

IQAC MINUTES 2021-22

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE- IQAC MEETING

04/06/2021

Dear Sir/Madam,

A meeting of the IQAC will be held at 11 a m on 7th June, 2021 in online platform. All the members are requested to be present on time.

Agenda:

1. Evaluation of the Action Plan submitted by the Departments.
2. Finalising Handbook and Calendar.
3. Online Review -Teaching-Learning & Internal Evaluation.
4. Online Enrichment Program for Students & Faculty Members.
5. Evaluation of the feedback on teachers received from the students.
6. Website Updation.
7. Review of DEQ.
8. Relevant Quality Issues.

To all IQAC Members




Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

IQAC Co-ordinator

Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 7th June 2021 at the Conference Hall

Members Present:

1. Dr.Joshy Varghes (Principal)
2. Mr.Anand Joseph (Vice Principal)
3. Rev. Fr. Thomas Thoompumkal (Administrator)
4. Mr. Jobin Joseph (IQAC Coordinator)
5. Mrs. Asha K.N (IQAC Joint Coordinator)
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator)
7. Mrs. Bincy Joseph (Member)
8. Mr. Anit Jose (Member)
9. Mr. Jaimon Varghese (Member)
10. Mr. Nibu Thomas (Member)
11. Mr. Aju Jolly (Member)
12. Mrs. Remya George (Member)
13. Mr. Abin Joseph (Member)

Minutes:

1. The first IQAC meeting of the present academic year began with a silent prayer.
2. The meeting evaluated the various activities of the last academic year and shared suggestions and recommendations.
3. Meeting also evaluated the action plan submitted by the departments and decided to incorporate to the handbook and calendar.
4. The meeting also evaluated the feedback on teachers collected from the students and recommendations given by the students were taken seriously.
5. The Principal gave an overview of the actions taken during the reported period of the academic year 2021-22.

6. The Principal mentioned that each Faculty is taking online classes through zoom, Whatsapp, Google classroom and Google meet by providing e-content prepared by them to the students through Whatsapp. The Principal further mentioned that as face to face review meeting with students and HODs are not possible due to Corona Virus Pandemic, requested all HODs to submit report regarding completion of syllabi, number of classes taken per week, attendance of students, if any student is absent in the class due to unavailability of Smartphone or net problem, how teachers are helping them, whether study materials are provided to the students, Regular internal assessment, regular mentoring students during pandemic to keep the students physically & mentally fit etc. The Principal reported that all HODs submitted monthly online report from April to June, 2021 to the IQAC regarding the progress of Teaching-Learning and Internal Evaluation Process.
7. The Principal mentioned Enrichment Programmes for students and Faculty Members and it is mainly done through Seminars/ Workshops/Special Lectures/FDP. Each Department organises at least two enrichment programmes per year. It is not possible to organise all the Enrichment programmes in offline mode due to pandemic, decided to organise online mode programmes by each Department in collaboration with IQAC.
8. Website - The Website Committee is working to expand the base for posting all upcoming events of the college, documenting and uploading video content to reflect the work of the institution for transparent dissemination of information about college to allow prospective students and their parents /guardians to make informed choices. It also hosts information for students currently pursuing education in the institution.
9. The meeting reviewed the College Management Software and suggested few more features to add in the software.
10. It is decided to prepare and submit the mentor mentee list.

Mrs. Asha K.N, the IQAC Joint Coordinator proposed a vote of thanks. The meeting ended at 12.30 p.m



IQAC Coordinator




Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

05/07/2021

Dear Sir/Madam,

A meeting of the IQAC will be held in online platform (Google Meet) at 2 p.m. on 7th July 2021. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Gender Sensitization Campaign
3. Certificate Courses
4. Civil survive orientation Programme
5. Skill Development Programme
6. Relevant Quality Issues

To all IQAC Members.



