

MINUTES OF MEETINGs HELD BY IQAC DURING 2019-20

IQAC INDUCTION PROGRAM HELD ON 30TH & 31ST MAY 2019

The Meeting began with a short prayer by Prof Jerrin and team, following which the IQAC Chairman and Coordinator welcome all the staff members, especially the new recruits and the new director of the institution Rev. Fr. Brian Pereira SJ. After the address by the Director, all new faculty members introduced themselves. This was followed by a short faculty interaction where each member of the faculty was asked to speak about 3 things that they liked about being a quality teacher.

Some of the key points presented during the first IQAC meetings are as follows.

1. The IQAC Chairman – Principal then presented the concept, scope, relevance and functions of IQAC in inducing quality culture and role of faculty members in adhering to best practices and achieves quality outcomes.
2. IQAC coordinator insisted that all the faculty members focus on enhancing quality in curricular aspects, teaching methodology, providing quality learning resources, student centric teaching and learning conduct assessment, remedial for slow learners, bridge course for first year, periodic mentoring, quality skill based activities and make learning a joyful experiences
3. The working hours for staff are 2:00 pm- 9:00pm. Part timers have to log in by 4:30pm if they have the first and second hour and by 6:30pm if they have the third or fourth hour.
4. Departments are expected to submit the annual action plan with all the academic and non-academic programs for the academic year with details
5. No leave can be taken during examination time, staff meetings, inspections from Universities or any other bodies.
6. The faculty must attend all staff meetings and incase of non-attendance should notify the Principal of their absence.
7. It is compulsory to attend all the programmes of the college and management
8. Classes must be taken as per the time table and in the event of absence the substitutions for the classes must be informed in writing to the Principal and HOD

9. Classes should be kept engaged till the end of the hour and the staff members were reminded to enter the classrooms as soon as the first bell rings
10. The staff members were reminded to use the expected teaching methods, like standing and teaching, using the blackboard and using multimedia when necessary
11. Attendance of the students has to be marked regularly and submitted every day. Pupil Pod to be made use of. If any students attend interclass or inter college events those students attendance should be added in the monthly attendance sheets
12. Work Done Diary is to be submitted before the 2nd of every month
13. The details of the Seminar/conference, resource person and guest lecture attended or conducted should be given to the office superintendent and mentioned in the staff minutes.
14. When taking leave a written leave note (CL note) should be given to the Principal in person. Emergency leaves and late arrival is to be informed on time through telephone. No leave information is to be given to the college office without the Principal being notified first
15. Class teachers and mentors are required to have total knowledge of students under their care. They should be aware of the family background of the student and are fully responsible for them in giving evening meals, concessions etc. Class teachers and mentors have to sign the leave note of the students as well as regularly check marks, attendance and comments. If the students are absent for an extended period of time the class teachers must find out the reasons and what can be done about it. The staff members are expected to find out the problems in the students, counsel them, encourage them and motivate them to participate in extracurricular activities
16. Class teachers are given a copy of the monthly attendance sheet and unit test marks.
17. The staff members are to meet the parents of the students under their care and also meet the parents of the academically poor students and regular absentees
18. The staff members are to make sure students adhere to the dress code and wear their ID cards. The ID card should not be in the shirt pocket rather they should be hanging around the neck
19. The teachers must insist on material required from the students- reference books, note books

20. Students must contribute to the notice board, college and department newsletter regularly.
They must be a part of a minimum of two associations
21. Dress code for the staff is formal dress with college id. Mobile phones are not to be used during college or office hours
22. No partiality should be shown based on personal likes and dislikes, however, preference should be given to the needy. The staff members were reminded to do so unselfishly, with a clear conscience, to refrain from insulting/degrading students and to be just when giving marks
23. Every staff member is expected to have a copy of the service rules of BJES. Those who do not have a copy can obtain the same from the office
24. The calendar should be read by the staff and class teachers are expected to take one class to share important information contained in the calendar
25. Class teachers have to regularly sign leaves and page of attendance and marks of examinations

Some more key points were mentioned to ensure the smooth functioning of all structures and processes of the college.

Departments: The IQAC Chairman, Principal insisted that all the Departments should conduct regular meetings and submit the minutes with action taken report with regarding to quality initiatives. The Departments should have regular evaluation and should correct and support each other. It was suggested that the department academic audit be planned by IQAC. Every HOD with the staff should plan the department activity for the whole year with budget. The action plan stipulated is to be followed and fulfilled. The Departments must update the syllabus, reference, question bank, activities, programmes, monthly newsletters on the Department webpage.

