

St. George's College Aruvithura

Internal Quality Assurance Cell



Minutes of the IQAC Meetings

2017-2018



ST. GEORGE'S COLLEGE ARUVITHURA

(Re-Accredited by the NAAC with 'A' Level)

ARUVITHURA P.O. - 686 122, KERALA, INDIA

Tel: 04822-272220, 04822-274220

Website: - www.sgcaruvithura.ac.in

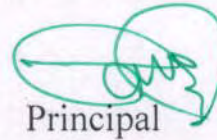
E-mail- sgcollegearuvithura@gmail.com

sgcaruvithura@yahoo.co.in

Date 05/06/2017

Notice



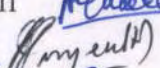

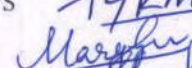



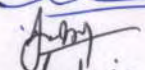
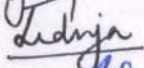

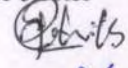
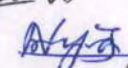
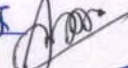

A meeting of the IQAC is scheduled to be held at 3:00 pm on 05 June 2017 in the conference room. All members are expected to be present for the same.


Principal

Agenda

1. To draw the Academic Calendar
2. Timely uploading of data to website
3. Reconstituting Cells and clubs
4. Enhancing the social media profile of the institution
5. Submission of plan of action
6. Orientation programme for Freshers

Members

1. Dr M V Georgekutty 
2. Dr. Reji Vargheese Mekkaden 
3. Rev. Fr. George Pullukalayil 
4. Ms. Tessy K Mathews 
5. Dr Mary Joseph 
6. Ms Sheelamma George 
7. Dr Siby Joseph 
8. Ms Jilu Ani John 
9. Sri Joby Joseph 
10. Ms Lidia George 
11. Ms Sherin Elizabeth John 
12. Sri K T Joseph 
13. Navya John 
14. Sri P D Sunil Babu 
15. Adv Martin Mathew Kakkallil 

Internal Quality Assurance Cell

St George's College Aruvithura

SGC/IQAC/2017-18 /01

Minutes of the IQAC Meeting on 05 June 2017 at 03.00 pm

Venue: Conference Room

Agenda

1. To draw the Academic Calendar
2. Timely uploading of data to website
3. Reconstituting Cells and clubs
4. Enhancing the social media profile of the institution
5. Submission of plan of action
6. Orientation programme for Freshers

Discussions

The meeting started at 03.00 pm with a silent prayer. Dr Reji Vargheese Mekkaden, the IQAC Coordinator welcome the floor. The initial discussion was on the draft of the Academic Calendar. In his address the Principal Dr. M V Georgekutty suggested some changes regarding the responsibilities of Cells and Clubs. Ms Tessy K Mathews suggested that measures shall be adopted to strengthen the social media profile of the college. Joby Joseph suggested departments shall offer Certificate programmes and value- added programmes. It was decided to conduct orientation programme for the freshers in the third week of July. Ms Lidia George thanked the floor. The meeting ended at 4.15pm.

Important Decisions

1. It was decided to complete the Academic Calendar in the first week of June itself.
2. Ms Sini Jacob was assigned the responsibility of Certificate Courses.
3. Dr Siby Joseph was assigned the charge of the social media profile of the college.

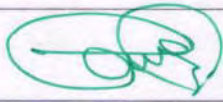

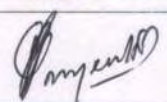

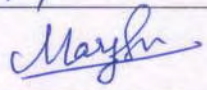
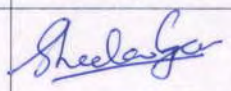


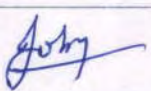
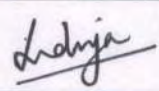

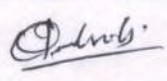
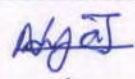
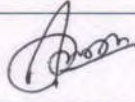



Principal



IQAC Coordinator

Members Present in the IQAC meeting held on 05 June 2017

Sl.No	IQAC Member		Signature
1	Dr M V Georgekutty	Chairperson and Head of the Institution	
2	Dr. Reji Vargheese Mekkaden	IQAC Coordinator	
3	Rev. Fr. George Pullukalayil	Management Representative	
4	Ms. Tessy K Mathews	Faculty Member	
5	Dr Mary Joseph	Faculty Member	
6	Ms Sheelamma George	Faculty Member	
7	Dr Siby Joseph	Faculty Member	
8	Ms Jilu Ani John	Faculty Member	
9	Sri Joby Joseph	Faculty Member	
10	Ms Lidia George	Faculty Member	
11	Ms Sherin Elizabeth John	Faculty Member	
12	Sri K T Joseph	Administrative Officer	
13	Navya John	Student Representative	
14	Sri P D Sunil Babu	Local Community Member	
15	Adv Martin Mathew Kakkallil	Nominee from Stake holders	



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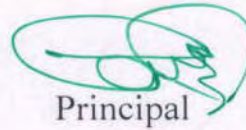
E-mail: sgcollegearuvithura@gmail.com

sgcaruvithura@yahoo.co.in

Date: 16/08/2017

Notice

A meeting of the IQAC is scheduled to be held at 3:00 pm on 17 August 2017 in the conference room. All members are expected to be present for the same.