IQAC Co-ordinator



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 7th July 2021

Members Present:

1. Dr.Joshy Varghese (Principal)
2. Mr.Anand Joseph (Vice Principal)
3. Rev. Fr. Thomas Thoompunkal (Administrator)
4. Mr. Jobin Joseph (IQAC Coordinator)
5. Mrs. Asha K.N (IQAC Joint Coordinator)
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator)
7. Mrs. Bincy Joseph (Member)
8. Mr. Anit Jose (Member)
9. Mr. Jaimon Varghese (Member)
10. Mr. Nibu Thomas (Member)
11. Mr. Aju Jolly (Member)
12. Mrs. Remya George (Member)
13. Mr. Abin Joseph (Member)

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The meeting decided to update the profile of all faculty members with teaching and academic credentials.
3. The meeting decided to conduct the 30 hrs certificate course for students.
4. The Principal suggested that a blended mode of learning could be further strengthened with more lectures, videos recordings, and other ICT tools.
5. Decided to organise a Gender sensitization campaign by the NSS and Women Cell in association with the District Women and Child Development Department, Idukki.
6. To conduct a free online Orientation programme for Civil Service aspirants by Career Guidance and Placement cell in collaboration with Dectus Academy, Kottayam.

Mr. Abin Joseph, proposed a vote of thanks. The meeting ended at 3.30 p.m



IQAC Coordinator



Dr. JOSHY VARGHESE MA, B.ED, PH.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

07/08/2021

Dear Sir/Madam,

A meeting of the IQAC will be held in online platform, Google Meet at 11a.m. on 10th August, 2021. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Departmental Activities.
3. Badminton Tournament.
4. Independence Day Celebration.
5. Skill Development Programme.
6. FDP.
7. Relevant Quality Issues.

To all IQAC Members



IQAC Co-ordinator



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 10th August 2021 at the Conference Hall

Members present:

1. Dr.Joshy Varghese (Principal) *Joshyy*
2. Mr.Anand Joseph (Vice Principal) *A J*
3. Rev. Fr. Thomas Thoompumkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mr. Anit Jose(Member) *Anit*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The meeting decided to conduct the Independence Day celebrations on 15th August under the auspices of NCC.
3. It is reported that more teachers are showing interest in attending FDPs and there is an improvement in the quality consciousness of faculties.

4. Administrator informed that our College organises an Inter-Collegiate Badminton Tournament on 14th and 15th August, 2021 under the auspices of Sports Club. Mr. Nibu Thomas, the Sports Club in-charge, will be the Co-ordinator.
5. The meeting entrusted the Department of Social Work to organise a workshop on *Counselling* in collaboration with KAPS Idukki District and KAPS Skill Academy.
6. The meeting decided to inaugurate Mar Sleeva Civil Service Academy in association with Dectus Academy, Kottayam.

Mrs. Asha K.N, the IQAC Joint Coordinator proposed a vote of thanks. The meeting ended at 12.30 p.m.



IQAC Coordinator



Principal

PRINCIPAL
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSEERY
P.O. RAJAMUDY, KERALA-686604

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

24/10/2021

Dear Sir/Madam,

A meeting of the IQAC will be held in online platform, Google Meet at 2 p.m. on 27th October, 2021. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Evaluation of Criteria Reports.
3. Club/Cell activities.
4. Induction programme.
5. Mentoring.
6. Bridge Course.
7. Offline Classes.
8. Relevant Quality Issues.

To all IQAC Members



IQAC Coordinator



**Dr. JOSEPH VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.**

Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)
Minutes of the IQAC Meeting held on 27th October 2021(Online)

Members Present:

1. Dr. Joshy Varghese (Principal) *Joshy*
2. Mr. Anand Joseph (Vice Principal) *AA*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mr. Anit Jose(Member) *Anit*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
 2. The IQAC Chairman entrusted Co-ordinator of Criterion-I to arrange a meeting with the IQAC members.
 3. To conduct Induction Programme and Bridge Courses for the first year UG students.
 4. Decided to conduct a *Pre -Marital Awareness Class* by the Women Cell.
 5. Planned to conduct an inauguration of *HR and Anti- Human Trafficking Club* by the Social Work Department.
 6. Decided to conduct Mentoring for the first year UG students.
 7. The Principal informed that all the offline classes will commence on 4/10/2021.
- Mrs. Bincy Joseph proposed a vote of thanks. The meeting ended at 3.30 p.m


IQAC Coordinator



Joshy
Principal
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY
P.O. RAJAMUDY, KERALA-685604

INTERNAL QUALITY ASSURANCE CELL(IQAC)
Minutes of the IQAC Meeting held on 27th October 2021(Online)

Members Present:

