



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

IQAC

Minutes of the Meeting dated 13th November 2020

The IQAC of the College met on 13th November 2020, Friday through Google Meet, an Online Platform. The meeting was attended by the faculty representatives of the IQAC, HoDs of all departments and other faculties related with AQAR.

The agenda of the meeting was to discuss on the major changes in the new AQAR format for the year 2020-21 and to explain and receive suggestions from other faculties. The meeting was commenced at 1.30 pm by Dr. Kala M S by giving a brief on the new AQAR format.

The meeting then discussed the agenda in detail

- The first report of AQAR incorporating all details from June 2020 to November 2020 will be submitted by the departments on or before 10th of December 2020.
- It was decided that the monthly AQAR reports will be submitted by all departments on or before 10th of every month. The additions if any will be added on to same file marking it in red.
- General guidelines regarding filling up of AQAR was discussed and detailed among the faculties.
- It was decided that online events does not require geotagged photographs.
- Suggestion was given by IQAC team as personal details be entered by each teachers individually rather than allotted AQAR representatives of the departments to avoid missing of correct data as promotions will be based on data revealed in the AQAR.

CRITERIA I - -Curricular Aspects

Criteria I team headed by Dr. Ushamani M was introduced to other faculty representatives and HoDs present in the meeting. The major changes made in the new AQAR format under criteria I were detailed by Dr. Kala M S and Dr. Ushamani M. The changes are:

Affiliated to
Mahatma Gandhi
University

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



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

- Programmes codes to be mentioned in addition to the programme names. The list of programme codes will be sent to all departments from IQAC.
- Board of Studies minutes to be entered precisely on all events taking place in the department. For eg. Feedback should not just mention as feedback were taken but should mention the suggestions given and actions taken for the same.
- It was brought to notice that only change in content of the syllabus can be considered as syllabus restructuring.

➤ Value Added Courses

- Documents showing minimum hours taken for each course to be presented for all value added courses.
 - The syllabus should be outside the curriculum but pertaining to the mainstream subject chosen by the student.
 - The classes should not be conducted during the college hours but outside college hours.
 - The programme to be undertaken by faculty outside the college like industrial expert.
 - The programme to be approved by board of studies before implementation of course.
 - As proof certificate of all students along with attendance sheet to be produced.
- In order to attain the complete benefit offered under the project scheme, it was suggested that all students of the college be entitled to some kind of project activities.

For this departments were instructed to ensure that all second year students are entitled to some kind of projects (Student project/Research Project/Internship/Field Project).

Language departments (Hindi, Malayalam and French) were asked to assign students of 1st year with assignments/ projects wherein they can submit a small report.

- Question paper should include pattern of OBE Implemented.

Affiliated to
Mahatma Gandhi
University

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



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

- Feedback from students, parents etc to be taken every year in prescribed format, present the suggestions on board meeting & also present action taken report.
- Hall tickets will be provided only to students who submit course feedback.

CRITERIA II- Teaching, Evaluation

- Criteria II team headed by Dr. Usha Nair discussed on catering to student diversity ie slow learners/advanced learners. To address this issue the team has come up with a innovative idea of foundation course.

The course can be implemented in each department wherein the basics of main stream subject will be dealt with on online mode which will end in 4 weeks duration.

- There will be two levels of assessment; those who pass 1st level will be listed as slow learners and the ones who passed second level as advanced learners.

The guidelines for the conduct of the course will be sent to the departments shortly. Departments can view and mention suggestions accordingly.

- Guest faculty under regular departments are those on leave and for self financing departments only those who are appointed for short term period can be considered as guest faculty and not those who are appointed by the management.
- It was clarified during the meeting that list of faculty and students will not suffice under mentoring details whereas a detailed report addressing the issues of the students and faculty to be submitted.
- It was also advised that OBC count should not be based on admission committee but actual numbers are required.
- As proofs bills and stock registers updated needs to be presented.

Affiliated to
Mahatma Gandhi
University

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



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

CRITERIA III- Research Innovation and Extension

- Criteria III is headed by Dr. Latha Nair.
- It was instructed to follow the consultancy policy strictly. The policy is available on the website and will also be sent to departments.
- It was decided that the expense gathered from FDPs and webinars will be distributed in the ratio of 40:60 among the departments organizing the programme and the college. It means after payment to resource person and other expense, 40% of remaining amount to be given to the college and 60% of the amount to be distributed among the faculties of the organizing department.
- It was suggested to add an additional column for total expenses under questions 3.3.2a and 3.3.2b. It was also instructed to give a note under 3.3.2b as Only academic competitions need be included.
- It was suggested to modify title of table 3.4.4c to Paper presentation in Conferences/Seminars/Symposia and to insert an additional table for faculty participation in Conferences/Seminars/Symposia.
- It was also suggested to add another table numbered 3.4.4e to include details of faculty served as resource person.
- In question 3.5.1, it was decided not to mention names of external faculties but name of the teacher consultant of the college.

CRITERIA IV-

- Ms. Betty Joseph heads the Criteria IV.
- No Major changes took place in Criteria IV.
- It was instructed to maintain all bills of the equipments or other purchases and also to maintain updated stock register in the departments.



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

- Lab equipments under academic facility

CRITERIA V – Student Support and Progression

- Criteria V is headed by Dr. Alphonsa Vijaya Joseph.
- It was instructed that departments to ensure that capacity development programmes are conducted under all the major heads mentioned by UGC ie Soft skill development, language & communication skills, Life skills and awareness of trends in technology
- It was clarified during the meeting that class column for pass out students under question number 5.1.2 be filled as final year.



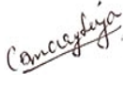


CRITERIA VI – Governance, Leadership and Management

- 6.4.3- funds raised from alumnae, PTA etc can be included in it.

CRITERIA VII- Institutional Values and Best Practices

- It was instructed that while preparing action plan/ design departments to ensure that atleast one programme of each head addressed in the topic are conducted.
- It was also suggested to provide a common format for all reports to be given. The same was agreed by IQAC to be sent to departments.

Read and Approved By:

1. Dr. Kala M S, IQAC Coordinator, St. Teresa's College, Ernakulam 
2. Dr. Ushamani M, IQAC Joint Coordinator, St. Teresa's College, Ernakulam 
3. Dr. Mary Liya, IQAC Joint Coordinator, St. Teresa's College, Ernakulam 
4. Dr. Usha Nair, Associate Professor, St. Teresa's College, Ernakulam 
5. Dr. Alphonsa Vijaya Joseph, Associate Professor, St. Teresa's College, Ernakulam. 

Affiliated to
Mahatma Gandhi
University


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



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

6. Ms. Betty Joseph, Associate Professor, St. Teresa's College, Ernakulam
7. Ms. Teresa Kuncheria, Associate Professor, St. Teresa's College, Ernakulam
8. Dr. Susan Mathew Panakkal, Assistant Professor, St. Teresa's College, Ernakulam 

Affiliated to
Mahatma Gandhi
University

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