



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



IQAC Minutes 2023-2024

The IQAC meeting was conducted in Board Room at 2 pm. 09-06-2023.

Agenda :

- * New Management
- * NAAC progress
- * News-Letter, Santhismithi
- * Feedback Collection
- * Academic calendar Preparation
- * Submission of SSR

Agenda 1 : New Management.

Our New Principal Fr. Baby and Our New Bursar Fr. Shinto both were in meeting. As they are new to the system the Committee had a welcome to the new members.

Agenda 2 : NAAC progress.

The IQAC Co-ordinator had a brief on the programs on SSR submission. Mr. Joshy M. Varghese explained all the points. The Committee held a detailed discussion on every matrix. The Committee assigned IQAC Co-ordinator for a recheck on every matrix, he explained the new bench mark and requested for a recheck on the data collected.

Agenda 3 : News-Letter, Santhismithi

Principal suggested a news-letter named Santhi-Smithi should be introduced on every month which includes all the academic and non-academic activities held and Co-ordinated by our College. Thus through Santhismithi everyone will be informed about the latest news and achievements of Sathugiri College.

Agenda 4 : Feedback Collection.

Principal reminded criterion 1 Coordinator about the collection of feedback from students regarding the academic and teaching-learning process for the better improvement and make necessary changes to enhance learning outcomes.

Agenda 5 : Academic Calendar Preparation.

Dr. Neetha Thomas took the charge of preparing the academic calendar for academic year 2023-2024, as recommended by the Committee. The planning of Complete Curriculums along with the tentative dates are included in the calendar.

Agenda 6 : Submission of SSR.

Principal Dr. Baby Joseph and bureau Mr. Shinto congratulated the coordinators and faculty members for the sincere efforts they have contributed in accumulating necessary documents for the preparation of SSR. The Committee decided to submit the SSR on June 25th. Principal once again instructed the faculty members for the faster completion of SSR.

meeting adjourned at 4:20 pm by Coordinators-IQAC
Vote of Thanks.

MEMBERS PRESENT

Fr. Dr. Baby Joseph	Baby
Fr. Shinto Kannukettyil	Shinto
Ms. Neetha Thomas	Neetha
Mr. Gibin George	Gibin
Mr. Shibu Abraham	Shibu
Ms. Marju P. K	Marju
Mr. Sharafudeen P.J	Sharaf
Ms. Remya R	Remya
Ms. Anumol Joy	Anumol
Mr. Somin Joseph	Somin
Mr. Paul Joseph	Paul
Mr. Jomel George	Jomel
Mr. Aldrin Paul	Aldrin
Mr. Josby M. Vayhere	Josby
	Signe

The IQAC meeting was held on 28/07/2023 in Board Room at 2:30 - 4:30 pm.

Agenda

- 1) New Block Building completion
- 2) DVV Submitted
- 3) Need of Mock visits
- 4) elected new council members

1) New Building Block completion

The committee suggested urgent completion of new building block. The lack of classrooms and Labs overcome ones the facility is provisioned.

a) DVV Submitted

After the submission of SSR on June, DVV has successfully completed on 26th July 2023 in the presences of manager fr. Paul Parakkattel, principle fr. Dr. Baby Joseph, fr. Mathew Kalappura, Mr. Joshy M Varghese, IQAC coordinators and criterion co-ordinators.

3) Need of Mock visits.

principal explained the need of SSR mock visit, to understand and analyse the qualitative matrix path of our college. Thereby improvements can be acquired on necessary areas.

In the discussion the committee predetermined the date of mock visit should be conducted in the month of September 3rd week.

4) ~~elected~~ new council members. new council members were elected for the academic year 2023-2024. The newly elected members are Dr. Neetha Thomas and Mrs. Ambily V. Now the formation of college council is manager, principle, Bursar, IQAC co-ordinator, elected council members, HODs of various departments and librarian.

meeting ended at 4:10pm by coordinators - IQAC vote of thanks

After the submission of SAR on 10th May the successful completion of SAR on 10th May in the presence of manager & Pr. Parakkal, Dr. Baby Joseph, Dr. Mathew Kallappan, Mr. Joseph M. Varghese, IQAC coordinator and coordinator.

Need of mock visit
Principal explained the need of SAR mock visit to understand and analyse the qualitative nature of our college. The quality improvements can be achieved on necessary areas.

In the discussion the committee predetermined the date of mock visit should be conducted in the month of September and mock.

MEMBERS PRESENT

Fr. Dr. Baby Joseph
 Fr. Shinto Kannukettyil
 Dr. Neetha Thomas
 Mr. Gibin George
 Ms. Manju. P.K
 Mr. Sharafudeen. P.J
 Ms. Remya. R
 Ms. Anumol Joy
 Mr. Somin Joseph
 Mr. Joshy. M. Varghese
 Ms. Sigma sathyan

Reby.

Neetha

Gibin

Manju

Sharafudeen

Remya

Anumol

Somin

Joshy

Sigma

The IQAC meeting was held on 20/09/2023 in Board Room at 2 pm.

Agenda

- 1) Peer team visit preparation
- 2) Various committee formation
- 3) Disability friendly park
- 4) Mock visit
- 5) Filing of documents.

1) Peer team visit preparation

The principal and IQAC coordinator delineated the execution plan of the peer team visit before the committee.

The need of travel arrangements, hotel accommodation facility, for the NAAC team members was discussed. The arrangements of photographer, videographer and other facilities were also confer in the meeting.