1. Dr. Joshy Varghese (Principal) *Joshy*
2. Mr. Anand Joseph (Vice Principal) *AA*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mr. Anit Jose(Member) *Anit*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
 2. The IQAC Chairman entrusted Co-ordinator of Criterion-I to arrange a meeting with the IQAC members.
 3. To conduct Induction Programme and Bridge Courses for the first year UG students.
 4. Decided to conduct a *Pre -Marital Awareness Class* by the Women Cell.
 5. Planned to conduct an inauguration of *HR and Anti- Human Trafficking Club* by the Social Work Department.
 6. Decided to conduct Mentoring for the first year UG students.
 7. The Principal informed that all the offline classes will commence on 4/10/2021.
- Mrs. Bincy Joseph proposed a vote of thanks. The meeting ended at 3.30 p.m

[Signature]
IQAC Coordinator



Joshy
Principal
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY
P.O. RAJAMUDY, KERALA- 685604

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

18/11/2021

Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. On 22nd November, 2021.
All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Internal Exam.
3. Strenna season 2.
4. Department/Club/Cell activities
5. Any other quality Issues.

To all IQAC Members



IQAC Coordinator



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 22nd November 2021 at the Conference Hall

Members present:

1. Dr. Joshy Varghese (Principal) *Joshuff*
2. Mr. Anand Joseph (Vice Principal) *Anand*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mrs. Alby Joseph(Member) *Alby*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. Planned to conduct an *Online Orientation Programme for Civil Service Prelims Cum Mains- Mar Sleeva Civil Service Academy.*
3. The Principal informed that the Internal Exam for the First (2020-23 batch) and Third (2019-2022 batch) Semester students will begin from 29th November onwards. All the HoDs are requested to prepare the time table and question paper on or before 25/11/2021.
4. Administrator Rev.Fr.ThomasThoompunkalproposed to conduct *Stenna Season-2* for the school students of Idukki Diocese.

Mr. Aju Jolly proposed a vote of thanks. The meeting ended at 12.30 p.m


IQAC Coordinator



Joshuff
Principal
PRINCIPAL
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY,
P.O. RAJANUDY, KERALA-685604

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE- IQAC MEETING

4/12/2021

Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. on 6th December, 2021.

All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. PTA Meeting.
3. Curriculum planning for the New Semester.
4. FDP.
5. Course Completion feedback.
6. Christmas Celebration.
7. Department/club/cell activities.
8. Any other quality Issues.

To all IQAC Members



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

IQAC Coordinator

Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 6th December 2021 at the Conference Hall

Members Present:

1. Dr. Joshy Varghese (Principal) *Joshy*
2. Mr. Anand Joseph (Vice Principal) *Anand*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph (Member) *Bincy*
8. Mrs. Alby Joseph (Member) *Alby*
9. Mr. Jaimon Varghese (Member) *Jaimon*
10. Mr. Nibu Thomas (Member) *Nibu*
11. Mr. Aju Jolly (Member) *Aju*
12. Mrs. Remya George (Member) *Remya*
13. Mr. Abin Joseph (Member) *Abin*

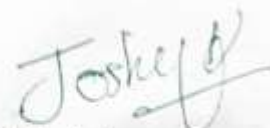
Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The meeting is scheduled to conduct the PTA for the first year UG and PG students at the earliest.
3. Entrusted HoDs to implement the curriculum as per the schedule.
4. Decided to conduct a Faculty Development Programme.
5. Decided to conduct inter-Departmental Christmas Day celebrations.
6. Planned to conduct a Research Paper Presentation by Aksharathal.
7. Decided to conduct Skill Development Programme on 'Basic Proficiency Course in English' by the Add-on Cell.

Mr. Nibu Thomas proposed a vote of thanks. The meeting ended at 12.30 p.m



IQAC Coordinator



Principal

MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY,
P.O. RAJANUDY, KERALA-685604

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

03 /01/2022

Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. on 5th January, 2022. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Department/Club/cell activities.
3. University Exam.
4. MOOC Registration.
5. Any other quality Issues.

To all IQAC Members



IQAC Coordinator



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 5th January 2022 at the Conference Hall

Members Present:

1. Dr.Joshy Varghese (Principal) *Joshy*
2. Mr.Anand Joseph (Vice Principal) *Anand*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mrs. Alby Joseph(Member) *Alby*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. Discussed about the upcoming University exam for the Second Semester.
3. The Principal informed about the MOOC Registration of the first year UG students.
4. The meeting decided to conduct a *Value Education* classes.
5. The Principal reminded the Club and Cell coordinators to conduct the programmes as per the schedule.