Staff Development Programme: The staff members who have not attended JESOL must do so as and when opportunities arise. The HODs were asked to inform the Principal about Major and Minor Research Programmes /projects as well as conferences, seminars and workshops. The faculty was reminded to publish regularly in their subject areas in recognized journals.

Students: Regarding students, the staff members were reminded that student discipline was the responsibility of every teacher. They were asked to give importance to cleanliness in the campus.

The staff was informed that CCTV's have been incorporated in the classrooms. Class teachers are also responsible for Daily Prayer and should be present in the office during Prayer. All announcements should be done only through the PA system.

The meeting concluded with IQAC coordinator extending gratitude to the Management representative, IQAC Chairman - Principal, IQAC members and staff for having joined the first IQAC meeting of 2019.

Minutes recorded by Ms. Maryanne Pais

IQAC FACULTY DEVELOPMENT PROGRAMME HELD ON 1ST JUNE 2019

A faculty development programme was organized by IQAC on Saturday, 1st June, 2019 in the AV hall with special focus to understand the modalities of 7 criterion of NAAC, action plan for 4th Cycle NAAC Accreditation and functionality of Autonomy. Dr. Kanishka, IQAC Coordinator, Faculty and Head, Dept. of Business Administration made a presentation about the concept of autonomy, relevance, scope and role of teachers in making autonomy effective. Dr Ravi RA, Associate Professor and senior member of commerce department made a presentation on the NAAC criteria and preparation for the accreditation process

They invited faculty members to share their experiences of documenting their work, and addressed queries from all members. This was undertaken to ensure all staff members are oriented to the nature and processes of NAAC, so that the college will be better prepared for the next cycle of assessment.

The meeting concluded with IQAC coordinator extending gratitude to the Management representative, IQAC Chairman - Principal, IQAC members and staff for having joined the first IQAC faculty development programme of 2019.

Minutes recorded by Ms. Maryanne Pais

IQAC MOM HELD ON 2ND JUNE 2019

Agenda: IQAC validation for action taken and proposed plan for ensuing year (2019-20)

An internal department audit was carried out by the IQAC on 2nd June 2019 between 2:30 PM to 8:00 PM in conference room. Director, Principal, Vice Principal and IQAC Coordinator validated the annual action plan of all departments and associations. All the members of the department and associations/clubs presented the action plan and various documents pertaining to the same were produced. Some of the important documents produced for the verification during the validation process were, department minutes book, BOS documents, teaching Plan, department association box file and self-appraisal.

- They were asked to keep the following documents for validation
 - About Department, Vision, Mission, Objectives and Best Practices
 - Staff profile: Photo, Name, Qualification, Experience (Corporate/teaching), Teaching eligibility test cleared
 - Student profile: Name, Reg. No, Age, Marital status, Employed, Name of the company
 - Action Plan of the academic year 2019-20 with specifications
 - Academic performance of students (Result Analyses – April 2019 & Oct 2019)
 - BOS documents (Program Course Matrix etc)
 - Teaching Plan to be prepared by respective subject teachers signed by HOD and Principal
 - Self-appraisal forms of faculty members
 - Highlight of significant academic activities undertaken during the academic year
 - About the Department Association and various activities undertaken during the academic year
 - Dept. News Letter (soft/hard)
 - Dept. Guest Lecturers organised during the academic year
 - Report on the Dept. Conference / Seminars / workshops etc.

- Industrial tour / Field Visits and any other similar activities undertaken during the academic year
 - Any certificate courses organized during the academic year
 - Dept. Faculty professional achievements (hard and soft)
 - Significant student achievements during the academic year
 - Updated Dept. minutes book signed by all the faculty members, HOD and principal
 - Completed work done diary signed by respective faculty, HOD and Principal
 - Documents related students support services offered by department
 - Updated mentoring book and brief report by the respective department
 - Departmental work load and Time Table for 2019-20
 - Major events and key events for last academic year
 - Any event / programme/ activities not conducted as per the plan last year*Reasons to be specified
 - Any change/enhancement in the activities/program for this academic year should be highlighted
 - Action Plan of the academic year 2020-2021 with Budget
 - Time table, Teaching Plan and E Resources
 - Any other achievements
-

IQAC MOM HELD ON 4TH JULY 2019

Agenda

- Orientation
- Bridge Course
- Teaching Learning process
- CBCS
- General reminders

The meeting commenced with Prayer

Dr. Smith, Principal, welcomed the members and Dr. Albert Joseph Smith, the Principal thanked all the members for helping in College admissions, further more he thanked Prof. Prashanth Kumar and Prof. Dav Fod orientation programme and Dr. Kanishka for organizing FDP programme.

