



# **ST ALPHONSA COLLEGE OF ARTS AND SCIENCE**

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay  
(Affiliated to Mannamangalam Sundaravar University, Tirunelveli)



Soosaipuram, Karinkal, Kanyakumari District, Tamilnadu - 629 157

## **ALPHONSIAN INTERNAL QUALITY ASSURANCE CELL**

**Minutes of AIQAC Meeting held on 20th October 2023**

1. Prayer and Welcome
2. Academic Audit for Odd semester
3. Progress of AQAR
4. Motivation for the staff to attend FDPs and Publish Research articles
5. Orientation for student council and class representatives
6. One day Orientation on Educare in Virtual world
7. Paper Free Campus
8. Varia

### **Prayer and Welcome**

The meeting of Alphonsian Internal Quality Assurance Cell (AIQAC) was conducted on 20<sup>th</sup> October 2023 at 2.30 PM in the College Library. The Principal Rev Dr. Michael Arockiasamy SDB began the meeting with a prayer and welcomed the members.

### **Minutes of Previous Meeting**

Ms. V V Sibitha, Coordinator of AIQAC presented the minutes of the previous meeting held on 25/07/2023. The Chairman of AIQAC & The Principal Rev Dr. Michael Arockiasamy asked the opinion of members for the approval of the minutes.

### **Academic Audit for Odd semester**

The Principal Rev. Dr. Michael Arockiasamy SDB planned the academic audit for the odd semester in the month of November. It was discussed that the audit would include reviewing documents of student feedback, exam results, and faculty performance. The Principal provided guidance to complete the AQAR accurately and on time. It was also decided that the audit would be conducted by the members of IQAC team. To proceed further, it would be communicated in the meeting with the Department Heads that the necessary documents from each department must be submitted. The IQAC team monitors the progress and follows up on the audit findings.

### **AQAR Submission Process**

The IQAC coordinator discussed the steps involved in the submission of the Annual Quality Assurance Report. Updates were shared by the criterion in charges regarding the status of data collection and compilation.

### **Motivation for the staff to attend FDPs and Publish Research articles**

The need to encourage staff attending Faculty Development Programs (FDP), publish research articles and paper presentations were highlighted by Dr. Remmi. It was decided that a schedule for FDPs will be created and shared with staff. The Correspondent and Secretary Very Rev. Fr. Antony Jose reminded that the Incentives for publishing research papers can be utilized

by staff members. And also a circular will be issued to motivate staff to participate in national/international conferences.

### **Programme for Student Council and Class Representatives**

A proposal to organize a leadership training program for student council members and class representatives was put forward by Dr.Subala. The objective is to enhance leadership, teamwork, and communication skills. The Correspondent has agreed and given assurance that the resource persons will be identified and contacted for the training sessions.


### **One-Day Orientation on Educare in Virtual World**

A one-day orientation program focusing on the "Educare in Virtual World" was proposed by Dr Audline Jini to equip faculty with effective virtual teaching strategies. The Principal agreed and informed that the expert trainers in virtual teaching will be invited to conduct the session. Faculty members are encouraged to attend and enrich their virtual teaching strategies.

### **Paper-Free Campus**

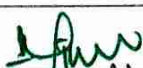
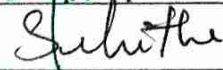

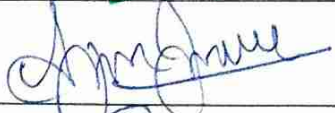



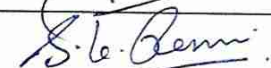
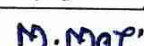



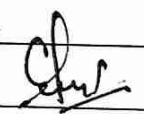
It was decided to implement a paper-free campus initiative from physical attendance registers to a digital attendance system completely. The benefits of this initiative include improved data accuracy and eco-friendliness. Attendance registers will be officially taken back.

The Principal and Chairman of AIQAC, Rev.Dr.Michael Arockiasamy SDB appreciated all the members for their dedication and hardwork. Very Rev.Fr. Antony Jose, Correspondent of the College thanked the members for their participation. The meeting ended at 3.30 P.M. with a silent prayer.

  
Mrs. V. V. Sibitha  
(Coordinator)

  
Rev. Dr. Michael Arockiasamy SDB  
(Principal & Chairman of AIQAC)  
**PRINCIPAL**  
**SLALPHONSA COLLEGE OF ARTS AND SCIENCE**  
**SOOSAIPURAM, KARUNGAL-629 157**  
**KANYAKUMARI DIST-TAMILNADU**



Sl.No	Name	Designation	Signature
1.	Rev. Dr. Michael Arockiasamy SDB	Chairperson	
2.	Ms.V.V.Sibitha	Coordinator	
3.	Very Rev.Fr.Thomas Powathuparambil	Member	-
4.	Very Rev.Fr.Antony Jose	Member	
5.	Rev.Fr.Ajin Jose	Member	
6.	Dr.R.Sivanesan	Member	
7.	Ms.T.Anisha Dominic Tiffany	Member	
8.	Dr.B.Jini Kumari	Member	
9.	Dr.S.K Remmi	Member	
10.	Ms.M.Mahiba	Member	
11.	Dr.M.Subala	Member	
12.	Dr.P.S.Stem Edilber	Member	
13.	Dr.M.N.Audline Jini	Member	
14.	Dr.D.Bobby	Member	-
15.	Mrs.Jeya Suresh	Member	
16.	Mrs.Abisha Virgin	Member	-
17.	Ms.Jijitha	Member	