Mrs. Alby Joseph proposed a vote of thanks. The meeting ended at 12.30 p.m

Alby
IQAC Coordinator



Joshy
Principal
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY.
P.O. RAJANUDY, KERALA-685604

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

01 /02/2022

Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. on 2nd February, 2022.
All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Department/Club/cell activities.
3. Course Diary, PBAS and Department activities.
4. Complaint Software.
5. Student evaluation of Teachers.
6. Rural Camp.
7. Any other quality Issues.

To all IQAC Members



Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.

IQAC Coordinator



Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)
Minutes of the IQAC Meeting held on 2nd February 2022

1. Dr.Joshy Varghese (Principal) *Joshy*
2. Mr.Anand Joseph (Vice Principal) *Anand*
3. Rev. Fr. Thomas Thoompunkal (Administrator) *Thomas*
4. Mr. Jobin Joseph (IQAC Coordinator) *Jobin*
5. Mrs. Asha K.N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph(Member) *Bincy*
8. Mrs. Alby Joseph(Member) *Alby*
9. Mr. Jaimon Varghese(Member) *Jaimon*
10. Mr. Nibu Thomas(Member) *Nibu*
11. Mr. Aju Jolly(Member) *Aju*
12. Mrs. Remya George(Member) *Remya*
13. Mr. Abin Joseph(Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The IQAC entrusted the Feedback Committee to start the feedback collection from stakeholders.
3. It is suggested to submit the completed Course Diary to the Principal. The new PBAS form was finalised for Performance Appraisal.
4. Under the initiatives of *Mar Sleeva Care Club*, it is decided to collect and distribute clothes to the *Friends of Kerala*.
5. The Principal informed about the *Complaint Software* developed by the students of Computer Science and Mr.Abin Joseph, HOD of Computer Science, explained the functioning of *Complaint Software* to the IQAC members.

6. The Principal informed the conduct of Rural Camp named "EMBLAZE" at Marayoor organized by Department of Social Work from 22nd February 2022 to 27th February, 2022 for the first year MSW students.
7. The meeting decided to conduct a *Career Guidance Programme* by the Department of Commerce. The Department of Economics decided to conduct *Union Budget Analysis* by Dr. K K John, Principal.
8. Under the initiative of Sports Club, it is decided to conduct a seminar on *Youth Wellness and Fit India*.
9. The Red Ribbon Cell decided to conduct a webinar on *Healthy Food Habits*.
10. The Career and Placement Cell planned to conduct a *Workshop on Resume Preparation and Job Application Letter* for the final UG students.
11. Decided to conduct a webinar on *Youth and Media* by Legal Literacy Cell.
12. The ED Club decided to conduct seminar on *Fresh Water Aqua Culture* for the first year UG students.

Mr. Jaimon Varghese proposed a vote of thanks. The meeting ended at 12.30 p.m


IQAC Coordinator




Principal
PRINCIPAL
MAR SREEVA COLLEGE OF ARTS AND SCIENCE
MURICKASSERY,
P.O. RAJAMUDY, KERALA-685101

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

01 /03/2022

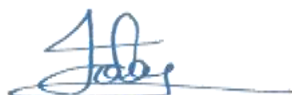
Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. on 2nd March, 2022. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. Union Election.
3. Administrative and Academic Audit.
4. Result Evaluation of First and third semester.
5. Semester Completion.
6. Mega Job Fair.
7. Feedback.
8. FDP.
9. Staff Tour.
10. Department/Club/cell activities.
11. Any other quality Issues.

To all IQAC Members



DR. JOSEPH VARGHESE NAL, B.E., Ph.D.
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamedy P.O.

IQAC Coordinator

Principal

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 2nd March 2022 at the conference Hall

1. Dr. Joshy Varghese (Principal) 
2. Mr. Anand Joseph (Vice Principal) 
3. Rev. Fr. Thomas Thoompungal (Administrator) 
4. Mr. Jobin Joseph (IQAC Coordinator) 
5. Mrs. Asha K.N (IQAC Joint Coordinator) 
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) 
7. Mrs. Bincy Joseph (Member) 
8. Mrs. Alby Joseph (Member) 
9. Mr. Jaimon Varghese (Member) 
10. Mr. Nibu Thomas (Member) 
11. Mr. Aju Jolly (Member) 
12. Mrs. Remya George (Member) 
13. Mr. Abin Joseph (Member) 

Minutes:

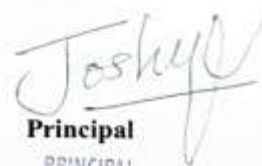
1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The manual template files for preparation of data for administrative and academic Audit (AAA) were presented in the meeting by the IQAC Coordinator. The members approved the template for AAA.
3. The Principal informed about the Union Election to be conducted on 15th March, 2022 and appointed Mr. Aju Jolly as Returning Officer.
4. The IQAC decided to collect feedback from all the stakeholders in collaboration with Feedback Committee.
5. The meeting evaluated the results of the first and third semester UG students.
6. The meeting appreciated the students who got selection in the *Campus Placement Drive* conducted at St. Joseph College, Moolamattom.
7. It is decided to conduct an *Intra-college Computer Science and Management Fest*.
8. The Principal informed that the 4th and 6th semester should be completed by 30th March.

9. The meeting decided to conduct a one week FDP on *The Best Practices on Online Teaching/Classroom, Courseware and Tools* from 19th April, 2022 to 25th April, 2022 in association with IPSR Solutions Ltd.
10. The meeting decided to conduct a *Mega Job Fair* on 26th March under the auspices of Career and Placement. The Principal informed that there are 40 Companies from different sectors expressed their willingness to participate in the Mega Job Fair. Mr. Christin Abraham is appointed as the Co-ordinator of the job fair. The meeting also decided to conduct an Orientation on *How to Attend an Interview* for the Mar Sleeveans.
11. The College Administrator, Rev. Fr. Thomas Thoompunkal informed about the Staff Tour for the academic 2021-22.
12. Anti-Ragging Cell planned to conduct a Training on *Anti-Harassment*.

Mrs. Asha K.N, the IQAC Joint Coordinator proposed a vote of thanks. The meeting ended at 12.30 p.m.



IQAC Coordinator



Principal

PRINCIPAL
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY,
P.O. RAJAMUDY, KERALA-685604

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

02 /05/2022


Dear Sir/Madam,

A meeting of the IQAC will be held in the conference hall at 10 a.m. on 4th May 2022. All the members are requested to be present on time.

Agenda:

1. Review of the decision of the previous IQAC meeting.
2. University Exam.
3. IQAC activity report.
4. Action plan for next academic year.
5. Evaluation of Administrative and Academic Audit.
6. Feedback analysis for Action Taken.
7. Department/Club/cell activities.
8. Any other quality Issues.

To all IQAC Members



IQAC Coordinator



Dr. JOSEY WAZHAR M.B.A., B.A., P.D.
PRINCIPAL,
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudi P.O.

Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4th May 2022 at the conference Hall

1. Dr. Joshy Varghese (Principal) *Joshy*
2. Mr. Anand Joseph (Vice Principal) *As J*
3. Rev. Fr. Thomas Thoompungal (Administrator) *STHOMAS*
4. Mr. John Joseph (IQAC Coordinator) *John*
5. Mrs. Asha K N (IQAC Joint Coordinator) *Asha*
6. Mrs. Tinju K Syriac (IQAC Joint Coordinator) *Tinju*
7. Mrs. Bincy Joseph (Member) *Bincy*
8. Mrs. Alby Joseph (Member) *Alby*
9. Mr. Jaimon Varghese (Member) *Jaimon*
10. Mr. Nibu Thomas (Member) *Nibu*
11. Mr. Aju Jolly (Member) *Aju*
12. Mrs. Remya George (Member) *Remya*
14. Mr. Abin Joseph (Member) *Abin*

Minutes:

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
 2. IQAC Co-ordinator presented the report of AAA Evaluation and asked for suggestions.
 3. Feedback Committee presented the feedback and analysis from various stakeholders. The IQAC discussed and decided the action taken.
 4. Evaluated Gender Audit Reports, especially suggestions and recommendations.
 5. The meeting evaluated the action plan submitted by the Departments. It is decided to incorporate necessary modifications in the Handbook and Academic Calendar for the next academic year.
 6. IQAC Coordinator presented the IQAC report of 2021-22 and placed before the meeting members for suggestions.
 7. Discussed about the upcoming University exam of the 3rd and 6th semester.
 8. The meeting decided to conduct the Model Exam for the first year U G students.
- Mr. Nibu Thomas proposed a vote of thanks. The meeting ended at 12.30 p.m

[Signature]
IQAC Coordinator



Joshy
Principal
MAR SLEEVA COLLEGE OF ARTS & SCIENCE
MURICKASSERY,
P.O. RAJAMUDY, KERALA-685604



Joshy
Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
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