



# ST. GREGORIOS COLLEGE KOTTARAKARA

**IQAC MINUTES 2022 - 2023**



26 June 2022

A meeting of FOAE members and Research and Development cell in the presence of the Principal was held on 26<sup>th</sup> June 2022

Venue: FOAE Room

Time 1:30 PM

Agenda: Organization of workshop aspect of Research Forum

Members present:

1. Ms Beena GP (Principal in charge)
2. Dr Jubin Mattappallil
3. Dr Sumi Alex
4. Dr Fergy John
5. Dr Francis Chacko
6. Dr Archana CP
7. Dr Lekshmi GM
8. Dr. Krishnakumar
9. Dr Jgt Indulal CR
10. Dr Remya R
- Dr. Elizabeth John

*Beena*  
*Jubin*

*Sumi*  
*Fergy*  
*Francis*

*Archana*  
*Lekshmi*  
*Krishna*

*Indulal*  
*Remya*

Action taken

1. It was decided that a one day workshop on Research methodology would be organized under the aegis of the FOAE Research Forum and the Dept of Commerce
2. Dr. Anu Anna Minnan was elected as coordinator of the programme
3. The workshop is to be organized before the end of June

A meeting of IOAC members in the presence of the Principal and the Manager was held on 22<sup>nd</sup> June, 2022

Venue: IOAC Meeting Room

Time: 2:00 pm

Agenda

- 2020-21 A&AR Submission
- Equal opportunity cell - Commissioning
- Members present

1. Rev. Fr. Baby Thomas (Manager)
2. Rev. Fr. D Georgekutty (Administrator)
3. Ms. Beena G.P (Principal in charge)
4. Dr. Jubin Mattappallil
5. Dr. Elizabeth John
6. Shalaji R
7. Prince P
8. Dr. Francis Chacko
9. Dr. Binu P. Sankaran
10. Anslin T.M
11. Sreelakshmi Gyan
12. Greetha Thomas
13. K.K. Kuruvila
14. Krishnakumar
15. Poo John
16. Kevin Thomas Villoth

*Beena*  
*Jubin*  
*Elizabeth*  
*Shalaji*  
*Prince*  
*Francis*  
*Binu*  
*Anslin*  
*Sreelakshmi*  
*Greetha*  
*K.K.*  
*Krishna*  
*Poo*  
*Kevin*

Action taken

- 1) Discussion of work done so far by Centra heads.
- 2) Help needed from depts and administration and management to be communicated.
- 3) Commissioning of Equal opportunity cell done, charge for Equal opportunity cell was given to Mr Shaji C. John. The cell was asked to conduct a program for disabled students.

A meeting of the IQAC co-ordinator and convenor, along with the PTA Secretary and Physical Education Dept. Teacher was conducted in the presence of the Manager and the Principal on 9th August 2022.

Venue: IQAC Meeting Room

Time: 2.00 pm

Agenda: Proposal for establishing outdoor cricket nets.

Members present

1. Rev. Fr. Baby Thomas
2. Beena GP.
3. Dr. Jubin Mattappallil
4. Thomas P. George
5. Dr. Jisha KR
6. Dr. Elizabeth John
7. Dr. Krishnakumar V.

Decisions Taken

1. The Management and the PTA Secretary approved the action plan to establish an outdoor cricket nets on the campus premises.
2. The project is to be completed by the next academic year.

A meeting of the IQAC members in the presence of the Principal and the Manager was held on 22nd August 2022.

Venue: IQAC Meeting Room

Time: 11:00 am

Agenda

- 2020-21 AQAR Submission reg:-

Members present

1. Rev. Fr. Baby Thomas (Manager)
2. Beena GP
3. Dr. Jubin Mattappallil
4. Dr. Elizabeth John
5. Dr. Krishnakumar V.
6. Shalaj R
7. Sneelakshmi Jayan
8. Dr. Francis Chacko
9. Dr. Binil P. Sayidkhan
10. Anshin. T.M
11. Geetha Thomas
12. Kevin Thomas Villothi

Action Taken

1. AQAR to be submitted by 25th August 2021
2. Pending work communicated to Criteria Head.
3. Criteria head to do the final checking

A meeting of IQAC members in the presence of Principal, Manager & Administrator was held on 29/08/2022 at 10.30 am.

