition

Mentoring of students.

Programmes to increase research
ability among P.U. students.

Faculty should attend programmes
on Quality Assurance.

Career Guidance Programmes.

Dr Sr Javatha C.C. Secretary
 Sr Mary K.P.
 Dr Josephine Joseph Asst
 Dr Julie P. Lopez Asst
 Dr Sr Marie Jax. Magnum
 Dr Hemalaxari M. CH
 Dr Dohi Dominic Asst
 Ms Betsy Chacko Asst
 Dr Regal Raphael. B

LOAC core committee met.
on 2 Nov 15. and took following
decisions.

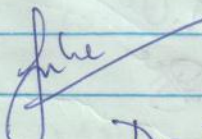
Sr Dr Ravi George Endowment Lecture will be held on 10th & 11th Dec 2016. The topic is The World of Spices, Herbs, Extracts and their Uses. Dr Francis Joseph, R+D Director, Holy Cross Academy of Eng + Mgt, Malo, will be the resource person. Dr Dolie Dominic is the coordinator of the programme.

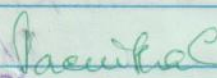
Report of Mentoring should be submitted to HODs.

Workshops / Seminars on Research Methodology should be conducted by PU Departments. UG Departments may also consider to develop research attitude.

- Faculty should attend programmes on quality enhancement.

- Soft skills, language skills, life skills training sessions should be conducted for students.


Dr Julie P. Lopez


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Preparation for conducting Sr Dr
Rani George Endowment Lecture + Paper
Presentation

Conduct Women's Meet, Adharayam

Exhibition on History of St. Mary's College

ISAC Academic Audit

Report submission and evaluation

Sr Dr Jacinta C C Jacinta C C
 Sr Mary K.P. Mary K.P.
 Dr Julie P. Lopez Julie P. Lopez
 Dr Josephine Joseph
 Dr Sr Megie Jose Megie Jose
 Dr Regi Raphael Regi Raphael
 Dr Delia Dominic
 Dr Hemenderi M CH
 Dr Lily Mathew Irampun Lily Mathew
 Lt And D Alepatt
 Dr Geetha T Geetha T
 Dr Dhanya K C
 Ms Betty Chacko
 Ms Menil K.M.
 Ms Renu C.

Ms Reena AR Rev
 Ms Meera Babesh Morris
 Ms Sunny AM for
 Ms Ann Mary
 Ms Jersey James Tyran

IQAC met together on 27-Nov and took the following decisions

- Final preparation for conduct of Sr Dr Renucey Endowment Lecture. The Guest of the day is Sr Francis Joseph.
- Department of History is entrusted to conduct Exhibition 'Milestones'
- Selected eminent Women Personalities to be honored - Smt. Arthe Jayrajai (Thiruvananthapuram Mayor), Dr. Sheryl Vasan (Principal, Govt. Medical College), Smt. Najeena V (Educationalist), Smt. Beena Kanneen (Founder Seematti Enterprises), Smt. Sheela (Film Director), Smt. Sheela Annie (Founder Idara, Social work and
- Women's Meet and Adharneeyam will be held on 14th Jan 2016

In connection with Adherence, on reduced teaching and non teaching staff will be reviewed.

Dr Julie P-Lopez & Dr Josephine Joseph will be in charge of entire programmes. Sub committee will be formed. IQAC will be leading the activities.

IQAC Internal academic audit will be held from 14th March - 25th March. The schedule will be listed in Notice Board.

Department IQAC incharges are requested to submit the reports to IQAC and selection ~~of~~ incharges will evaluate the activities and suggest necessary changes.

Encourage research based activities by students and faculty.

Dr Julie P-Lopez

Principal,
ST. MARY'S COLLEGE,
THRISSUR - 20.

Dr Sr. Jacinthe C.C.

Parent - Faculty interaction

Best Practices of the departments.

Reorganisation of filing system of depts to avoid duplication

Remedial programmes and special programmes for advanced learners.

Evaluation of SSP & WWS Programmes.

Innovation in Teaching-Learning

Sr Dr Janitha C.C

Janitha C.C

Sr Mary K.P

M

Dr Julie P. Lopez

Julie

Dr Josephine Joseph

Josephine

Dr Sr Megie Jose

Megie

Dr Regi Raphael B

B

Dr Betie Damerie

Betie

Dr Henamalee M

Dr Litty Mathew

Litty Mathew

Dr ~~Dale~~ Do T. Geetha

T. Geetha

Ms Muni K.M

Muni

Ms Laxmi C

Laxmi

Ms Meera Prekesh

Meera

Ms Meera Meheran

meera

Dr Dhanya K.C

Dhanya

Ms Jincy James

Jincy

Ms Betsy Cheeko

Ms Meera K-M

Ms Ann Haag

Ms Renee AR

Ms Jimmy A-M

IBAC met on 29th December 2015 and discussed on the following.

- Depts should arrange individual parent-teacher interaction for betterment of students.
- Review the outcome of best practices of the department and undertake new healthy practices.
- Filing system of Departments should be revised. New format given.
- Revitalize the remedial classes for slow learners. Innovative programmes for advanced learners. Motivation classes should be arranged.

SSP & HWS activities included.

Technology based teaching-learning is to be strengthened.

Dr Julie P. Lezer

Principal
PRINCIPAL,
ST. MARY'S COLLEGE,
THRISSUR - 20

AgendaScheduling of academic audit and filing

Dr Sr Innocent C.C. Innocent
 Sr Mary K.P. M
 Dr Joseph Joseph J
 Dr Julie P. Lopez J
 Dr Sr Magie Jose Magie
 Dr Hemamelen M H
 Dr Dolie Domenic D
 Ms Betsy Clecko B
 Dr Regi Raphael R

COAC met together on 4-1-16 and set the Scheduling of the academic audit.

- 14-3-16 - History, Economics, Commerce, Sociology
- 15-3-16 - Management Studies, Social Work, Vocational Studies
- 16-3-16 - Computer Sc, Maths, Physics, Statistics
- 17-3-16 - Botany, Zoology, English, Languages
- 18-3-16 - Microbiology, Biotech, Biochemistry
- 21-3-16 - Psychology, NCC, NSS,
- 22-3-16 - Clubs & Forums, Outreach
- 23-3-16 - office.

Julie
Dr Julie P. Lopez

Agenda

- Congratulate the faculty achievers.
- Evaluate the activities of the departments.
- Motivation session for final VC + PG students.

Dr. Dr. Jaceitha C.C.

Dr. Mayle P.

Dr. Josephine Joseph

Dr. Dr. Magie Jose

Dr. Julie P. Lopez

Dr. Betsy Chacko

Dr. Menemalini M. CH

~~Ms. Betsy Chacko~~

Dr. Regi Raphael

Jaceitha C.C.

M

JJ

Magie Jose

J

IOAE meeting was held on 4th Feb 2016 and discussed on the following.

- Faculty who have presented paper, publications should be congratulated in the general staff meeting.
- Evaluate the action plan of depts and action taken and report to be submitted to IOAE by 15th March.
- Depts may arrange programmes to motivate students (passing out) for higher education or for employment.
- Evaluated student feedbacks.

J

Dr. Julie P. Lopez.

Jaceitha C.C.
PRINCIPAL,
ST. MARY'S COLLEGE,
THRISSUR - 20