

## Minutes of the IQAC Meeting

### Members Present

Bro. George Padikara  
Dr. S V Suryarekha  
Dr. Tony Sam George  
Dr. Molly Joy  
Ms. Karuna Bhaskar  
Ms. Sritha Sandon  
Ms. Saritha Matthew

### Proceedings

Bro. George and Sritha Sandon welcomed the members. Following this, Sritha Sandon read the minutes of the previous meeting and highlighted the work accomplished since then.

### Tasks Accomplished:

- The letter of intent to NAAC had been sent
- The AQAR had been submitted
- The college has invested in a research database - NLIST and the students have access to several research databases through INFLIBNET
- The college has identified a company that would offer an enterprise resource planning (ERP) software and would have the new system up and running before the commencement of the new (2<sup>nd</sup> and 4<sup>th</sup>) semester.
- A faculty development workshop was conducted to encourage teachers to consider students' learning styles while teaching them and to bring in more alternatives to the lecture method.
- College completed a SWOT analysis
- College had worked on developing the syllabus for the newly established BNU and the syllabus for the 1<sup>st</sup> two semesters had been approved by the Board of Studies of BNU.

The challenges faced by the college include the following:

- College was unable to collaborate with the center for psychological counselling, BU due to the trifurcation and the administrative implications of the same

- College was unable to offer add-on programs because the number of students signing up for the same was too small to make the program viable

There were no issues arising from the minutes so the agenda was taken up.

### **Add-on Programs**

The first topic to be discussed was the offering of add-on programs. Sritha asked the members their opinion on offering research process as an add-on program, one that developed the skill of research in the students. She mentioned that the program should help them become prepared for their research project in the second year. Members felt that it may be considered as a minor research project and could include workshops of both statistics and a qualitative analysis package. Add-on programs have to be 25 hours, it could also be offered as an intensive workshop over 3 days or spread across several weeks.

### **Student Involvement**

The related discussion revolved around the teachers' difficulty in increasing student's involvement and participation in college activities and in their own growth and learning beyond the class room. The problem is exacerbated by the fact that the college has control of only 30% of the final marks and much of the evaluation has to be via tests according to the prescribed University norms. The other aspect of this challenge is that there is only 2-hour slot that is free for library or other work. Members acknowledged that this was a challenge faced by other colleges as well, considering that most of student motivation was linked to marks. One suggestion was to make two courses mandatory for students, irrespective of marks/ credits. Members suggested that the college create a culture of learning. Members mentioned that as a private institution, the college is expected to have its own standards and the college simply has to be more forceful in mandating certain requirements. Members also suggested that MOOC (Massive Open Online Courses) courses could be given as an option and the students would pay for the course themselves.