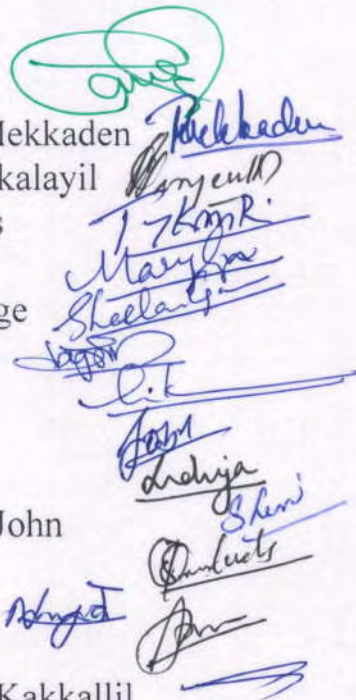
Principal

Agenda

1. To redesign and review IQAC activities as per revised criterion guidelines.
2. Strengthen the gender initiatives
3. To constitute 7 Criterion Teams
4. Allocation of duties to Criterion team members
5. Augmenting the extension activities.

Members

1. Dr M V Georgekutty
2. Dr. Reji Vargheese Mekkaden
3. Rev. Fr. George Pullukalayil
4. Ms. Tessy K Mathews
5. Dr Mary Joseph
6. Ms Sheelamma George
7. Dr Siby Joseph
8. Ms Jilu Ani John
9. Sri Joby Joseph
10. Ms Lidia George
11. Ms Sherin Elizabeth John
12. Sri K T Joseph
13. Navya John
14. Sri P D Sunil Babu
15. Adv Martin Mathew Kakkallil



Internal Quality Assurance Cell
St George's College Aruvithura

SGC/IQAC/2017-18 /02

Minutes of the IQAC Meeting on 17 August 2017 at 03.00 pm

Venue: Conference Room

Agenda

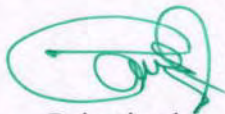
1. To redesign and review IQAC activities as per revised criterion guidelines.
2. Strengthen the gender initiatives
3. To constitute 7 Criterion Teams
4. Allocation of duties to Criterion team members
5. Augmenting the extension activities.

Discussions

The meeting started at 03.00 pm with a silent prayer. Dr Reji Vargheese Mekkaden, the IQAC Coordinator welcome the floor. The initial discussion was on the revised Criterion guidelines of NAAC. In his address the Principal Dr. M V Georgekutty suggested that more gender equity programmes shall be initiated by the institution. This was followed by the discussion to assign duties to the Criterion leaders. The floor decided to enhance the documentation procedures for NAAC.

Important Decisions

1. It was decided to conduct a workshop on the NAAC Guidelines.
2. Seven Criterion teams and the team members were selected.
3. NSS unit of the college was asked to strengthen the extension programmes.
4. It was decided to monitor the departmental documentation for NAAC.

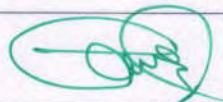

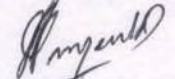
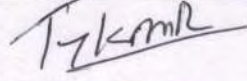




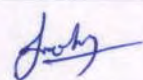
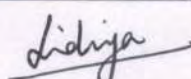

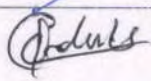
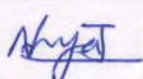
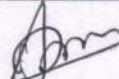



Principal



IQAC Coordinator

Members Present in the IQAC meeting held on 17 August 2017

Sl.No	IQAC Member		Signature
1	Dr M V Georgekutty	Chairperson and Head of the Institution	
2	Dr. Reji Vargheese Mekkaden	IQAC Coordinator	
3	Rev. Fr. George Pullukalayil	Management Representative	
4	Ms. Tessy K Mathews	Faculty Member	
5	Dr Mary Joseph	Faculty Member	
6	Ms Sheelamma George	Faculty Member	
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sgcaruvithura@yahoo.co.in

Date 23/10/2017

Notice

A meeting of the IQAC is scheduled to be held at 11:30 am on 24 October 2017 in the conference room. All members are expected to be present for the same.

