

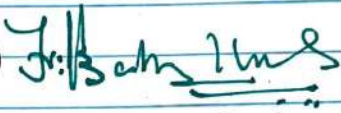
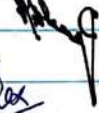
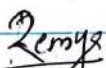
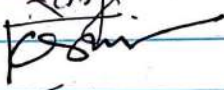
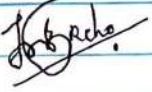
IQAC Minutes 2021 -2022

An IQAC Meeting is arranged to be held on 06/07/2021 at 1:30 pm. All the core committee members are requested to be present without fail.

Agenda: → To take decisions on uploading of documents on the official website of NAAC

→

Members Present:-

- (i) Rev. Fr. Baby Thomas (Manager) 
- (ii) Mr. Tiji Peter (Principal in charge) - T.J.P. 
- (iii) Dr. K.C. Mathew 
- (iv) Dr. Sumi Alex 
- (v) Dr. Seema S. Nair 
- (vi) Dr. Remya R 
- (vii) Dr. Krishnakumar 
- (viii) Dr. Francis Chacko 

Minutes:-

The meeting was started with a silent prayer, and was presided over by Mrs. Tiji Peter. In the meeting the measures to be taken for the effective uploading of documents are well discussed. Dr. Sumi Alex, IQAC Co-ordinator & Rev. Fr. Baby Thomas explained the various aspects of the same. The important decisions taken are;

Decisions taken on 06/07/2021

- It is decided to ~~give~~ assign dates for different criteria and it should be furnished in the official WhatsApp group of College by the College Principal
- On the assigned dates, the concerned members should scan their documents without fail.

An IQAC meeting is arranged on 20-7-2021 at 11: AM. All critics members are requested to be present

Agenda:

1. SSR uploading regarding

1. Fr. Baby Thomas (College Manager) ✓
2. Jiji Peter (College Principal). - ✓
3. Dr. Sumi Alex
4. Dr. Ferry John
5. Kevin Thomas Villoth
6. Beena G.P
7. Dr. Archana G.R
8. Peter John
9. Dr. Jubin Mattappallil
- 10) Dr. Rani S. Dharan
- 11) SURESH R
- 12) Dr. Rini Sam

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An IQAC Meeting is arranged on 5/8/2021
at the NAAC Room. All criteria members are
requested to be present.

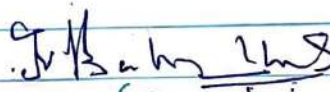
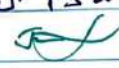
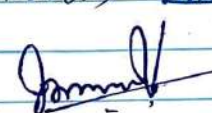
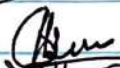
Date: 5/8/2021

Time: 11 AM

Agenda

Submission of SSR

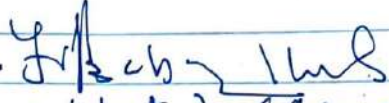
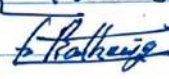
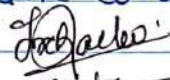
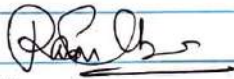
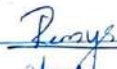
Members Present.

1. Rev. Fr. Baby Thomas (College Manager) 
2. Jiji Peter (College Principal) 
3. Rev. Fr. J. Mathewkutty (College Administrator) 
4. Dr. K.C. Mathew 
5. Mr. John Sanchez (VP) 
6. Johnson Kuriyappan 
7. Prince D 
8. K.K. Kuruvila 
9. Dr. Francis Chacko 
10. Dr. Archana G. R 
11. Sreedakshori Sreyas 
12. M. Jayesh S 
13. Dr. Rinu Sams. S 
14. Dr. Paul John 
15. Beena G. I 
16. Dr. Jubin Mathappallil 
17. Arun Mohan 
18. Dr. Sumi Alex 
19. Dr. Seema S. Nair 
20. Dr. Remya R 

An IQAC meeting is arranged to be held on 13/08/2021 at 11.00 am. All HODs are requested to be present without fail.

