



ST. ALBERT'S COLLEGE (AUTONOMOUS)

Banerji Road, Ernakulam – 682018

Minutes

Committee Name		Internal Quality Assurance Cell	
Meeting Number with year	IQAC/ Committee/ 2018-2019/01	Day/ Date/Time	Tuesday, 17 July 2018 2 p.m. to 4 p.m. Concilium
Members Present			Signature
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 Frobel	: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: Prof. Nisha Thomji Varghese	:Coordinator, IQAC		

Minutes prepared by Signature with Date and Name	17-07-2018 Prof. Nisha Thomji Varghese IQAC Coordinator	Minutes passed by Signature with Date and Name	08-10-2018 Dr. M.L Joseph Chairman
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Members Absent

Rev. Fr. Christy David Pathiala :Assistant Manager
Mr. Binoy Soly : Student Representative
I M.Sc Chemistry

Agenda

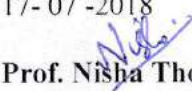
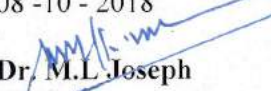
1. Xavier Board of Higher Education for Administrative and Academic Audit
2. Revision of UG syllabus
3. Promoting Research projects for faculty and students
4. Result Analysis
5. Placement Cell activities for students
6. Feedback from Stakeholders
7. Albertian International Knowledge Summit
8. OJTs and Internships
9. College Official Website Makeover
10. Green Protocol

Minutes

The meeting began with a silent prayer.

The Chairman welcomed the members to the meeting and expressed his appreciation of the work done by the outgoing coordinator Dr. Ajith Thomas John emphasizing on the quality assurance initiatives like Seminars/workshops organized for the development of Teaching and Non-Teaching Staff, introduction of the Albertian English Learning programme (AELP) certificate Course, Feedback and suggestions from faculty members/students, constituting a Department Quality Assurance Cell(DQAC), Alumni & parents on Curriculum & Evaluation process, Clean and Green Campus, Albertian Best Student programme etc. undertaken by the IQAC under his leadership. The new IQAC Coordinator Prof. Nisha Thomji Varghese and the Associate Coordinator, Dr. Louie Frobel were welcomed. The minutes of the previous meeting were presented and passed with the approval of the members present.

1. It was decided that an Administrative and Academic Audit would be conducted in the College and the Xavier Board of Higher Education in India would the external auditors. They had been approached and they had sent the data template/AAA format which would have to be consolidated by the IQAC and sent to them by the end of September. The tentative dates for the visit would be fixed for the third week of October, 2018. It was decided that the Academic Audit (AA) format would be sent to



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- each of the Departments and the DQAC coordinator would consolidate the Department data and submit it to the IQAC. The details of the Administrative Audit would be collected by the IQAC. The final consolidated version of the Administrative and Academic Audit (AAA) would be sent to the Xavier Board by the IQAC.
2. The Chairman informed that the present syllabus of the UG programmes would have to be revised. 20% revision would have to be done. The Departments would have to convene the Board of Studies and see to it that discussions about changes to be incorporated were done. The Syllabus had to be revised/developed and should had to have relevance to the local/ national /regional/global developmental needs with learning objectives including Programme outcomes, Programme specific outcomes and course outcomes of the Programme.
 3. It was decided that the Office of the Dean, Research would have to see to it that the faculty members applied for major and minor research projects. It was suggested that it would be highly useful if a research proposal writing session was organized for PG students as well as the teaching faculty. The faculty had to be encouraged to file patents as well as publish commendable research papers in reputed national and international journals and also bring out chapters in books.
 4. An analysis of the results of the academic year 2017-18 had to done by each of the Departments and see to it whether corrective measures/extra coaching was needed to be adopted to bring in better results. Analysis of results compared to other Colleges would also have to be done for improvement. The Departments would have to conduct an Entry Level test for the newly admitted students and based on their score would have to conduct remedial classes to assist students to achieve expected competencies. Special classes could also be conducted for high achievers.
 5. The Placement Cell would have to conduct training programmes for the final year students by inviting trained and qualified resource persons to address students on self-enhancement, confidence building, career awareness program, etc. Conducting aptitude test, GD and soft skills programs, training the students in Interview skills would also have to be taken up by the Placement Cell so that more students would be able to procure better placements. Proper documentation of student progression would have to done by each Department under the supervision of the Placement Cell

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and the data would have to be submitted to the IQAC.

6. It was decided that the feedback had to be collected from all stakeholders (Students, alumni, parents, employers) and analysis conducted. Based on the analysis, necessary changes could be incorporated into the system. The online feedback mechanism could be used for students, alumni and employers but for parents it would be easier to distribute a questionnaire during the Department PTA meetings.
7. It was decided that workshops/seminars/symposiums be conducted focusing on areas like IPR, emerging Technologies, Innovative Teaching methodologies, ICT enabled Teaching and the like. The Albertian International Knowledge Summit (AIKS) would have to be planned for the month of January 2019 and Departments had to try to get as many erudite international resource persons.
8. The Chairman suggested that OJTs and internships should become an integral part of every student's academic journey and that steps had to be taken to encourage students to go on part-time internships at reputed institutions/organizations.
9. It was decided that the College website would have to get a new makeover and all the necessary details regarding the College and its respective bodies, committees and Departments would have to upload their sites timely. The IQAC would have to monitor that.
10. It was decided that green protocol be introduced in the campus, presenting a set of measures which when implemented would result in significant reduction of waste with primary focus on prevention of use of disposables/plastic and using reusable alternatives.

The Meeting concluded at

4: 00 p.m.

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