Venue : IQAC Room Time : 10.30 am

Agenda: Submission of AQAR 2020-21  
Analysis of Semester 2 (UG) results

### Members Present

- 1 Rev. Fr. Baby Thomas (Manager) Thomas
- 2 Rev. Fr. Georgekutty K (Administrator)
- 3 Mrs. Beena A.P (Principal) Beena
- 4 Dr. Subin Mattapalli (Vice-principal) Subin
- 5 Dr. Elizabeth John (IQAC Co-ordinator) Elizabeth John
- 6 Dr. Krishnakumar (IQAC Convener) Kumar
- 7 Dr. Sumi Alex
- 8 Dr. Seema E.S. Nair Seema
- 9 Mr. Shalaj R
- 10 Mr. Kevin Thomas Villoth Kevin
- 11 Dr. Binil P. Sasidharan
- 12 Mrs. Sreelakshmi Jayan Jayan
- 13 Dr. Paul John
- 14 Dr. Rinu Sam
- 15 Mr. K. K. Kuvvila
- 16 Dr. Jesy John Jesy
- 17 Dr. Francis chacko Francis
- 18 Dr. Archana
- 19 Dr. Parvathi Phovan
- 20 Reetha Thomas
- 21 Dr. Jino Nairan Jino

Action taken

The Heads of Department were requested to organize additional tutorial classes for failed students to improve their pass percentage.

A meeting of IQAC members in the presence of the Principal was held on 10/10/2022 at 11:00 am

Venue: IQAC Room

Time: 11:00 am

Agenda: Action Plan for the academic year 2022-'23  
AQAR 2022 reg:-

Members Present

- 1) Beena G.P (Principal-in-charge)
- 2) Dr. Jubin Mattappallil (Vice Principal)
- 3) Dr. Elizabeth John (IQAC Co-ordinator)
- 4) Dr. Krishnakumar (IQAC Convenor)
- 5) Geetha Thomas
- 6) Dr. Anu Anna Minnan
- 7) Dr. Deeya S
- 8) Dr. Biml.p. Sankaran
- 9) Dr. Francis Chacko
- 10) SreeLakshmi Jayaram
- 11) Kevin Thomas Villoth

*[Signatures]*  
 Elizabeth John  
 Dr. Deeya S  
 Dr. Biml.p. Sankaran  
 Dr. Francis Chacko  
 SreeLakshmi Jayaram  
 Kevin Thomas Villoth

14/11/22

A meeting of ISAE members and HOD in the presence of Principal was held on 14/11/22 at 1.15pm

Venue ISAE Room

Agenda

Analysis of Semester 3 (Coh) Results

Members present

- |     |                       |                      |
|-----|-----------------------|----------------------|
| 1)  | Beena GP              | <del>Signature</del> |
| 2)  | Dr Zubin Mallyapallil |                      |
| 3)  | Dr Elizabeth John     | Signature            |
| 4)  | Dr Krishnakumar V     |                      |
| 5)  | Dr Sajeeb S           | Signature            |
| 6)  | Sreelakshmi Jayan     | Signature            |
| 7)  | Dr Francis Chacko     | Signature            |
| 8)  | Dr. Ranil S. Phanan   | Signature            |
| 9)  | Dr Fergu John         |                      |
| 10) | Dr. Archana           | Signature            |
| 11) | Dr Jino Vainan +      | Signature            |
| 12) | Dr Suren Alex         | Signature            |
| 13, | Kevin Thomas Villoth  | Signature            |

Action taken

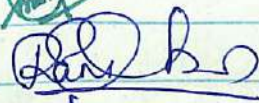

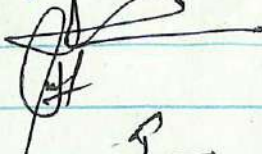


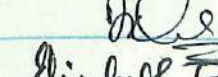






Additional tutoring to be arranged for failed students

A meeting of IQAC members and HOD's of respective departments in the presence of Principal was held on 07/02/23 at 1.20pm

Venue: IQAC Room

### Agenda:

1. AQAR submission (2021-2022)
2. National Seminar on Research Methodology (Multidisciplinary - Science groups) -
3. MOU between Cherupushpam AVM College, Thanjavur Tamil Nadu & St. Gregory's College Kottarakkara

- |    |                                       |   |
|----|---------------------------------------|---|
| 1  | Dr. Sumi Alex (Principal)             |  |
| 2  | Dr. Roni P. Ocharan                   |  |
| 3  | Kevin Thomas Villoth                  |  |
| 4  | Dr. Sajesh S                          |  |
| 5  | Dr. Santhosh                          |  |
| 6  | S. H. R.                              |  |
| 7  | Dr. Francis Chacko                    |  |
| 8  | Bincy John                            |  |
| 9  | Dr. Archana G.R                       |  |
| 10 | Dr. Elizabeth John (IQAC Coordinator) |  |
| 11 | Dr. Krishnakumar (IQAC Convenor)      |  |
| 12 | Dr. Manu V.                           |   |
| 13 | Renee Royson                          |   |
| 14 | Dr. Deeja Sajon                       |   |
| 15 | Sreelekshmi Rajan                     |  |

Action taken :

