

Meeting 1 : 2016-2017

Date: 03-06-2016

Time: 11:30 am

Location: principals room

Dr. Mathew V ~~Mathew~~

Dr. Anthony P. J. ~~Anthony~~

Dr. M A Florence MAF

Dr. Antony Kuriakose P. J.

Sam Johnson

Haris C

Robins George

Basil K P

Dr. Beene James P. J.

Jyothy Mary Matthew J. J.



Agendas

- ① Maintenance of digitalised attendance monitoring.
- ② orientation programmes for teachers and the non teaching staffs of the college.
- ③ To increase the collection of books in the college library.

The IQAC members of St. Michael's College met for the first time in the academic year 2016-2017 on 3rd June 2016 at 11:30 am in the principal's room. Dr. Mathew V, the principal of the college addressed and welcomed the gathering. The primary discussion of the meeting was regarding the performance of the college in the previous Academic Year. There was discussions regarding things that need to be improved in the following year. The members of the meeting have expressed their own suggestions for improvement of the teachers and students performance.

The main agenda of the meeting is maintenance of the digitalised attendance monitoring system

that was implemented. The college management and the teachers are of the view that through proper maintenance of the attendance the college could be able to maintain the discipline of the students in the campus. The digitalised attendance tracker helps the teachers in keeping track of their students and to maintain the records of the students present and absent in their class for the year. The members of the IQAC adhered to the thought ~~of~~ and decides to do the same.

The IQAC and the college management discussed about providing orientation programmes for both the teachers and non-teaching staffs of the college regarding the new plans and vision of the college. The Orientation programme was decided to be conducted within the month of July. The members of the meeting appreciated the idea and supported it.

Sam Johnson, IQAC member has mentioned about the requirement of increasing the number of collection of books in vast areas of studies in the college library. Even though sufficient number of books are available in the college library, he mentioned about updating to the newer books and journals is a major requirement. The members of IQAC supported the thought and in the meeting it was decided to keep an updation in books on an half yearly basis and to purchase books whenever seemed to be urgent.

The members of the meeting discussed and had a final decisions regarding the agenda of the meeting and in the end Dr. Dhwanjam DB delivered the vote of thanks.


Principal
St. Michael's College
Cherthala

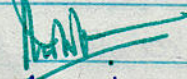
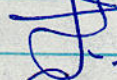
Meeting: 2

Date: 06-09-2016

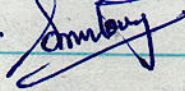
Time: 3.00 pm

Location: seminar hall



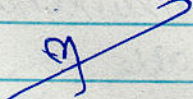
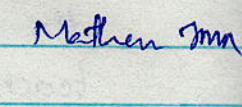

Attendees

Dr. Mathew V Dr. Antony Kurukose P 

Dr. M A Florence MAP

Dr. Antony P. J. 

Dr. Dhurajam

Dr. Beena James Binil K P Chaei O Jyothy Mary Mathew 
Sam 

Agendas

1. Effective functioning of clubs, association and organisations in the college.
2. Conducting seminars to enhance the research spirit in the college.
3. Organising skill development programmes for the students of college.
4. Maintenance of student's discipline.

The second meeting of the IQAC members of the college was conducted on 6th September 2016 at 3.00 pm in the college seminar hall. Dr. Mathew V, addressed the gathering. All the members of IQAC ~~present~~ were present in the meeting. Firstly, the members discussed about the common happenings in the college.

The main agenda of the meeting was to enhance the functioning of various clubs, association and organisations in the college. There are number of clubs, NSS, NCC and other departmental associations in the college for the social and emotional development of the students. The IQAC meeting had a discussion on developing and promoting the programmes being organized by these associations.

both technically and financially. The members of IQAC had a joint opinion in promoting the said organisations.

The IQAC meeting strongly recommended the conduction of national and international seminars in various departments of the college. The IQAC members suggested that conduction of these will help in enhancing the research spirit in ~~the~~ ~~col~~ the students of the college. It was suggested that every department should come up with ~~at~~ a seminar during this academic year. It was promised that the required support and assistance will be provided by the management.

The meeting also discussed about conducting skill development programmes for the students in the college. It was suggested that such conductions would help the students to improve their competitiveness which enables them to acquire the jobs or education they require. The college management and the IQAC has advised the departments to conduct relevant skill development programmes appropriate in their areas. The support was promised by the IQAC and the college management.

Rev. Fr. Solomon Changanath, Manager, has spoke to the members regarding maintenance of overall discipline of the students in the college. The teachers were advised to take required actions to maintain discipline of students inside and outside college.

The discussions wended up with tea and vote of thanks was delivered by Dr. Antony Kuriakose. The next date for the meeting was fixed for February.


Principal
St. Michael's College
Cherthala

Meeting : 3

Date : 09-02-2017

Time : 3:00 pm

Location : Seminar hall

Dr. Mathew V

Dr. M.A. Florence

Sam Johnson

Bindu KP

Chari U

Dhwanam

Dr. Anthony P.J.

Dr. Beena James

Jyothy Mary Mathew

Dr.

Agendas

- ① Assessing the performance of teachers of the college
- ② Conducting value education classes and mass regularly.
- ③ To collect feedback of the students
- ④ Overall evaluation of the performance of other activities

The last meeting for the academic year 2016 - 2017 has been conducted on 9th February 2017. at 3:00 pm in the seminar hall with the presence of Principal, IQAC coordinator and the IQAC members of the college. The main aim of the meeting is to evaluate the overall performance of college in teaching, learning and other activities of the college.

The first thing discussed in the meeting was regarding the teaching evaluation which was regarding the evaluation of performance of teachers in the college. The evaluation of teachers was made based on their attendance, syllabus completion and their participation in various activities of the college. The meeting suggested that the teachers should strive hard in the coming academic year for better results from the students of

the college.

It was also discussed that the value education and 'man' conduction was irregular during the year. and a decision was taken to make it regular during the next academic year. The IQAC members suggested that it is an effective method to impart cultural and moral values among the students, which is essential for the personal growth and development.

As per the request of the management, it was decided to collect the feedback from the students regarding their experiences and evaluation of the teaching in the college. The feedback is to be collected from students regarding the teaching learning process, sports activities, co-curricular, arts, library and other facilities of the college. The feedback so collected will provide a basis for improving the performance of the college in the upcoming academic year. It also provides a basis for self evaluation for the teachers in the college. The IQAC members who attended the meeting have suggested to direct the HODs of various departments to collect the feedback from the students and to integrate it college wise to make an evaluation.

The IQAC meeting also had a discussion on the evaluation of ~~various~~ performance of various clubs, association and organisations performance in the current academic year. They discussed about best activities conducted by those units and was appreciated for the same. The discussion winded up at 4.30 pm with vote of thanks being delivered by Jyothi Mary Mathew. The gathering was dismissed after having tea and snacks.


Principal
St. Michael's College
Cherthala