



# MAR SLEEVA COLLEGE OF ARTS AND SCIENCE

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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 9th June 2021 (Online)

AGENDA	DECISION	ACTION TAKEN
Evaluation of the Action Plan submitted by the departments.	Evaluated the various activities of the last academic year and shared suggestions and recommendations.	Evaluated the action plan and teaching plan submitted by the Departments. It is decided to incorporate modifications in the Handbook and Academic Calendar.
Online Review - Teaching-Learning & Internal Evaluation	The Principal suggested that faculty can use diverse online platforms like zoom, Whatsapp, Google Classroom, Google Meet etc. to conduct interactive sessions with students and sharing of study materials. The Principal further mentioned that as face to face review meetings are not possible in the pandemic scenario, HoDs are informed to submit the overall details of syllabus completion, number of classes taken per week, attendance of students, mentoring details, internal examination marks etc.	All HoD's submitted Weekly Online Class Report to the Principal
Review of DEQ	Reviewed the College Management Software and suggested a few more additional features to add in the Software.	DEQ is updated with new features

Website Updation	Decided to update College Website and entrusted it to Website Committee.	Uploaded
Online Enrichment Program for Students & Faculty Members	Decided to conduct enrichment Programmes for students and Faculty and reminded each Department to organise at least two enrichment programmes per year. It is decided to conduct online mode programmes by each Department in collaboration with IQAC.	Conducted online enrichment programmes.
Evaluation of the feedback on teachers received from the students	Evaluated the feedback on teachers collected from the students and recommendations given by the students were taken seriously.	The action Taken Report prepared.
Relevant Quality Issues	Decided to prepare and submit the mentor mentee list.	The mentor -Mentee list was prepared and mentoring diary was distributed to mentors.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the IQAC Meeting held on 6th July 2021 (Online)

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
Review of the decision of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Gender Sensitization Campaign	Decided to organise a Gender sensitization campaign by NSS and Women Cell In association with District Women and child Development department, Idukki.	Assigned Women Cell to conduct Gender sensitization campaign for girls.
Certificate Courses-STEP	Decided to conduct the 30 hrs. Certificate Courses for students as part of the initiative of (STEP).	Started the Certificate Courses.
Civil Service Orientation Programme	Conducted an Online Orientation programme for Civil Service aspirants by Career Guidance and Placement Cell in collaboration with Dectus Academy, Kottayam.( STEP)	Service Entry Coaching Cell conducted the the Online Orientation session.
Gender Sensitization Campaigns	Decided to organise a Gender sensitization campaign by the NSS and Women Cell in association with the District	NSS and NCC Conducted Gender Sensitization Campaigns.

	Women and Child Development Department, Idukki.	
Relevant Quality Issues	Decided to update the profile of all faculty members with teaching and academic credentials.	All the faculty members submitted the academic credentials to IQAC Office.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 10<sup>th</sup> August 2021(Online)

AGENDA	DECISION	ACTION TAKEN
Skill Development Programme	The Department of Social Work organised a workshop on <i>Counselling</i> in collaboration with KAPS Idukki District and KAPS Skill Academy.	Department of Social Work conducted the workshop.
Badminton Tournament	Decided to organise an Inter-Collegiate Badminton Tournament on 14 <sup>th</sup> and 15 <sup>th</sup> August, 2021 under the auspices of Sports Club.	Conducted Badminton Tournament
Independence Day Celebration	Decided to conduct the Independence Day celebrations on 15 <sup>th</sup> August under the auspices of NCC.	Conducted the Independence day Celebrations under the auspices of NCC .
FDP	Decided to conduct FDP's in the academic year for teaching and non-teaching staffs.	Started initiatives for conducting FDP.
Mar Sleeva Civil Service Academy	Decided to inaugurate Mar Sleeva Civil Service Academy in association with Dectus Academy, Kottayam.	Started Mar Sleeva Civil Service Academy in association with Dectus Academy, Kottayam.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 3rd September 2021 (Online)