2) Various committee formation

For the IQAC and NAAC peer team visit, various committees has planned, few committees had already start working. arts and exhibition were planned under the monitoring of IQAC coordinator to showcase the curriculum, extracurriculum and research activities of Santhigiri college. other committees like arrangements, reception, food, documentation, stage, stakeholder committee, maintainance and decoration committee etc. are announced and started functioning in

Full fledged

3) Disability Friendly Park

Principal informed the committee about the launching of disability friendly park by the end of december. This will be the kerala's first disability friendly park.

4) Mock visit

The first mock visit was conducted under the supervision of Dr. Sony Kuriakose, IQAC coordinator Nirmala college, Dr TM Joseph, Principal, Mount Carmel college, on 11th September. This mock visit reaffirmed the institutions commitment to achieve quality and excellants.

In the discussion, IQAC coordinator explained the need of second Mock visit which is planned to conduct on October 19th.

5) filing of documents

Principal asked the committee members to ensure proper documentation of all the relevant files in IQAC and the needed files in departments as well.

The meeting ended up by 3:30 pm after the vote of thanks of IQAC coordinator.

MEMBERS PRESENT

Fr. Dr. Baby Joseph
 Fr. Shinto Kannukettiyil
 Ms. Neetha Thomas
 Ms. Sigma Sathyan
 Mr. Glibin George
 Ms. Manju P.K
 Mr. Sharafudeen P.J
 Ms. Remya R
 Ms. Anumol Joy
 Mr. Somin Joseph
 Mr. Joshy M Varghese

Baby
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The IQAC meeting was held on 27/10/2023 in Board Room at 3 pm.

Agenda

1) Peer team visit

2) committee evaluation

3) Document filing

4) Mock visit

1) Peer team visit

Principal opened up the meeting with welcoming committee members. He delineated the need of making brochures of various every departments including the activities of various clubs. So that it gives a detailed information of activities happened in past years. He also elucidate the need of promotion of research among teachers and students. For inculcating the research culture in college, through Santhigiri interdisciplinary research centre.

2) committee evaluation

Various committee's work progress have been evaluated. Mr. Sharafudeen P.J suggested the need of infrastructure rearrangement to make the campus more beautiful along with college maintainance and decoration committee.

Principal assess the progress of various other committees like arts, exhibition, HODs departmental presentations, stakeholder committee, Food and beverage, reception etc.

he also asked the IQAC executive committee to prepare a campus route map through all the blocks of college.

3> Document filing

IQAC coordinator once again remained the documentation and filing, marking of the criterion files with proper index and page numbering. documentation committee is assigned for the ease of retrieving documents during the peer team visit.

principal asked everyone, like departments, cell incharges, committee coordinators to keep their documents and registers ready for the final checking.

4> Mock visit

After the completion of second mock visit by Dr. Fr. Gilson John, former principal of St. Joseph's college moolamattam and T.M Joseph principal Mount Carmel College, The Teaching Fecrnativity became much more alert to attain and ensure quality standards and for the preparation of NAAC peer team visit.

IQAC coordinator concluded meeting with vote of Thanks.

MEMBERS PRESENT

Fr. Dr. Baby Joseph
Fr. Shinto kannukettigil
Mr. Gibin George
Dr. Neetha Thomas
Mr. Sharafudeen P.J
Ms. Manju P.K
Ms. Anumol Joy
Ms. Sigma Sathyan
Ms. Remya R
Mr. Somin Joseph
Mr. Joshy M. Varghese

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The IQAC meeting was held on 19/12/2023 at Board Room at 3:30 pm.

Agenda

- 1) Evaluation of NAAC Visit
- 2) Inaugurated disability friendly park
- 3) Annual academic audit
- 4) Website updation
- 5) Arts & Sports day planning
- 6) college day - Illumina 23

1) Evaluation of NAAC Visit

NAAC peer team visited our campus on 14/11/23. 15/11/2023, we had given them a grand welcome on November 23th, the result announced with grade 'B++' with CGPA of 2.96. The management congratulated all faculty members and the coordinators for the continuous effort they have bestowed. The committee along with the management evaluated the greets on each matrix and found where we lacked the points.

2) Inaugurated disability friendly park.

The first disability friendly park in Kerala was inaugurated by the paniprayath president of puzapuzha A.K Bhaskaran. This initiative marks a significant step towards inclusivity and accessibility in the region, demonstrating a commitment to enhancing the quality of life for individuals with disabilities.

3) Annual Academic Audit

Annual Academic Audit for the year 2023-24 is planned to be conducted in the month of April. The committee decided to have Ms. Sigma Sathyan to coordinate the annual academic audit (AAA).

4) Website updation

Principal asked to do the necessary updation on the website for every program.

5) Arts & Sports day planning

College arts and sports named as Jyothirgamaya and Olympia were planned to be conducted in the month of February.

6) College day and success day

The committee decided to conduct a success day to recognize and appreciate the contributions and achievements given by the teaching and student fraternity in the month of February.

'Illumina' The college day is planned for March. The date will be fixed later based on the availability of MGR University vice-chancellor Dr. C.T. Aravindkumar.

IQAC coordinator proposed vote of thanks

MEMBERS PRESENT

Fr. Dr. Baby Joseph
 Fr. Shinto Kannukettiyil
 Mr. Gibin George
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