Principal

Agenda

1. Reconstitute IQAC Criterion team
2. To apply for AISHE and NIRF
3. Planning and assigning duties regarding data collection
4. Website updation

Members

1. Dr M V Georgekutty
2. Dr. Reji Vargheese Mekkaden
3. Rev. Fr. George Pullukalayil
4. Ms. Tessy K Mathews
5. Dr Mary Joseph
6. Ms Sheelamma George
7. Dr Siby Joseph
8. Ms Jilu Ani John
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10. Ms Lidia George
11. Ms Sherin Elizabeth John
12. Sri K T Joseph
13. Navya John
14. Sri P D Sunil Babu
15. Adv Martin Mathew Kakkallil

Internal Quality Assurance Cell
St George's College Aruvithura

SGC/IQAC/2021-22/03

Minutes of the IQAC Meeting on 24 October 2017 at 11.30 am

Venue: Conference Room

Agenda

1. Reconstitute IQAC Criterion team
2. To apply for AISHE and NIRF
3. Planning and assigning duties regarding data collection
4. Website updation

Discussions

The meeting started at 11.30 am with a silent prayer. Dr Reji Vargheese Mekkaden, the IQAC Coordinator welcomed the gathering. In his address he suggested the need for reconstituting the criterion teams. In his address the Principal Dr. M V Georgekutty reminded the team members about the participation in AISHE and NIRF. Ms Sheelamma George opined that all teachers should be made familiar with the data templates. This was followed by the discussion on the mode of collection of documents. Dr. Siby Joseph suggested that the college website is to be updated especially in view of the coming NAAC visit. The meeting ended at 12.30 pm.

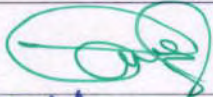

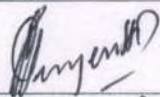
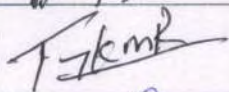




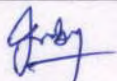
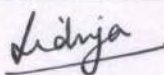

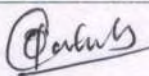
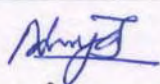
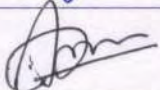

Important Decisions

1. It was decided to reconstitute the criterion teams.
2. Dr Sumesh George and Denny Thomas were given charge as nodal officers of AISHE and NIRF respectively.
3. It was decided to organize a workshop to familiarize the faculty with the data templates.
4. It was decided to revamp the website incorporating the different Criterion wise metrics.


Principal


IQAC Coordinator

Members Present in the IQAC meeting held on 24 October 2017

Sl.No	IQAC Member		Signature
1	Dr M V Georgekutty	Chairperson and Head of the Institution	
2	Dr. Reji Vargheese Mekkaden	IQAC Coordinator	
3	Rev. Fr. George Pullukalayil	Management Representative	
4	Ms. Tessy K Mathews	Faculty Member	
5	Dr Mary Joseph	Faculty Member	
6	Ms Sheelamma George	Faculty Member	
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E-mail- sgcollegearuvithura@gmail.com
sgcaruvithura@yahoo.co.in

Date: 06/12/2017

Notice

A meeting of the IQAC is scheduled to be held at 3:00 pm on 07 December 2017 in the conference room. All members are expected to be present for the same.

Principal

Agenda

1. Placement training for the final year students
2. Feedback on curriculum and student satisfaction survey
3. Reports of Cells and clubs

Members

1. Dr M V Georgekutty
2. Dr. Reji Vargheese Mekkaden
3. Rev. Fr. George Pullukalayil
4. Ms. Tessy K Mathews
5. Dr Mary Joseph
6. Ms Sheelamma George
7. Dr Siby Joseph
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13. Navya John
14. Sri P D Sunil Babu
15. Adv Martin Mathew Kakkallil

Mekkaden
Pullukalayil
Mathews
Mary Joseph
Sheelamma George
Siby Joseph
Jilu Ani John
Joby Joseph
Lidia George
Sherin Elizabeth John
K T Joseph
Navya John
Sunil Babu
Kakkallil

Internal Quality Assurance Cell
St George's College Aruvithura

SGC/IQAC/2021-22/04

Minutes of the IQAC Meeting on 07 December 2017 at 03.00 pm

Venue: Conference Room

Agenda

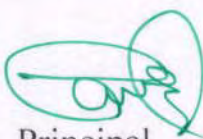
1. Placement training for the final year students
2. Feedback on curriculum and student satisfaction survey
3. Reports of Cells and clubs


Discussions

The meeting started at 03.00 pm with a silent prayer. Dr Reji Vargheese Mekkaden, the IQAC Coordinator suggested that the placement training for the final year students should be arranged. This was followed by discussion on curriculum feedback and Student satisfaction survey. In his address the Principal Dr. M V Georgekutty inquired the members about the status of the documentation process. He said that there should be an evaluation of the activities of the various clubs and the reports of the statutory and non-statutory cells. Ms Jilu Ani John thanked the floor. The meeting ended at 12.30 pm.