AGENDA	DECISION	ACTION TAKEN
Department/Cell/Club activities	Decided to organise Programmes - Departments/Clubs etc.	Conduct a PowerPoint Presentation on <i>The Impact of Petrol and Diesel Price Hike in Indian Economy</i> by PG Department of Commerce.
		Conducted a webinar in connection with <i>World Suicide Prevention</i> by Social Work Department.
New Comers Day	Decided to conduct an online inauguration and Three Days <i>Virtual Orientation Programme</i> for the first year UG students from 29 <sup>th</sup> September, 2021 onwards .	Online Orientation Programme was conducted for the first year U G students.
Skill Development programme	Conducted a training session on <i>Microsoft Access 2013</i> for the B.com Computer Application students.	Skill development programmes were conducted for the students by Departments/clubs/cells.
	Conducted a webinar on <i>Cyber Security</i> by Dep.	

Other relevant quality Issues	of Computer Science.	Evaluated the progress of criterion works .
	Conducted a training on <i>Excel Spreadsheet</i> by Dep. of Computer Science.	
	IQAC Chairman entrusted Criterion One Coordinator to arrange a meeting with IQAC members along with Criterion Members.	

## INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 3rd October 2021(online)

AGENDA	DECISION	ACTION TAKEN
Evaluation of Criterion Reports	IQAC Chairman entrusted criterion one coordinator to arrange a meeting with IQAC members along with criterion members.	Evaluated the progress of criterion works
Club/Cell activities	Decided to conduct a <i>Pre -Marital Awareness Class</i> by Women's Cell.	Different Department/Clubs/Cells organised many activities as scheduled.
	Planned to conduct an inauguration of the HR and Anti- Human Trafficking Club by the Social work Department.	
Induction programme	Decided to conduct Induction Programme and Bridge Course for the first year UG students	Induction programme was conducted by Departments



### INTERNAL QUALITY ASSURANCE CELL(IQAC)

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

AGENDA	DECISION	ACTION TAKEN
Review of the decision of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.	Approved previous minutes.
Mar Sleeva Civil Service Academy.	Decide to conduct an <i>Online Orientation Programme for Civil Service Prelims Cum Mains</i>	Conducted.
Internal Exam	Decided to conduct the Internal Exam for the First (2020-23 batch) and Third (2019-2022 batch) Semester students from 29th November onwards. All the HoDs are requested to prepare the time table and question paper on or before 25/11/2021.	Examination Cell conducted the Internal Examination.
Strenna season 2	Decided to conduct <i>Strenna Season-2</i> for the school students of Idukki Diocese.	Directed Music Club to co-ordinate the programme.

## INTERNAL QUALITY ASSURANCE CELL(IQAC)

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

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
PTA	Decided to conduct the PTA for the first UG and PG students from 14th December to 17th December 2021.	PTA Meeting conducted by the PTA Cell from 14th December to 17th December 2021.
Curriculum planning for the new semester	Entrusted HoD's to implement the curriculum as per the schedule.	Directed to HoD to monitor the curriculum implementation.
FDP	Decided to conduct a Faculty Development Programme	Conducted a Faculty Development Programme on 18 <sup>th</sup> December 2021.
Christmas Celebrations	Decided to conduct inter departmental Christmas celebrations.	College Union conducted the Christmas Celebrations.

