

Minutes of the IQAC Meeting

Members Present

Bro. George Padikara
Bro. Jacob Ezhanikatt
Dr. S V Suryarekha
Ms. Sritha Sandon

Ms. Saritha Matthew
Sangeetha Reddy
Sneha Menon

Proceedings

Brother George informed the team that the college is preparing to submit the Self Study Report (SSR) of the college to NAAC for the accreditation. Following his, Sritha Sandon discussed the annual report and the requirement of the NAAC, which has to be executed in the following year:

- 1) The number of programs – the number of programs offered can be increased.
- 2) Participation on various bodies of the universities/ autonomous colleges: like being part of BOS/BOE, academic council. Teaching faculty needs to create the network so that you are invited to be part of these bodies.
- 3) Need to offer fieldwork and internship for students: It has been included in current syllabus
- 4) Feedback: feedback from students, teachers, alumni and parents has to be collected year wise, analyzed and uploaded on the website. Need to collect feedback from employer offered by alumni and also need to maintain placement documents. So, placement cell has to submit reports every year.
- 5) Documentation: All the cells that are existing have to meet whether there is any issue or not, have to look at and document that. Need to maintain policy document of what the cell is, how many times the team has met, who attended, what was discussed, what issues were resolved, this documentation has to happen routinely.
- 6) Teaching learning methods: Virtual learning environment methods need to be used, use of technology beyond LCD projectors, other digitally accessible resources to students like lectures on video. We could use new pedagogies in the classes and move out of lecture method. It could be more student centered– currently innovative methods are used but as per requirements of NAAC, clarity of the current methods its effectiveness and measurement could be documented.

7) Lesson plan & Semester plan: Teachers have to submit the Lesson plan and semester plan regularly

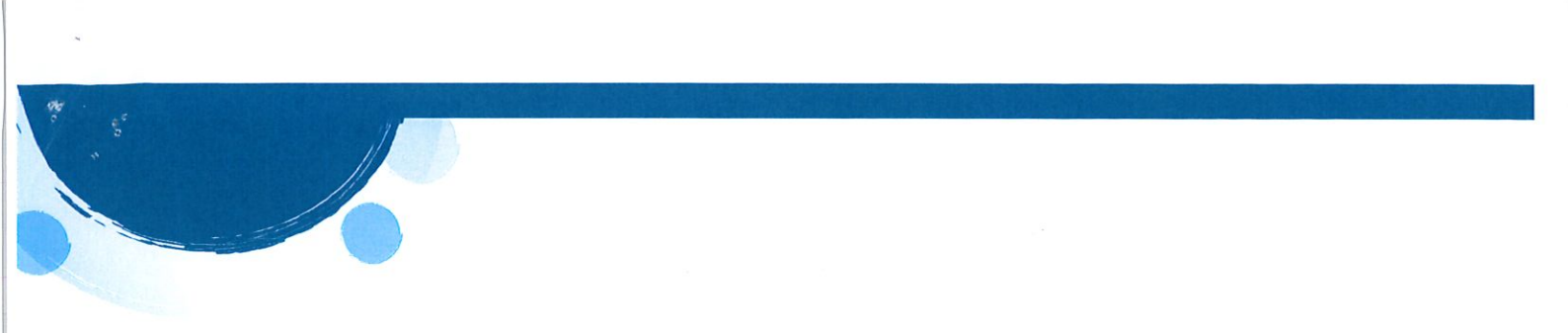
8) Capability Enhancement & Development Schemes: Brother George suggested that all the capability enhancement that we are doing including remedial coaching, supervision, mentoring, case conferences, yoga, mediation need to be documented properly. We are unable to show these activities that we are carrying out regularly for NAAC due to lack of documents

10) Research: Code of ethics needs to be explicitly documented, Number of research papers per teacher in the journal could be notified on UGC website for the last 5 years, number of books & edited volumes in national and international conference per teacher in last 5 years is a requirement from NAAC. College is expected to tie-up with government & non-government agencies to do the extension activities. Faculty is expected not just to do personal research work but also to be part of Institution research funded by government and nongovernment agencies, we need to have at least 2 major research projects running at same time considering ours is single department. Brother George suggested that for international funding, if faculty can come up with quality research work then university of Polonia may help us with funding. There was some discussion that we have difficulty in getting funds mainly because we are a single department, hence we need to collaborate with other department to have a holistic approach. Brother replied that even a college with single department can also get funded. He quoted the example of funding we received from ICSSR for the major research project Mental Health of Mental Health professionals headed by Dr. Nithya Poornima.

12) Institution need to create an ecosystem for innovations, incubation center & other natives for creation & transference of knowledge: access to multiple profession. Brother George added that we can include the counselling services that is provide through FCC and counselling center, service that we are providing to schools, colleges through practicum. Teachers would have to visit incubation centers to determine how we could implement the same in our college. It was decided that staff need to think about other Innovative system in which we can create and transfer knowledge.

13) Full time teachers who have received recognition and awards, fellowship at state, national and international level from government recognized body: being part of various board preferably government recognized can think about getting memberships like NAOP, Applied psychology association, Health psychology association.

14) Academics: program outcomes, program specific outcomes & course outcomes for the curriculum of 3rd and 4th semester needs to be drafted. Staffs are expected to include it in their semester plan. There is a need to evaluate that the course outcomes and program outcomes have met.



15) Students Satisfaction from now on will be evaluated by a third-party agency: Feedback will be taken from students randomly, so the college is expected to provide the students contact details. Also, the document that we are uploading will be verified by a third party.

16) Extension activities has to be coordinated with government and nongovernment agencies and get awards for those.

17) Library Enrichment: Staff can donate rare books, manuscripts, reports or other resources for library enrichment.

18) Teaching faculty have to get comfortable capturing their lecture and developing e-content so that students can access to the resource when required.

19) Capability enhancement scheme: Students need to be benefited by guidance for competitive exams like Gate, JRF and NET etc. A member suggested that the students who want to take part has to pay in the beginning of semester itself.

20) Teachers attending orientation program & refresher courses Teachers are expected to attend at least one refreshment course every year organized by the university (BU, BNU). Brother added that UGC sponsored FDP courses can also be considered.

21) Institution need to plan & organize appropriate activities to increase consciousness about nation identity and symbol, fundamental duties & rights of Indian citizen and other constitutional obligations.

22) Activities conducted for promotion of universal values (truth, love, nonviolence & peace): world peace day, girl child day, women's day, children day etc. happen in college regularly. Student council needs to ensure that documents for all the events are submitted on time.

23) Course on human values & professional ethics: need to come up with a separate course, can be online course, with attendance, objectives and curriculum.

In other matters:

- 18th of February 2019 – 2nd year Psychology both the batches will have practicum exam which got postponed to 18th begins at 9am in the morning.
- Classes for both BU and BNU will begin on 19th of February 2019.
- Two teachers would work on the timetable

- Members to make sure that the Staff complete the semester checklists.
- Members to collect suggestions given by staff for new courses (BNU) within the week – Diploma, MSc and certificate course.



George V J

Principal

Chairperson, IQAC



Sritha Sandon

Associate Professor

Coordinator, IQAC