Dr. Albert Joseph Smith, the Principal / Dr. Kanishka, the coordinator IQAC administered feedback on FDP (Faculty Development Programme) orientation programme and events which were held in the month of June 2019.

It was deliberated that whether parents of II and III year students to be invited for Orientation programme, furthermore, it was decided that the parents of those students who have shortage of attendance and less marks in CIA will be called for orientation programme/ PTI.

The Principal and IQAC Coordinator insisted that there must be assessment for students after the completion of bridge course from the next academic year.

The Principal and IQAC Coordinator expressed concern towards discipline among students i.e. inappropriate way of sitting in the classroom, using mobile phone in the classroom, and talking

during the prayer. It was insisted to all the faculty members to allow the students to attend the class if they have genuine reason for coming late to class.

Teaching plan must be submitted as it is compulsory to plan the syllabus for the semester. It was appealed to all the faculty members to enhance innovative methods to use autonomy. For any correction in time table the faculty members were insisted to contact Dr. Priya

Prof. Ravi suggested that Post graduation students must be assessed on their aptitude in employability skills

The following reminders were given to all the departments to follow it up

- Academic audit documents of the department to be maintained
- Question bank
- Books and E-book for Library
- Research proposals and publications to be encouraged
- Department's Conference and Seminar
- Updating attendance online
- Mentoring reports to be submitted periodically
- Term paper to be initiated early to ensure sufficient time for completion

Mr. Prashanth Kumar requested all the alumni faculty members to be a part of alumni programme. It was informed to enroll students for Evening snacks scheme from each class

The faculty achievements must be informed to office and it will be displayed

Each department must finalize a proposal on Minor Research project. The MRP proposal will be validated by the Research Assessment committee as per the UGC guidelines. The faculty members must present / publish at least one paper in a semester. The faculty members without NET/ SET were reminded to complete this requirement and pursue their doctoral studies.

Prof. John Bosco read out the CBCS papers for further clarification with the HODs, he also insisted HODs to submit the syllabus copy and question paper model. The marks allocation for term paper and research paper was deliberated. The Controller of examination informed that I unit test will begin in August and it was also informed to submit syllabus copy and model question paper of all the subject including CBCS subjects

Minutes recorded by Ms. Maryanne Pais

IQAC MOM HELD ON 16TH AUGUST 2019

Agenda

- **Mentoring day**
- **Career development initiatives**

The meeting commenced with Prayer

Dr. Smith, Principal, welcomed the members and Dr. Albert Joseph Smith, the Principal welcomed all the members and thanked Dr Kanishka for taking this initiative to have a mentoring day. He invited the IQAC coordinator to shed light on his plans.

Dr Kanishka informed the team that this will be a grand programme in SJEC, the first of its kind where all parents/guardians will accompany students and meet their respective mentors. He informed that a mentoring handbook is being prepared to record the students details, and map the progress from the beginning till the end of their course. He urged all mentors to be proactively involved in tracking the academic and non-academic issues faced by students.

He also proposed having guest lectures and skill development sessions which will enhance the quality on input students get in college, and ensure overall development. This way, all the students who complete their appointment with mentors, can choose to attend any of the sessions and be engaged.

The principal thanked the team and extended full support for this team.

Minutes recorded by Ms. Maryanne Pais

IQAC MOM HELD ON 1ST OCTOBER 2019

Agenda

1. Evaluation of mentoring process
2. Enhancing research culture

The meeting began with a silent moment of prayer, following which Fr Brian addressed the HODs to ensure the mentee list was suitable to all staff concerned. Dr Kanishka along with Dr Smith and Dr Priya prepared the list of mentees. This list was shared with the team for suggestions and suitable mentors were assigned.

