



# ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4<sup>th</sup> cycle with grade A++

## IQAC

### Minutes of the Meeting dated 23<sup>rd</sup> September 2020

The IQAC of the College met on 23<sup>rd</sup> September 2020, Wednesday at the IQAC Cell. Three members of the IQAC attended the meeting to discuss the following points, as per the agenda:

#### 1. Webinars/Programmes conducted by IQAC:

- It was suggested by the team to maintain a checklist of activities to be taken care of before every webinar/ programme.
- Mr. Giby will be actively playing the role of technical staff of IQAC.
- The team also decided to conduct a review meeting after every programme.
- Excess funds raised for every programme will be shared with the concerned teacher/department and IQAC in the ratio of 40:60.

#### 2. AQAR:

- It is suggested to check the format of current AQAR with AQAR to be uploaded and present the same to criteria heads by October 1<sup>st</sup>.
- It is decided to send the format of AQAR for the year 2020-21 to all the departments of the college latest by October 10.
- A meeting with AQAR representatives and HOD's will be held on 1<sup>st</sup> week of October.
- Accumulate AQAR reports from all departments until October by November 10<sup>th</sup> and continue collecting AQAR from departments on a monthly basis by 10<sup>th</sup> of every month.
- AQAR for the year 2018-19 and 2019-20 needs to be uploaded in the site at the earliest possible.

#### 3. External Members:

- Appointment letters of the external members to be send on 25<sup>th</sup> of September 2020.
- It was decided that external members should include personnel from local govt. member, a parent, an alumnae as well as an industrial expert who is also associated with educational sector.



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#### 4. External Meeting:

- It is decided to conduct a meeting with all external members within 20<sup>th</sup> of October 2020.
- The meeting will be attended by external members, criteria heads, IQAC coordinators and Principal.
- Agenda for external meeting will be framed on 1<sup>st</sup> of October 2020.
- Invite letters for the meeting will be intimated to external members by 5<sup>th</sup> of October 2020.

#### 5. TLC Programmes:

It is suggested that guidelines for all the programmes organised by TLC will be formulated by IQAC and post approval from Principal the same will be intimated to the concerned teams.

#### 6. Project 'Sumanasu':

It was decided to wind up the project with one final distribution of gadgets to the most deserving students amongst the Ist Year batch.

#### 7. Training Programmes:

- It was suggested to arrange training programmes for the technical staffs and also training programmes to at least one teacher from all departments for Psychology training.
- It is also suggested that Ms. Teresa Kuncheria be given in-charge for such training programmes under the initiative of IQAC.

#### Read and Approved By:

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

2. Dr. Mary Liya C., IQAC Joint Coordinator

3. Dr. Ushamani M., IQAC Joint coordinator

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