



ALPHONSIAN INTERNAL QUALITY ASSURANCE CELL

Minutes of AIQAC Meeting held on 25th July 2023

1. Prayer and Welcome
2. New IQAC members and Coordinator
3. Inclusion of Diploma and Certificate courses
4. Collaborative Programmes
5. Introduction of new courses
6. Planning for AQAR Submission of A.Y.2022-23
7. Offering Online Courses.
8. Orientation for Teaching and Non Teaching staff
9. Skill oriented programmes for students
10. Varia

Prayer and Welcome

The meeting of Alphonsian Internal Quality Assurance Cell (AIQAC) was conducted on 25th July 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.

New IQAC members and Coordinator

The Principal announced the inclusion of new members and welcomed the newly appointed IQAC Coordinator. The new members are Ms. M. Mahiba and Dr. S.K. Remmi in the core team and Dr. D. Bobby as the editor in the IQAC team.

Inclusion of Diploma and Certificate course

Ms. Anisha Dominic Tiffany discussed the importance of introducing Diploma and Certificate courses to enhance the fundamental skills of the students. Everybody accepted the proposal and it was decided to introduce a Certificate course in the current semester.

Collaborative Programmes

Dr. Jini Kumari proposed to increase the number of programmes in collaboration with other top ranked Organisations for Student and Faculty exchange programme and also other research oriented programmes. The Correspondent and Secretary accepted this suggestion and agreed to proceed further on this at the meeting with Department Heads and also with the Research Forum.

Introduction of new courses

It was proposed to introduce new branches in the field of emerging areas during the A.Y. 2024-25 as the institute has applied for a new subject branch namely, Data Science.

Planning for AQAR Submission of A.Y.2022-23

The criterion in-charges of IQAC are in the process of collecting the data for AQAR from the various departments. The deadline for data collection is the last week of September. The criterion-wise scope of improvement will be then forwarded to the respective departments for further action. It was proposed and planned to submit the AQAR for AY 2022-23 by November 2023.

Offering online Courses.

It was discussed that the Staff and students be motivated to enroll for SWAYAM - Online certificate courses (Value-added or Add-on courses). Such courses need to be related to the curricula of various Programmes. It was decided to present the updates of the same at the Heads of the Departments meeting.


Orientation for Teaching and non teaching staff


The need for a comprehensive orientation program to familiarize staff with recent trends in AI and usage guidelines was stated. So it was decided to schedule a mandatory orientation programme for all teaching and non-teaching staff within the timeframe.

Skill oriented programmes for students

The importance of equipping students with practical skills to enhance their employability and career prospects, was discussed in the meeting. To improve the skills of the student, it was decided to organize skill-based programs.

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 & PRINCIPAL AIQAC)
SALPHONSA COLLEGE OF ARTS AND SCIENCE
SOOSAIPURAM, KARUNGAL-629 157
KANYAKUMARI DIST-TAMILNADU



ALPHONSIAN INTERNAL QUALITY ASSURANCE CELL

Meeting Attendance

Date: 25/07/2023

Venue: Aquinas Library

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



ST ALPHONSA COLLEGE OF ARTS AND SCIENCE

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay
(Affiliated to Mar Thoma Syrian University, Tiruvallur)



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 20th 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.

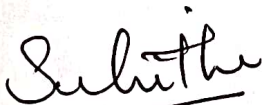
One-Day Orientation on Educare in Virtual World

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

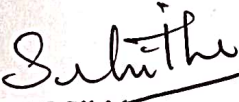
(Coordinator)

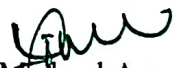


Rev. Dr. Michael Arockiasamy SDB

PRINCIPAL
(Principal & Chairman of AIQAC)
SLALPHONSA COLLEGE OF ARTS AND SCIENCE
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15.	Ms.Jijitha	Member	


Ms.V.V.Sibitha
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(Principal & Chairman of ATQAC)
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KANYAKUMARI DIST-TAMILNADU

1. Prayer and Welcome
2. Minutes of previous meeting
3. Submission of AQAR
4. Analyzing Audit Report
5. Curriculum Feedback
6. Staff Appraisal
7. NAAC Revised Criterion

Prayer and Welcome

The meeting of Alphonsian Internal Quality Assurance Cell (AIQAC) was conducted on 20th January 2024 at 2.30 PM in the College Library. The Principal Rev Dr. Michael Arockiasamy SDB began the meeting with 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 20/10/2023. The Chairman of AIQAC & The Principal Rev Dr. Michael Arockiasamy asked the opinion of members for the approval of the minutes. All have accepted the same.

Submission of AQAR

The IQAC coordinator informed that the AQAR for the academic year 2022-23 has been successfully submitted to NAAC portal. The committee discussed the key areas of improvement including enhancement of teaching-learning methodologies and research.

Analyzing Audit Report

The committee reviewed the recent academic and administrative audit reports. Key findings included the need for enhanced documentation of internal processes and better alignment of administrative functions with institutional goals.

Curriculum Feedback

Feedback on the current curriculum was discussed by Ms. Anisha Dominic Tiffany. Curriculum needs periodic updation to stay aligned with current trends and technological advancements. Suggestions regarding period updation of the curriculum can be communicated to the University.

Staff Appraisal

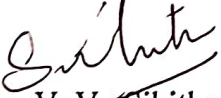
The staff appraisal process was reviewed by the Principal and it was noted that majority of the staff have performed well against the set parameters. However, certain areas, such as research

output requires improvement. Workshops and training sessions will be organized to improve staff research capabilities, and continuous professional development.

NAAC Revised Criterion


The IQAC coordinator presented the key changes in the NAAC revised criterion. And it was suggested to carry on with the old manual as new guidelines have not been issued by NAAC for the new grading system. A task force was formed to ensure compliance with the revised guidelines and to oversee necessary updates.

The meeting concluded with a commitment to addressing all the points raised in the agenda and ensuring continuous quality improvement across all facets of the institution. 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.



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(Coordinator)



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SAUNDHARA COLLEGE OF ARTS AND SCIENCE
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