Fr Brian gave his inputs to the team and mentioned about the mentors needing to accompany the students and identify their needs. If the mentee's concerns were beyond the scope of mentoring, mentors are urged to refer their students to appropriate appellate authorities such as Principal, Vice Principal or if needed the Counsellor. All members agreed upon the priority areas of academic progression, identifying slow learners, identifying deserving students for scholarship, attendance and discipline concerns, and identifying students for any emotional needs/ concerns.

In addition to the mentoring process, Fr Brian emphasized the need to enhance the research culture in campus. He urged all HODs to be more proactive for departments to start doing more in this regard. He also urged more collaboration and goodwill across departments to prevent in groups/ out groups among staff. This will create more opportunities to interact and create critical thinkers and constructive debates among staff.

The Director thanked the team for their tireless efforts towards ensuring excellent student progression and emphasized on the improvement of the results and examination system. He added that faculty can give enriched input when they engage in research informed teaching.

Minutes recorded by Dr Rekha Ahuja

IQAC MOM HELD ON 10TH JANUARY 2020

Agenda

1. Evaluation of FDP

The meeting commenced with Prayer. The Principal, Dr. Albert Joseph Smith welcomed the team and thanked the Director for his efforts towards the development of faculty members. He said these exercises were meaningful and added value to the overall quality of teaching learning process in the campus.

The staff reflected on the following points

1. *Think of the individuals in your life who have made a tremendous impact by guiding you in the journey of your life. Mention few qualities that touched you.*
2. *Our students are unique and important children of God. How do I recognize their uniqueness and treat them with respect?*
3. *How can I listen to our students with our hearts, objectively and without any prejudice? How do I bring compassion and empathy into the process of mentoring?*
4. *How do I establish healthy boundaries with the students?*
5. *What are the challenges or obstacles I face in promoting a conducive and supportive environment for learning and growth?*
6. *Some suggestions in which we can make a difference in the lives of our mentees?*

It was noted that this was a fruitful exercise to reflect on the role of teacher-mentor in the context of higher education. More such initiatives should be planned to enhance the quality of teaching learning evaluation process.

Minutes prepared by Dr Rekha Ahuja

IQAC MOM HELD ON 1ST FEBRUARY 2020

Agenda

- Term paper
- Special supplementary exam (One time measure)

The meeting commenced with a prayer. The Principal, Dr. Albert Joseph Smith welcomed the team and put forth the agenda for the meeting. He informed everyone that for the ensuing academic council meeting on Feb, 10th, some changes regarding the term paper and special supplementary can be proposed. He urged everyone to give their opinions and suggestions on the same.

He mentioned that the existing process of students doing term papers had some drawbacks mainly in terms of preparedness to do research, without having much background training in theory. Across different departments, some variations were found in the training of students and the reports submitted.

He proposed that a research methods paper be introduced in the 4th or 5th semester. Since the students had less time in the last semester to plan and execute their research study, and due to lack of clarity on the process of research, he felt it was better to train them in research methods and let them choose their topics before the 6th semester.

COE gave more background information about the same. He mentioned that the 2015 batch had already exhausted their time limit to get their degree. Special permission can be sought and they can be given a chance to clear the papers. Likewise every year can the same process be followed.

However, he cautioned that this practice should not go against the existing norm as of 3 + 2 + 2 years for clearing the degree. He felt it was better to consult some other autonomous colleges in

this same regard. It was also mentioned that remedial classes will be conducted for students who are appearing for Supplementary Exams.

Minutes prepared by Dr Rekha Ahuja

IQAC MOM HELD ON 28TH FEBRUARY 2020

Agenda

- IQAC External validation

The meeting commenced with a prayer. The IQAC coordinator presented details of the action plan and initiatives undertaken for the academic year. He presented the annual report and updated the members about the progress being made through quality enhancement strategies for faculty development, and teaching learning evaluation process upgradation.

The members appreciated the efforts of the college even though it works in a packed schedule with students coming in evenings. They enquired about the outcome-based education measures and asked how we are fairing in that regard. It was being implemented and in early stages, therefore by next academic year we can have an evaluation of the same. They noted that the activities undertaken, both curricular and extra-curricular have been on par excellence.

They emphasized on staff members to complete their doctoral studies and keep preparing for NAAC accreditation in a systematic manner. They found the validation process to be a good practice and also highlighted that the college can begin to offer some new diploma/ vocational courses as the student population will benefit.

The meeting ended with a note of gratitude by the IQAC coordinator.

Minutes prepared by Dr Rekha Ahuja