

# ST. TERESA'S COLLEGE

(Autonomous)

College with potential for excellence

## Minutes of the IQAC Meeting

22 June 2020

The newly constituted IQAC team of the College met at 11.00 a.m. with the Director, Principal and NAAC seven criteria heads for the 1<sup>st</sup> meeting of the IQAC for the academic year 2020-21.

The meeting began with a prayer and welcome address by Dr. Kala M. S., the new IQAC Coordinator. A presentation of the activities conducted during the lockdown period was shared with the Criteria Heads. The Director acknowledged the efforts of the IQAC team in attaining the 47<sup>th</sup> rank in NIRF and for conducting webinars for the faculty members.

The following agenda was discussed during the meeting:

### Action plan for the year 2020 -21

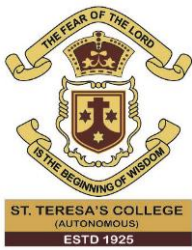
- In an effort to equip faculty to effectively conduct online classes and evaluation, the IQAC suggested the conduct of Faculty Development Programs along these lines. A proposal was sent to the Teaching Learning Centre of IIT, Madras seeking collaboration.
- The Teaching Learning Centre of the College will be initiating more programs for students and faculty on effective use of MOODLE, online tools for assignments etc.
- Acknowledging the difficulties faced by students from economically backward category, IQAC initiated Project Sumanasu to raise funds and provide devices for students to access classes online. The details of the same were shared with all members.
- The IQAC and NAAC criteria heads will propose the budget allocation heads.
- Guidelines to create plan of Actions for Departments and Clubs will be drafted by the NAAC teams to align the year's activities with NAAC metrics.

### Discussion on the New AQAR format

- The new format for AQAR was discussed. The IQAC will draft the AQAR form and share with the Department for data collection.
- The new format along with Standard Operating Procedures and Data Templates were shared with the respective Criteria heads.
- The NAAC teams will plan and implement action points. Each team will also foster a best practice.

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Ernakulam - 682 011, Kerala, India. Ph : 0484 2351870, 2381312  
Fax : 0484 2352525 www.teresas.ac.in principal@teresas.ac.in



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## Consolidation of AQAR for 2019-20 and collection of proof from departments

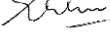
- The IQAC will consolidate the data for the previous academic year and share with each team for analysis.
- The reconstituted team under TRACC will consolidate data for research, including PhD coursework.
- Collection of proof will be implemented by the IQAC after sharing proper guidelines of maintaining proof at the Department level.
- It was suggested cloud storage options be considered for preserving proof. Proof will be maintained at the IQAC and Department level.

## Reconstitution of IQAC including external Members


- The IQAC Coordinator shared the requirements to constitute the IQAC Composition, including external members.
- Suggestions for external members were made by the participants. A confirmed list will be shared with the Director and Principal for final approval.

Dr. Mary Liya C. A, IQAC Joint Coordinator, concluding the meeting with the Vote of Thanks.


## Read and approved by:

1. Dr. Celine E. (Sr. Vinitha), Director 

2. Dr. Lizzy Mathew., Principal 

3. Dr. Kala M. S., IQAC Coordinator 

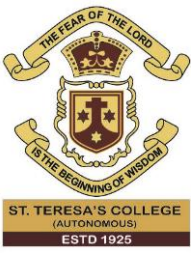
4. Dr. Usha Nair, PARAMARSH Coordinator 

5. Dr. Ushamani M., IQAC Joint Coordinator 

6. Dr. Mary Liya C. A., IQAC Joint Coordinator 

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7. Dr. Latha Nair R, Associate Professor

*Latha Nair R.*

8. Dr. Alphonsa Vijaya Joseph, Associate Professor

*Alphonsa*

9. Ms. Betty Joseph, Associate Professor

10. Ms. Teresa Kuncheria, Associate Professor

11. Dr. Susan Mathew Panakkal, Assistant Professor

*Susan*

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Fax : 0484 2352525 [www.teresas.ac.in](http://www.teresas.ac.in) [principal@teresas.ac.in](mailto:principal@teresas.ac.in)