

4<sup>th</sup> April 2023

NOTICE

Dear All,

I invite you to participate in the IQAE meeting of Alphonsa College, Thiruvambade at 10.30 AM on 12<sup>th</sup> April 2023 (Wednesday) in the IQAE office of the College.

With Regards,  
Principal.

Agenda:

1. Evaluation of 1<sup>st</sup> cycle Accreditation.
2. Steps to improve the quality of the Institution
3. AQAR and H's Submission.
4. Others.

1. Dr. Chacko K.V Principal

2. Fr. Scasia Mangarayal Manager.

3. Fr. Geo Puthussampathaparambil

4. Fr. Shemish Augustine

5. Ms. Sneha Mathew

6. Mrs. Sani Thomas

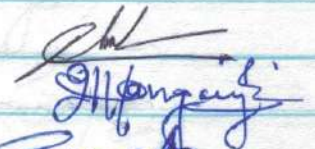
7. Linet Thankachan

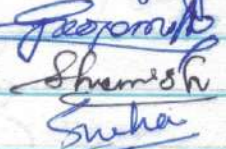
8. Sebastian Cherian

9. Jojo Kurian

10. Dr. James Paul

11. Fr. Srejee Mathew













13 Ajay Wilson

*Signature*

14 Lida Jacob

NOTICE

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15 Achyuth Nath P-R

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# Internal Quality Assurance Cell (IQAC) Meeting.

Date: 12 April 2023

Time: 10.30 a.m.

Venue: IQAC Hall

Agenda:

1. Evaluation of the first cycle accreditation
2. Steps to improve the quality of the institution
3. A&AR submission
4. Others.

The first meeting of IQAC was held at 10.30 a.m. on Wednesday 12 April 2023 in the IQAC Hall. The following members attended the meeting.

1. Dr. Clebs K.V. (Principal)
2. Rev. Fr. Seena Mangarayil (Manager)
3. Rev. Fr. Geo Mathew (IQAC co-ordinator)
4. Rev. Fr. Shresh Augustine (Vice principal)
5. Mr. Shree Mathew (HOD Psychology)
6. Mr. Sam Thomas (HOD Commerce)
7. Mr. Sebastian Chiryan (HOD English)
8. Dr. Do. Jijo Kumar (Officer Superintendent)
9. Mr. James Paul (Member)
10. Mr. Shivan Mathew (Bursar)
11. Mr. Joseph M.P. (HOD G. P. & Employer Nominee)
12. Dr. Lida Jacob (Lead Study Nominee)
13. Mr. May 101809 (Alumni nominee)

13 (1001) No. 1001

11 The meeting started on a welcome note by IQAC Co-ordinator Rev. Fr. Geo. Mathew. In his welcome address he explained the functioning of the IQAC and various activities sponsored by the Cell. He requested free exchange of ideas on academic excellence. The IQAC Co-ordinator proposed to conduct the IQAC meetings twice in an academic year.

Agenda 1: Evaluation of the first cycle of accreditation:

The meeting congratulated the Management Staff and Students on their achievement in securing a high score with a good grade in the first cycle of accreditation.

Dr. Cheeko B.V. the principal and Chair person of IQAC pointed out that the institute has the potential to achieve the highest grade in the next cycle of accreditation.

Ms. Lida Jacob IQS Local Society has reiterated the need of improving language skills among the students. She promised to cooperate in this regard.

## Agenda 2: Steps to improve the quality of the institute.

The meeting recommended the institute to take initiative in the following areas:

- a) To improve communication skill of the students
- b) To train maximum number of students for competitive examinations and ensure their success in them.
- c) Strengthen the placement cell and ensure the placement of maximum students both within the country and abroad.
- d) Address the issue related to travel. Some students and staff find it difficult to reach campus on time due to the scarcity of public transport service.
- e) Provide skill based training to the students and make them employable. Conduct more Skill Development Programmes.
- f) Equip students to crack interviews by providing workshop, mock interviews and practical sessions to build confidence in them.
- g) To promote start ups initiated by the students.

### Agenda 3: A&AR Submission:

Each department club and Forum should hand over the activity report of the academic year 2022-23 to the LDC at the earliest for the prep of A&AR. Department coordinators must ensure / collect reports from the respective departments/clubs/Forum in a timebound manner. Reports must be in accordance with the new format and road map of submission of NAAC A&AR with all supporting documents.

### Agenda 4: Other Matters:

a) The meeting recommended to set up incubation <sup>center</sup> in the college provide inputs to the innovative activities and ideas of students.

b) Ms. Lida Jacob, suggested desirability of the social commitment of our institute. A selected group of students can extend their hand to the slow learners in the local schools in the vicinity by means remedial classes.

d) Mentoring must be regular on

- f) Deserving students must get scholarships and Freeships.
- g) Incubate research culture among teachers and students
- h) Strengthen industry-institute interaction
- i) Conduct alumni meets every year collect feedbacks from parents employers and alumni periodically.
- j) Increase the frequency of expert lectures, training workshops, industrial visits etc to explore the practical aspects of learning.
- k) Explore the possibilities of more MoUs with various organizations.

The meeting ended with a formal vote of thanks proposed by Rev. Fr. Shroff Augustine, the Vice-Chancellor of the college.