



ST. ALBERT'S COLLEGE (AUTONOMOUS)

Banerji Road, Ernakulam – 682018

Minutes

Committee Name		Internal Quality Assurance Cell	
Meeting Number with year	IQAC/ Committee/ 2018-2019/02	Day/ Date/Time	Monday, October 8, 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. Dr. Nisha Thomji Varghese	:Coordinator, IQAC		
Members Absent			

Minutes prepared by Signature with Date and Name	08-10-2018 Dr. Nisha Thomji Varghese IQAC Coordinator	Minutes passed by Signature with Date and Name	26-11-2018 Dr. M.L Joseph Chairman
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Rev. Fr. Christy David Pathiala	: Assistant Manager	
Mr. Binoy Soly	: Student Representative I MSc Chemistry	
Agenda		
1. Department Audit		
2. Curriculum Development		
3. Rebuild Kerala MoUs		
4. Election Awareness Programmes		
5. Course on Life Skills		
Minutes		
The meeting began with a silent prayer.		
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.		
1. The Chairman informed that the visit by the external peer team for the AAA had been scheduled for November 7, 8 and 9, 2018. The IQAC Coordinator, Prof. Nisha Thomji Varghese had sent consolidated version of the Administrative and Academic Audit (AAA) to Xavier Board on 4 th October, 2018. The Internal Audit Team would start the Department Visits by Monday, October 9, 2018. The Heads of the various Departments would have to make the necessary preparations and get their files in order. The IQAC Coordinator would have to formulate a team to look into the details of the Visit and make necessary arrangements to make sure that the Visit went well.		
2. Dr. Anil Joseph Vadakumthala suggested that the IQAC had to encourage the different Departments to meticulously go through the guidelines regarding the changes to be incorporated in the Curriculum. The faculty of the Department along with academic experts and stakeholders from without had to design a curriculum with lot of brain storming and deliberations. Critical planning, curriculum development meetings, analysis of feedback reports would have to play a vital role in designing the curriculum. The Curriculum had to be more skill and value based. The IQAC had to collaborate with faculty members and faculty committees in the restructuring of the Curriculum and see to it that Curricula developed had relevance to the local/ national / regional/global developmental needs with learning objectives		

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including Programme outcomes, Programme specific outcomes and course outcomes of all the Programme offered by the Institution

3. It was decided that Departments had to be encouraged to sign MoUs with different Panchayats/Wards in the nearby Villages as part of the Village Adoption scheme. In the wake the floods that ravaged the state in the month of August, lot of rehabilitation work could be done in the different villages in and around the location of the College. Students could work along with the community at the grass root level, while enabling / empowering them for pursuing the goal of rebuilding their lives which had been displaced during the Floods.
4. Mr. Henry Austin suggested that as the country was going in for elections in the month of April-May 2019, it would be good if the IQAC took up the initiative of making sure that election awareness campaigns were conducted on the Campus.
5. Prof. Rosalind Gonzaga suggested that an Add-on programme on the lines of the Albertian English Learning Programme (AELP) be conducted for the first year UG students during the second semester. The Course had to focus on cultivating personal life skills such as self-reflection, critical thinking, problem solving and interpersonal skills as well as developing ethical and moral values.

The Meeting concluded at

4: 00 p.m.

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