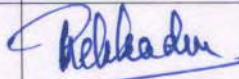
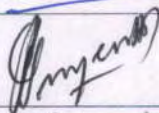
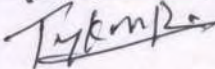
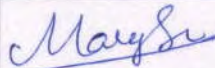
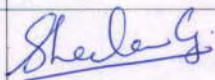
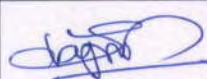
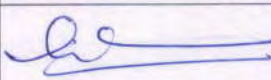

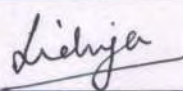
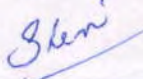
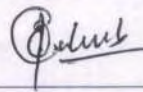



Important Decisions

1. It was decided to suggest the Placement Cell to enhance the Placement promotion initiatives.
2. Ms Sini Jacob was assigned the responsibility of the Curriculum Feedback and Dr Sumesh George was entrusted with the charge of student Satisfaction Survey.
3. All Cells and Clubs were asked to submit their annual reports before March 10.
4. Departmental presentation of half yearly reports was scheduled to be conducted on December 18& 19


Principal


IQAC Coordinator

Members Present in the IQAC meeting held on 24August 2018

Sl.No	IQAC Member		Signature
1	Dr M V Georgekutty	Chairperson and Head of the Institution	
2	Dr. Reji Vargheese Mekkaden	IQAC Coordinator	
3	Rev. Fr. George Pullukalayil	Management Representative	
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5	Dr Mary Joseph	Faculty Member	
6	Ms Sheelamma George	Faculty Member	
7	Dr Siby Joseph	Faculty Member	
8	Ms Jilu Ani John	Faculty Member	
9	Sri Joby Joseph	Faculty Member	
10	Ms Lidia George	Faculty Member	
11	Ms Sherin Elizabeth John	Faculty Member	
12	Sri K T Joseph	Administrative Officer	
13	Navya John	Student Representative	
14	Sri P D Sunil Babu	Local Community Member	
15	Adv Martin Mathew Kakkallil	Nominee from Stake holders	

St. George's College Aruvithura

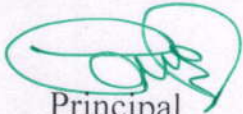
Internal Quality Assurance Cell



**Action Taken Report on the
Minutes of the IQAC Meetings
2017-2018**

Action Taken Report Based on the IQAC Meeting on 05 June 2018

1. Academic Calendar was published .
2. ... Certificate and value added courses were started by
3. A new Facebook page and Instagram page were opened for the institution.
4. Orientation programme was conducted for first year undergraduate students and post graduate students.



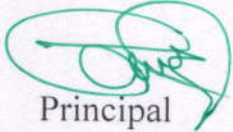
Principal



IQAC Coordinator

Action Taken Report Based on the IQAC Meeting on 17 August 2017

1. Seven Criterion teams were constituted and documentation was strengthened.
2. IQAC organized a workshop for the Criterion team members on 03 October 2017.
3. A host of extension programmes were undertaken by the NSS unit: Blood Donation camp, Jaivam, the Organic Farming awareness campaign in Erattupetta Municipality, Child Protection Observation week etc..



Principal



IQAC Coordinator

Action Taken Report Based on the IQAC Meeting on 24 October 2017

1. Departmental Plan of Action were completed and submitted to IQAC in the second week of June 2018.
2. The data collection for AISHE and NIRF started.
3. IQAC organized a workshop for the faculty on Data Templates .
4. Benjith Xavier was entrusted with the task of revamping the website.



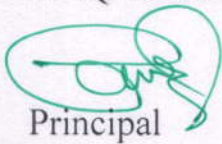
Principal



IQAC Coordinator

Action Taken Report Based on the IQAC Meeting on 07 December 2017

1. Placement training Crash programmes for the final year students was conducted
2. Feedback Collection and student satisfaction survey were conducted.
3. Reports of Cells and clubs were assessed.
4. IQAC team evaluated the half-yearly report presentation of the departments.



Principal



IQAC Coordinator