



# 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 Meeting Minutes of the Meeting dated 16 August 2021

The second IQAC meeting of the academic year 2021-22, was conducted in the IQAC room at 11 a.m.

As per the agenda the following points were discussed.

### 1. AQAR 2020-21

The consolidated Criteria wise AQAR reports need to be sent to each criteria heads for verification, along with a department checklist. The heads are needed to check each question and highlight the blank spaces and corrections are to be noted. After verification, the reports are to be sent back to IQAC mail for corrections.

### 2. AQAR 2021-22

There is a change in the AQAR format this academic year. The new format is to be downloaded, changes to be marked and sent to departments as well as Criteria heads. Till then message is to be passed to all departments to stop updating department wise AQAR for this year.

### 3. Teachers' Audit form

A google form is to be sent to all departments in which the following questions are to be included: i. Name of department ii. Name of teacher iii. Year applicable- under dropdown, the options included will be 2020-21, 2020-21 and 2021-22, and joined in 2021-22. The teachers have to upload their audit form along with answering these questions. A google form for 10 teachers as well as 20 teachers are to be made, in which the latter is to be sent to English, Home science and Commerce SF departments. The date of completion is to be kept as September 10<sup>th</sup>.

### 4. Audit Committee

It is decided that there will be two teams conducting the audit, one for Regular and the other for Self-financing departments. The team headed by Dr. Sajimol Augustine, accompanied by Dr. Kala M. S and Dr. Ushamani M from IQAC will be in charge of the regular departments. The audit for self-financing departments will be conducted by the team with Dr. Beena as head and Dr. Usha Nair and Dr. Mary Liya from IQAC. Dr. Lizzy Mathew and Sr. Vineetha is to accompany the two teams commonly at regular intervals.

### 5. AQAR Proof Collection

The proof collection of AQAR is to be conducted along with the audit. Smt. Soumya Baby



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and Smt. Sangeetha is in charge of collecting the proofs. Smt Soumya will be accompanying the team for regular departments and Sangeetha will be visiting the self-financing departments. A checklist is to be created for the same.

## 6. Recruitment of Managing Bodies

According to a recent gazette issued by the University, all autonomous colleges are required to form 8 set of governing bodies, in which reconstitution of 6 is to be done urgently, including Governing Council, Academic Council and Grievance Redressal Committee.

Initially The Governing Council is to be reconstituted. The members to be retained are: Dr. Sajimol Augustine, Smt. Latha and Meenakshi. Along with these members one industrialist, one senior teacher and one elected teacher is to be selected and the list is to be sent as a letter to University.

The G.C in turn has to elect the members in Academic Council. The members that are to be retained as well as the new members need to be decided by the G.C.

The Board of studies and IQAC external peer committee are other bodies that need to be filled.

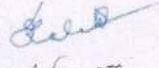



## 7. IT Infrastructure Survey by KSHEC

The KSHEC has sent out a survey on IT infrastructure in all colleges and the last date is 19.8.21. The registration is completed, and the login credentials will be updated soon. We need to start collecting the data from all departments after that. The data for the survey will also help us in future reports.

Other matters that required urgent notice are as follows:

- An MoU needs to be sent to the college, SNIT
- The list of students who will be returning their Sumanasu laptops this year needs to be segregated into science and arts block. Ushamani ma'am and Mary Liya ma'am will be following up with the department Hods of each block respectively.
- Corrected soft copies of all the policies and reports of all clubs and cells needs to be sent to R&D for updating in the website.

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 
3. Dr. Mary Liya C. A., IQAC Joint Coordinator, St. Teresa's College 
4. Dr. Usha Nair, Head of Criterion II 

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