Agenda: Preparation for NAAC visit

Members Present

- (1) Rev. Fr. Baby Thomas (Manager) 
- (2) Rev. Fr. J. Mathewkutty (College Administrator) 
- (3) Mrs. Jiji Peter (Principal in charge) 
- (4) Dr. K.C. Mathew (NAAC Advisor) 
- (5) Dr. V. John Panicker (Vice Principal) 
- (6) Dr. Sumi Alex (IQAC Co-ordinator) 
- (7) Dr. Francis Chacko 
- (8) Greetha Thomas 
- (9) Dr. Rani S. Dharan 
- (10) Dr. Archana G.R. 
- (11) Dr. Fays Tuls 
- (12) Dr. Jino Nairan 
- (13) Prave John 
- (14) Sreelekshmi Jayan 
- (15) Dr. Remya R 
- (16) Dr. Seema S. Nair 

An IQAC meeting is arranged to be held on 27/08/21 at 11 am in the IQAC room. All SSR committee members are requested to be present.

Agenda: SVV preparation

Honouring achievement in sports

Members Present:

- (1) Ms Tiji Peter (Principal in Charge)
- (2) Dr Sumi Alex (IQAC co-ordinator)
- (3) Dr Seema S. Nair
- (4) Dr Remya R.
- (5) Ms Geethu Thomas
- (6) Dr Sajeesh S.
- (7) Dr Kinnu Sam
- (8) Dr. Archana G.R
- (9) Ms. Beena G.P
- (10) Dr Tubin Mattappallil
- (11) Dr. Francis Chacko
- (12) Dr. Krishnakumar V.
- (13) Mr. Kevin Thomas Villoth
- (14) Dr. Jino Nainan
- (15) Dr. Paul John
- (16) Dr. Rani S. Dharan
- (17) Ms. Lincy Alex
- (18) Mr. Shalaj R.
- (19) Ms. Sreealakshmi Jayan
- (20) Ms. Anju Alex
- (21) Ms. Rejani V. Koshy
- (22) Dr. Fergy John
- (23) Ms. Reshma Elizabeth Jacob
- (24) Ms. Lancy Thomas Kuraker

TP
Sumi Alex
Seema
Remya
Geethu
Sajeesh
Kinnu
Archana
Beena
Tubin
Francis
Krishna
Kevin
Jino
Paul
Rani
Lincy
Shalaj
Sreea
Anju
Rejani
Fergy
Reshma
Lancy

Plan of Action

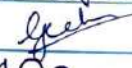
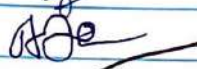
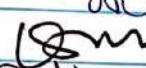
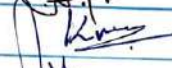
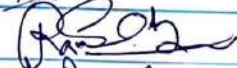
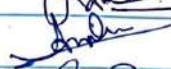
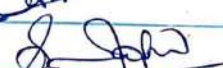
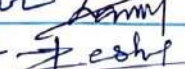
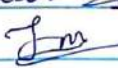
- (1) The IQAC co-ordinator presented the various SVV queries received after the submission of SSR.
- (2) Members of each criteria were given print outs of the SVV queries pertaining to their criteria.
- (3) The IQAC co-ordinator requested the members to examine the queries and format adequate responses to them, supplemented by relevant documents.
- (4) The responses are to be emailed to the IQAC mail id at the earliest.

An IAAC meeting is arranged to be held on 06/09/21 at 11 am in the IAAC room. All SSR committee members are requested to be present.

Agenda: Finalization of DUV

Honouring post doctoral fellow

Members Present

- (1) Ms Tiji Peter (Principal in Charge) 
- (2) Dr. Sumi Alex (IAAC co-ordinator) 
- (3) Dr. Seema S. Nair 
- (4) Dr. Remya R. 
- (5) Dr. Sajeesh S. 
- (6) Dr. Rinu Sam 
- (7) Ms. Beena G.P. 
- (8) Dr. Jubin Mattappalli 
- (9) Ms. Geeltha Thomas 
- (10) Dr. Archana G.R. 
- (11) Dr. Krishnakumar V. 
- (12) Dr. Francis Chacko 
- (13) Dr. Jino Nairan 
- (14) Mr. Kervin Thomas Villoth 
- (15) Dr. Paul John 
- (16) Ms. Rejani V. Koshy 
- (17) Ms. Lincy Alex 
- (18) Dr. Rani S. Dharan 
- (19) Ms. Anja Alex 
- (20) Ms. Sree Lakshmi Jayan 
- (21) Mr. Shalaj R. 
- (22) Ms. Lancy Thomas Kurakar 
- (23) Ms. Reshma Elizabeth Jacob 
- (24) Dr. Fergys John 

Plan of Action

- (1) The IQAC co-ordinator announced that criteria-wise responses to all DVV queries had been duly formulated.
- (2) The drafted responses were discussed and substantiating documents were cross checked.
- (3) The responses were further edited and refined after incorporating relevant suggestions from the members present.
- (4) Subsequently, the final draft of the DVV responses was decided upon.