1. Discussion and planning on National Seminar and Research Methodology done
2. MOU done and documents exchanged.

A meeting of IQAC core committee members was held on 15.03.2023 at 2.00 pm



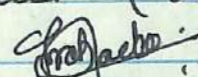
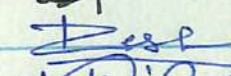
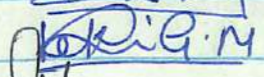





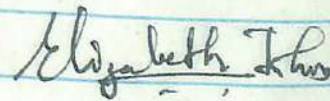
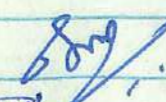
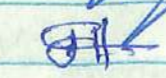
Venue: IQAC Rooms

Time: 2.00 pm

Agenda:

1. AQAR 2021-'22 uploading reg:
2. Result analysis of Semester I (CA)

Members Present.

1. Principal Dr. Sumi Alex 
2. Dr. Jubin Mattapallil (Vice-Principal) 
3. Dr. Francis Chacko 
4. RESHMA ELIZABETH JACOB 
5. Dr. Lekshmi G.M 
6. Dr. Paul John 
7. Bency John 
8. Dr. Bipin Sankaran 
9. Kishan Kumar 
10. KEVIN THOMAS VIVOTH 
11. Dr. Elizabeth John (IQAC Co-ordinator) 
12. Dr. Rani S. Pharan
13. Dr. Archana
14. Dr. Fergg John 
15. Dr. Jino Nairan 



Action Taken

1. Reviewing AQAR uploading and data collection done
2. HODs are directed to arrange additional tutoring for failed students.

An IQAC meeting is arranged on 24.03.2023 at 2.00 pm in IQAC room.

Venue: IQAC Room

Time: 2.00 pm.

Agenda

1. AQAR uploading reg:
2. Result analysis of Semester 4 (UG)

Members Present

1. Rev. Fr. Baby Thomas (Manager)
2. Rev. Fr. Georgekutty K. (Administrator)
3. Dr. Sumi Alex (Principal)
4. Dr. Jubin Matheppallil (Vice Principal)
5. Dr. Elizabeth John (Co-ordinator)
6. Dr. Krishnakumar V (Convener)
7. Mr. SHALAJ-R
8. Dr. Induvar C.R.
9. Bency John
10. ANSHIN.T.M
11. KEVIN THOMAS VILVATH
12. Dr. Paul John
13. Dr. Fergy John
14. Dr. Francis Chacko
13. Dr. Rani S. Pharam
14. Dr. JINO NAINAN

*[Signature]*  
# Sumi Alex

*[Signature]*

*[Signature]*  
Shalaj

*[Signature]*  
Anshin

*[Signature]*  
Kevin

*[Signature]*  
Francis

*[Signature]*

Action Taken

- (1) Nominations for new IQAC core committee members invited
- (2) HODs directed to provide additional tutoring for failed students - either online or offline

An IQAC meeting is arranged on 29/05/2023 at 10.15am in IQAC room. Requesting the presence of all IQAC members for the meeting.

Venue: IQAC Room. Date: 29/05/2023

Agenda: AQAR 2021-22 uploading  
Result analysis of S5(CW) & S6(CW)

- ① \*Rev. Fr. Baby Thomas (Manager) *J. P. Baby Thomas*
- ② Rev. Fr. George Kutty (Administrator) *George Kutty*
- ③ Dr. Sumi Alex (Principal) *Sumi Alex*
- ④ Dr. Elizabeth John (Co-ordinator) *Elizabeth John*
- ⑤ Dr. Sabin Mathapalli (Vice principal) *Sabin Mathapalli*
- ⑥ Dr. Krishakumar (Convener) *Dr. Krishakumar*
- ⑦ Dr. Seema S. War *Seema S. War*
- ⑧ Dr. Remya R *Remya R*
- 9. Dr. Paul John *Paul John*
- 10. Prince P *Prince P*
- 11. K.K. Kuruvila *K.K. Kuruvila*

Report: ① IQAC convener & principal requested members to actively participate in collecting data and uploading AQAR before the stipulated time.

② IQAC discussed the current S5 & S6 results and remedial measures discussed.

Members present at the meeting

- ① Rev. Fr. Baby Thomas (Manager) *J. P. Baby Thomas*
- ② Rev. Fr. George Kutty (Administrator) *George Kutty*
- ③ Dr. Sumi Alex (Principal) *Sumi Alex*
- ④ Dr. Elizabeth John (Co-ordinator) *Elizabeth John*
- ⑤ Dr. Krishakumar (Convener) *Dr. Krishakumar*

Action taken.

HODs requested to provide additional tutoring to SS failed students

IQBE Core Committee was asked to initiate data collection for AQAR submission