



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

Re-Accredited by NAAC in the 4<sup>th</sup> cycle with grade A++ and CGPA 3.57  
Ranked 41<sup>st</sup> in National Institutional Ranking Framework (NIRF2023)

## IQAC Meeting Minutes of the Meeting dated 4 July 2022

The first meeting of the IQAC of the College for the academic year 2022-23 had held on 4th July 2022, Monday, at the student lounge, Art's block. The IQAC coordinator along with the IQAC joint coordinators, IQAC members and the criteria heads attended the meeting to review the activities of 2021-22 and to discuss the action plan for each criterion for the year 2022-23.

The IQAC Coordinator, Dr. Kala M. S. welcomed the gathering. She read out the names of the criterion heads and the sub-committee for all the seven NAAC criteria for the new academic year and briefed up the responsibilities and functions of the IQAC to the new members and criteria heads. The changes brought by the NAAC in the AQAR regarding the National Educational Policy was discussed in detail. Dr. Kala emphasized on the importance of sharing and discussing the responsibilities and activities of each criterion so that everyone would have an idea about the entire structure of the AQAR.

The shortcomings of the data and the scantiness of activities under each criterion in the AQAR 2020-21 and the measures to be adopted to improve the same were matters of discussion. The plan of action for the year and the challenges before each criterion were also discussed in detail.

The points discussed and decisions taken under each criterion are listed below.

### Criterion I

- The meeting had recognized the need of restructuring of the syllabuses of Value-added courses and add-on courses.
- The curriculum focusing on employability, skill development, gender equity, human values etc. is also the need of the hour.
- The online collection and consolidation of feedback on curriculum from students, alumni, teachers and parents is suggested to be proceeded.
- The meeting has decided to organize a NAAC sponsored seminar on NEP under the leadership of criterion 1 and 2.

## Criterion II

- A portfolio is to be designed to record all the activities done by the student including academics, cultural, sports, extension etc. This record can be used as a manual to evaluate the performance of the student in all strata and to motivate her to perform more, thus enabling the overall growth of the student.
- To cater the student diversity, it was decided to conduct programmes for advanced and slow learners.
- It was opined that the decreasing pass percent in many programmes need to be addressed. The meeting suggested remedial classes and special tutorial to support weak students in studies.
- The active usage of ICT tools by the teachers even if teaching become completely offline should be implemented.
- Need of revamping mentoring activities for students as it was almost stopped during the pandemic was also discussed.

## Criterion III

- The research activities of the college need to be strengthened with the collaboration of criterion III and TRACC.
- The meeting has identified the need of promoting teachers and research scholars to apply for various state, national and international awards and recognitions for research.
- A special team is to be constituted for monitoring the call letters for awards from different agencies.
- The departments should be motivated and equipped to come out with the best projects for applying for government scholarships and funds.
- The number of research guides from the college should be improved. Faculty with Ph.D. are to be encouraged to apply for research guideship.
- The lack of awareness about the publication aspects was noticed by the meeting. It was decided to conduct awareness sessions on Scopus, Web of Science, Impact factor etc. to teachers and research scholars for improving quality output from them.
- It was proposed to institute an award for best M.Sc. publication to motivate PG students towards publicizing their project work in the best journal.

- The members of the meeting pointed out the lack of plagiarism software for checking research publications and M.Sc. projects. Dr. Kala informed that a new plagiarism software has been purchased by the college and it will be soon in action.
- The number of consultancies from the faculty needs to be improved. The tax consultancy already providing by the department of commerce needs to be popularized by proper campaign.
- Corporate training needs to be improved as it was hardly zero last year.
- Rather than mere signing of MoUs with different agencies, the concerned team should ensure that activities are being conducted under the scope of the MoU. Instructions to be given to the concerned team regarding this.

#### Criterion IV

- A consolidated annual budget should be made ready for the IQAC.
- The usage of library and online library resources by the students and teachers should be promoted. To improve the effective usage of library, specific hour to be allotted to each class.
- Restructuring of IT policy and maintenance policy was also needed for better outcome.

#### Criterion V

- Departments should institute scholarships that can cover the tuition fee of eligible students.
- In order to support maximum number of students by providing scholarships, the contributions from private organizations and alumni financial support can be sought.
- A proper system to receive and address student grievances should be implemented and the action taken on the grievance is to be intimated to the concerned student.
- A Student Support Centre to clear doubts regarding fees, TC etc should be instituted.
- Strenuous efforts should be taken for improving placements and student enrollment to higher education.

#### Criterion VI

- The promotion policy for the faculty proposed in the meeting by the IQAC Coordinator has been accepted by the meeting. In order to ensure quality, all promotion documents should be verified by the IQAC.






- Welfare measures for teaching and non-teaching staff need to be improved by every manner possible.
- Need of strengthening fund collection from non-government bodies, individuals and philanthropists was also discussed under criterion VI.

#### Criterion VII

- Counter to observing the days of importance by each department, clubs and cells individually, it was decided to organize them under an umbrella. That is, a day of importance should be observed under a single banner within the college. Criterion VII was assigned with the task of streamlining the days to be observed during the year by identifying important days and their concerned departments, clubs or cells.
- Better ideas for waste management to be formulated. MoUs with government organizations can be made for this purpose.
- It was proposed to conduct audits on waste management and water management during the year.
- Two concrete best practices and distinctiveness of the institution are to be identified forseeing the next NAAC accreditation cycle and working towards the fulfilment of them. The meeting suggested that the best practices should emerge from the research area and centenary action plan of the college.

Further, the meeting has decided to conduct a review meet involving presentation of activities conducted under each criterion during the previous year by the end of July.

#### Read and Approved By:

1. Dr. Kala M S, IQAC Coordinator 
2. Dr. Ushamani M, Head of Criterion I & IQAC Joint Coordinator 
3. Dr. Mary Liya C. A., Head of Criterion IV & IQAC Joint Coordinator 
4. Sajitha Kurup, IQAC Member 
5. Dr. Mary Sruthy Melbin, IQAC Member 

6. Dr. Helvin Vincent, IQAC Member
7. Dr. Saritha Chandran, Head of Criterion II
8. Dr. Jaya T. Varkey, Head of Criterion III
9. Dr. Lebia Gladis N P, Head of Criterion VI
10. Dr. Susan Mathew Panakkal, Head of Criterion VII

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