An IQAC meeting is arranged to be held on 07/09/21 at 12 pm in the IQAC room in the presence of the Manager. All SSR committee members are requested to be present

Agenda: Submission of DVV

Workshop for non-teaching staff

Members Present

- (1) Rev. Fr. (Rtd. Prof.) Baby Thomas (Manager) *JTB by Mrs S*
- (2) Ms Jiji Peter (Principal in charge) *JTB*
- (3) Dr. Sumi Alex (IQAC coordinator) *SA Alex*
- (4) Dr. Seema S. Nair *Seema*
- (5) Dr. Kenya R. *Kenya*
- (6) Dr. Francis Chacko *Francis*
- (7) Mr. Shalaj R. *Shalaj*
- (8) Dr. Pinar Sam *Pinar*
- (9) Dr. Sajeev S. *Sajeev*
- (10) Dr. Archana G.R. *Archana*
- (11) Ms. Beena G.P. *Beena*
- (12) Dr. Fergy John *Fergy*
- (13) Ms. Reekha Elizabeth Jacob *Reekha*
- (14) Dr. Rani S. Pharan *Rani*
- (15) Ms. Rejani V. Koshy *Rejani*
- (16) Ms. Anja Alex *Anja*
- (17) Ms. Sreealakshmi Jayan *Sreealakshmi*
- (18) Mr. Kevin Thomas Villoth *Kevin*
- (19) Dr. Paul John *Paul*
- (20) Ms. Lincy Alex *Lincy*
- (21) Dr. Jino Nairan *Jino*
- (22) Dr. Krishnakumar V. *Krishnakumar*
- (23) Ms. Lancy Thomas Kurakar *Lancy*
- (24) Ms. Geetha Thomas *Geetha*

Plan of Action

- (1) After a final round of checking, the DVV responses were deemed to be satisfactory.
- (2) The manager, principal and IQAC co-ordinator thanked all members for their time and co-operation.
- (3) It was announced that the DVV responses would now be uploaded.
- (4) Decided to conduct a workshop on office-management and administration.

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6/11/21

ST. GREGORIOS COLLEGE, KOTTARAKARA
ONE DAY WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION

On 6th November 2021

Programme

Welcome: Dr Sumi Alex (IQAC Coordinator, SGC)

Presidential Address: Ms. Jiji Peter (Principal, SGC)

Benedictory Address: Fr. Baby Thomas (Manager, SGC)

Technical Session by: Dr. Sreejith V

NAAC Coordinator

Govt. Women's College

Thiruvananthapuram

Vote of Thanks: Mr. Johnson Koshy (Superintendent, SGC)

Members Present

- | | | |
|-----|------------------------------------|--------------------|
| 1. | Fr. Baby Thomas (Manager) | <i>[Signature]</i> |
| 2. | Ms. Jiji Peter (Principal) | <i>[Signature]</i> |
| 3. | Johnson Koshy (Sr. Superintendent) | <i>[Signature]</i> |
| 4. | Prince P (Head, Accountant) | <i>[Signature]</i> |
| 5. | Kuruvila k.k (Sr. Clerk) | <i>[Signature]</i> |
| 6. | Baby John (LD Clerk) | <i>[Signature]</i> |
| 7. | Elizabeth Samuel | <i>[Signature]</i> |
| 8. | Sneha Thomas | <i>[Signature]</i> |
| 9. | Sachu D Saij | <i>[Signature]</i> |
| 10. | Riya Elsa Baby | <i>[Signature]</i> |
| 11. | Gejumon Goy | <i>[Signature]</i> |
| 12. | Asha k John | <i>[Signature]</i> |

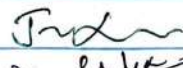
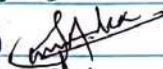
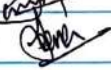
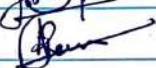
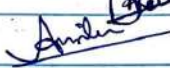
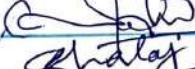
17/01/22

An IQAC meeting is arranged on 17/01/22 at 10:00 AM at the NAAC Room.