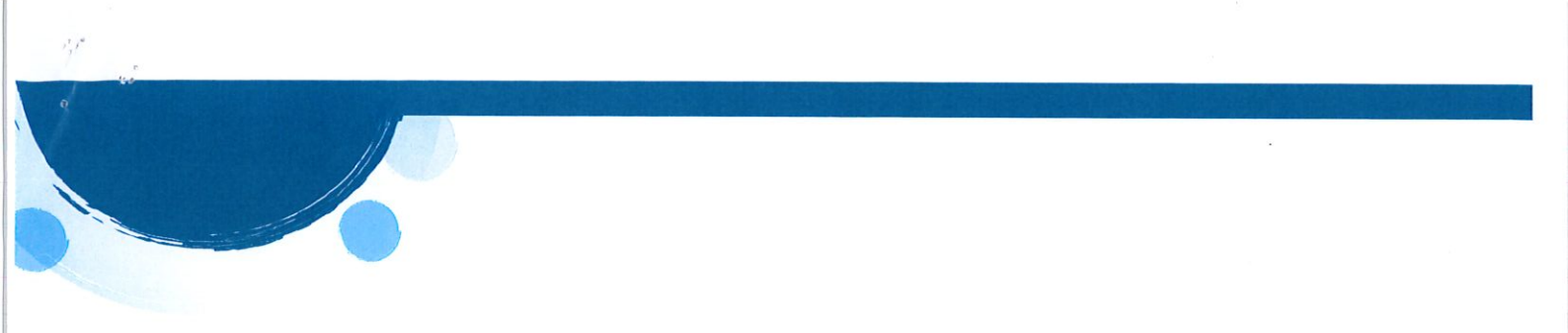
## Research

The next matter taken up was Research. Sritha expressed hope that with increased access to research databases, faculty research contributions should increase. She mentioned that the research cell has been re-organized and the college hopes to have more projects now. She mentioned that there was currently only one minor project being carried out by the college. She also explained that the current head of the research committee had already recruited help from the St. John's research cell. The help would be more at a consultancy level than at a collaboration level.

Sritha mentioned that the college was considering a new manner of offering research supervision. In this new method, she mentioned that the faculty would have one or two research topics that the students could sign up for. Each student would then work towards a small part of the larger project and in this manner the teachers' research time and supervision could result in publication-worthy research. The members agreed that this was a good way for the college to develop core research competencies. Some of the advantages highlighted by the members are given below:

- Using the new method would mean that the teacher would be the expert in the subject area as well as in the research method. In the old method (where students chose their own topics), the teacher would have to waste a lot of time reading up multiple subjects which may not be his/her area of interest or expertise.
- Each teacher would thus have (in time) research that is meaningful and would also become recognized as an expert in a certain area since all the research would be related; the faculty profile would look more impressive when the research is in a few concentrated areas rather than all over the place.
- The core competencies of the teachers would evolve more quickly.
- Since the teacher is the expert in the area, even the guidance of the student would be better as the teacher is equipped with all the nuances of the topic, thus the quality of supervision would also increase.
- Further, supervision could also happen in groups rather than individually and this would have the dual advantage of saving time and of peer learning.

Thus, it was decided that the college would allow teachers to choose the topic and the discussion moved to the process of signing up. Several suggestions were made. One was to allow students to sign up, but if the number of students signing up was greater than the number of slots, then the students' ranks could be used to decide who will be allowed to do that topic. In this method, students' abilities as well as interest would be considered in the choice. Another suggestion was to use an online portal and after the faculty present the topics, the portal would be open for a short period of time and



students would have to sign up for the topics in that time limit. This would become a purely first-come-first-serve basis of allotment.

### **Self-Study Report**

Sritha Sandon explained that the college had completed the SSR however had not submitted the same to NAAC. The college felt that since many of the criteria were difficult to accomplish for a single-department post-graduation only institution and that the grade may not be a good one based on the data in the SSR. Therefore, internal members of the IQAC met with members of NAAC and sought their advice. NAAC has advised the college to submit the SSR with a covering letter explaining which of the criteria would be unfair to the college. Sritha requested that the external members look at the covering letter before the college submitted the same to NAAC.

In conclusion, the plan of action for the academic year 2018-19 as submitted to NAAC in the AQAR was presented to the members. In the context of using methods other than lecture, members suggested that teachers submit a summary of the methods and pedagogy they have used in that course at the end of the term. This would provide feedback on the effectiveness of the new methods. In the context of developing the syllabus for the 3<sup>rd</sup> and 4<sup>th</sup> semesters, Bro. George requested the external members to look at the overall plan and give suggestions for the same.

### **Suggestions by the Committee Members**

Members suggested that the trifurcation of the university was an opportunity to take control and to create a higher standard of education; to establish systems that are relevant and current and persuade the university to encourage other colleges to adopt similar systems. Members suggested that these be carried out post haste as the window of opportunity would close very soon.

The meeting ended on a note of thanks from Bro. George.

### Tasks to be completed

- SSR to be submitted
- Meet with employers and collect feedback
- Add on Programs to be identified and syllabus to be developed
- Useful MOOC courses to be identified
- 360 degree feedback to be carried out
- All tasks on the Action Plan as submitted with the AQAR to be carried out.



George V J  
Principal  
Chairperson, IQAC



Sriitha Sandon  
Associate Professor  
Coordinator, IQAC