<p>Department/Club/Cell activities</p>	<p>Planned to conduct a Research paper Presentation by Aksharathal.</p> <p>Decided to conduct Skill Development programme on <i>Basic Proficiency course in English</i> by Add On Cell.</p>	<p>Conducted Research paper Presentation Competition on 3rd January 2022 by Aksharathal.</p> <p>Conducted Skill Development programme on <i>Basic Proficiency Course in English</i> by ASAP, Govt of Kerala in association Mar Sleeva College on 9<sup>th</sup> December 2021.</p>
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**INTERNAL QUALITY ASSURANCE CELL IQAC)**Minutes of the IQAC Meeting held on 5<sup>th</sup> January 2022 at Conference Hall

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
Review of the decision of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved	Approved previous minutes.
Gender and Green Audit	IQAC decided to conduct the Green Audit and Gender Audit..	Submitted the relevant documents by IQAC.
Department/Club/cell activities	Principal reminded the club and cell coordinators to conduct the programme as per the schedule	Conducted various Programmes by Departments, Clubs and Cells as per the schedule.
Any other quality Issues	The meeting decided to conduct Value <i>Education</i> for the UG students.	Started Value Education for the UG students.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 2<sup>nd</sup> February 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Department/Club/Cell activities	The Department of Economics decided to conduct <i>Union Budget Analysis</i> by Dr.K K John Principal, SAINTGIST College of Applied Science Kottayam.	Conducted the Programme.
Course Diary, PBAS and Department activities	Decided to submit the completed Course Diary to the Principal. The new PBAS form was finalised for Performance Appraisal.	Completed Course Diary and submitted. The new PBAS was circulated to Teachers and non-Teaching staffs for Appraisal
Students initiative- <i>Complaint Software</i>	<i>Complaint Software</i> developed by the students of Computer Science.	IQAC recommended the incorporation of <i>Complaint Software</i> in the College Website.
Feedback Collection	IQAC entrusted the Feedback Committee to start the feedback collection from stakeholders.	Feedback Committee started feedback collection.
Rural Camp	Decided to conduct Rural Camp named "EMBLAZE" at Marayoor organized by Department of Social Work from 22 <sup>nd</sup> February 2022 to 27 <sup>th</sup> February, 2022 for the first year MSW students.	Conducted

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 2<sup>nd</sup> March 2022 at Conference Hall


AGENDA	DECISION	ACTION TAKEN
Administrative and Academic Audit	The manual template files for preparation of data for Administrative and Academic Audit (AAA) were presented in the meeting by IQAC Coordinator. The members approved the template for AAA.	The annual report data was collected from all Departments and Clubs in the prescribed format.
Semester Completion	Decided to complete 4 <sup>th</sup> and 6 <sup>th</sup> Semester by 30 <sup>th</sup> March.	HoDs submitted the Semester completion report to IQAC.
FDP	decided to conduct a one week FDP on <i>The Best Practices on Online Teaching: Classroom, Courseware and Tools</i> from 19th April, 2022 to 25th April, 2022 in association with IPSR Solutions Ltd.	Conducted the FDP .
Union Election	Union Election to be conducted on 15 <sup>th</sup> March, 2022 and appointed Mr. Aju Jolly as Returning Officer.	The Returning Officer conducted the Election smoothly.
Result Evaluation of First and third semester	Decided to evaluate the results of the first and third semester UG students.	Result analysed and communicated to IQAC

Staff Tour	Decided to conduct the Staff Tour for the academic 2021-22.	Conducted Staff Tour
Mega Job Fair	decided to conduct a <i>Mega Job Fair</i> on 26 <sup>th</sup> 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.	Conducted the Mega Job Fair.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4<sup>th</sup> May 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
IQAC activity report	IQAC coordinator presented the IQAC report of 2021-22 and placed before the meeting members for suggestions	Made necessary corrections in IQAC report 2021-22 and finalised
Action plan for next academic year	The meeting evaluated the action plan submitted by the Departments and decided to incorporate to the handbook and Calendar for the next academic year	The action plan given by the department were consolidated to form the academic plan of the college
Evaluation of Administrative and Academic Audit	IQAC coordinator presented the report of AAA evaluation and asked for suggestions.	AAA Report and its action taken reports were prepared
Feedback Committee	Feedback Committee presented the feedback and analysis from various stakeholders.	The IQAC prepared the action taken report.




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