Agenda

1. NAAC peer team visit preparation
2. Constituting committee for the visit
3. Butterfly garden & Botanical garden renovation
4. Renovation of Multigym

Members Present

1. Ms. Jiji Peter (Principal) 
2. Dr. Sumi Alex (IQAC Coordinator) 
3. Dr. Seema S. Naie (IQAC Convenor) 
4. Dr. Remya R. 
5. Dr. Francis Chacko 
6. Ms. Beena G. P. 
7. Ms. Anju Alex 
8. Dr. Krishnakumar V. 
9. Dr. Sajesh S. 
10. Dr. Renu Sam 
11. Dr. Rani S. Dharan 
12. Ms. Reshma Elizabeth Jacob 
13. Ms. Sreelekshmi Jayan 
14. Mr. Shalaj R. 

Decisions (Action Taken)

1. Following committees were constituted
 - a. Programmes committee
 - b. Hospitality committee
 - c. Transportation committee

- d. Technical Committee
- e. Cultural Committee
- f. Media Committee
- g. Beautification Committee
- h. Fire Management Committee

2. Renovations of Butterfly gardens and Botanical gardens; Water tanks to be implemented

05/02/22

An IQAC meeting was arranged on 05/02/22 at 10:30 at the XAAC Room.

Agenda:

1. "Reviewing XAAC Peer Team Visit Committee"
 2. Result analysis discussion
 3. Honoring achievements in sports
- Members Present:

1. Ms. Tiji Peter (Principal) *Tiji*
2. Dr. Suni Alex (IQAC Coordinator) *Suni Alex*
3. Dr. Seema S. Nair (Convener) *Seema*
4. Dr. Remya R. *Remya*
5. Dr. Krishnakumar V. *Krishna*
6. Dr. Francis Chacko. *Francis*
7. Ms. Sreelekshmi Jayaraj *Sreelekshmi*
8. Dr. Rani S. Dharan. *Rani*
9. Ms. Shalaj R. *Shalaj*
10. Ms. Anji Alex. *Anji*

Action taken

1. Activities of various committees were evaluated and found satisfactory.
2. All departments instructed to use Moodle LMS to provide supplementary learning resources to students.

3. Token amount recommended to be awarded to achievers in sports

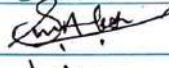
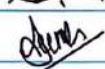
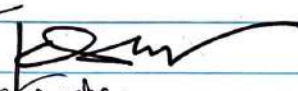
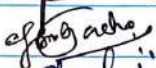
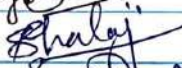
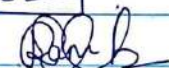
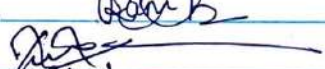
12/03/22

An IQAC meeting is convened on 12/03/22 at 10:30 AM at the NAAC Room.

Agenda.

1. Finalization of NAAC Peer Team visit.

Members Present

1. Ms. Tiji Peter (Principal) 
2. Dr. Sunni Alex (IQAC Coordinator) 
3. Dr. Seema S. Nair (IQAC Convenor) 
4. Dr. Remya R. 
5. Dr. Krishnakumar V. 
6. Dr. Francis Chacko. 
7. Ms. Shalaj R. 
8. Ms. Snehalakshmi Jayan 
9. Dr. Rinu Sam 
10. Ms. Reshma Elizabeth Jacob. 
11. Ms. Anju Alex Dr. Rani S. Dhasan 
12. Ms. Kusuntha K. K. 

Action Taken

1. As NAAC Peer Team Visit is finalized to be on 17 & 18 March, therefore all measures are to be taken to complete if any works are pending.

24/05/2022

A meeting of IQAC members in the presence of Principal was held on 24th May 2022.

Venue: IQAC Meeting Room

Time: 10:30 am

Agenda

- 2020-'21 AQAR Submission
 - Action plan for the academic year 2022-'23
 - Any other matter with the permission of the chair
 - Honouring University Youth festival winners.
- Members present.

1. Mrs. Beena G.P. (Principal)
2. Dr. Elizabeth John
3. Dr. Krishnakumar
4. SHARAJ.R
5. Paul John
6. DR. BINIL P. SASIDHARAN
7. Preelakshmi Gargan
8. Anshin T.M.
9. Geetha Thomas

Action Taken

- Pending work of AQAR-2020-'21 to be completed by June 15.
- Criteria heads are requested to submit action plan for the academic year 2022-'23 on or before June 10th
- Decided to honour University Youth festival winners in Orientation programme for students.