



# ST. ALBERT'S COLLEGE (AUTONOMOUS)

Banerji Road, Ernakulam – 682018

## Minutes



Committee Name		Internal Quality Assurance Cell	
Meeting Number with year	IQAC/ Committee/ 2018-2019/04	Day/ Date/Time	Wednesday, February 6, 2019 2 p.m. to 4 p.m. Concilium
<b>Members Present</b>			<b>Signature</b>
1. Dr. M.L Joseph	:Principal		
2. Dr. Sadanandan V.S	:Vice Principal		
3. Fr. John Christopher	:Vice Principal		
4. Mr. Henry Austin	:Social Worker, Treasurer of Kerala Latin Catholic Association		
5. Dr. Josemon M.D	:General Manager, Kerala State Industrial Enterprises		
6. Dr. Anil Joseph	:Managing Director Geo Structural Pvt. Ltd.		
7. Mr. George P.L	:Administrative Officer		
8. Mr. B. J. Josey	:Senior Superintendent		
9. Dr. J. Jameson	:Head, Department of Botany		
10. Dr. Sabu M.C	:Head, Department of Mathematics		
11. Dr. Louie Frobels	:Assistant Professor, Department of Physics		
12. Dr. Anisha S	:Assistant Professor, Department of Botany		
13. Smt. Rosalind Gonzaga	:Assistant Professor, Department of Commerce		
14. Dr. Vibin M	:Assistant Professor Department of Fisheries & Aquaculture		
15. Ms. Shradha Ramesh	:Student Representative I BA English		
16. Dr. Nisha Thomji Varghese	:Coordinator, IQAC		
<b>Members Absent</b>			

Minutes prepared by Signature with Date and Name	07-02-2019  Dr. Nisha Thomji Varghese IQAC Coordinator	Minutes passed by Signature with Date and Name	20-06-2019  Dr. M.L. Joseph Chairman
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Rev. Fr. Christy David Pathiala Mr. Binoy Soly	:Assistant Manager :Student Representative I M.Sc Chemistry	
<b>Agenda</b> <b>1. Reworked Curriculum</b> <b>2. Albertian Star Contest</b> <b>2. Online Internal Examinations</b> <b>3. E- Governance Policy</b> <b>4. Intellectual Property Rights Seminar</b> <b>5. Academic Retreat and Strategic Planning for 2019-20</b>		
Minutes		
<p>The meeting began with a silent prayer.</p> <p>The IQAC Secretary Dr. Louie Frobel presented the minutes of the previous meeting which was passed by the Chairman Dr. M.L Joseph with the approval of the members present. The Action Taken Report was presented by the IQAC Coordinator, Dr. Nisha Thomji Varghese.</p>		
1. The Chairman informed that the Heads of the Department would submit the reworked curriculum by February 15 <sup>th</sup> , 2019 since the revised curriculum had to be submitted to the Academic Council in the last week of February. It was decided that it would be better and easier to go in for a 20% revision and later on extensive revision could be brought in. The IQAC had to make sure that the Departments had thoroughly followed the guidelines regarding the changes to be incorporated in the Curriculum.		
2. The IQAC Coordinator informed that the different levels of the Albertian Star Contest were being conducted and the Grand Finale of the contest would be held on February 26, 2019.		
3. Dr. Sabu M.C suggested that the Office of the Controller of Examinations should make a plan as to whether the publication of the results be bifurcated as Arts, Science and Commerce. He also suggested that it would be beneficial to teachers and students if the internal examinations were conducted online.		
4. The Chairman informed that a new E-Governance policy would partially be		
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implemented in the college. Teachers would be able to manage classes, lecture and assignments through this. The IQAC had to encourage the faculty members to start using at the earliest, N-List, the National Library and Information services Infrastructure for Scholarly Content which was funded by the MHRD.

5. The IQAC Coordinator informed that a National Workshop on Intellectual Property Rights (IPR) would be conducted in the last week of March 2019. The focus of the seminar would be to promote the creation, protection and enforcement of the Intellectual Property Rights amongst various stakeholders and make them aware that IP is protected by law which would enable them to earn recognition or financial benefit from what they invent or create.

6. It was decided that a three day Academic Retreat for strategic planning had to be conducted before the beginning of the forthcoming academic year. Such a planning would provide a focus and formalize the Institution's mission, vision, values, goals, and objectives which would enable the staff to voice and agree on the same priorities and focus on the same path to improvement.

The Meeting concluded at

4: 00 p.m.

Minutes prepared by Signature with Date and Name	07- 02 -2019  <b>Dr. Nisha Thomji Varghese</b> IQAC Coordinator	Minutes passed by Signature with Date and Name	20-06-2019  <b>Dr. M.L. Joseph</b> Chairman
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