

## MINUTES OF MEETING HELD BY IQAC – 2018-19

### IQAC MOM held on 28<sup>th</sup> & 29<sup>th</sup> May 2018

The Meeting began with a short prayer by Prof Jerrin, following which the IQAC Chariman and Cordinator welcome all the staff members, especially the new recruits. After this, the 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 2<sup>nd</sup> 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 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 teaches and mentors have to shave 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.

Following this, the staff members were briefed by IQAC Cordinator Dr Kanishka Kabout the orientation programme for the Second and Final year students. The COE briefed the staff members about the change in the CIA process. Mr. Prashanth Kumar spoke about the successful Outreach Programmes conducted last year and encouraged all teachers to actively participate in this best practice of the college.

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 2018

**Agenda**

1. Roles and Responsibilities
2. Faculty Development Programme
3. Mentoring Website Updating
4. Action Plan
5. Teaching Plan
6. CBCS

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

The IQAC Coordinator expressed his concern towards Staff members for spreading rumors in the College and conveyed that the roles and responsibilities of administration in the College are structure.

The Coordinator conveyed that the Principal Director had noticed that some faculty members were not present for fellowship meal after the FDP.

The IQAC Coordinator remarked that the HODs must not do disparities in allotting subjects/ paper for members in the department. He invited to all the HODs to develop a conducive environment in the department.

The IQAC Coordinator insisted to Sr. Saly to update the College website and to design an Exclusive page for College website

The IQAC Coordinator enquired an mentoring in reply total, Mr. Ashlon informed that the mentoring booklet will be distributed to all the students.

The IQAC Coordinator insisted that all the action plans of the departments and clubs and association for the academic year must get validated. The faculty members must submit the teaching plan as early as possible.

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.

For any correction in time table the faculty members were insisted to contact Dr. Mathew

All the faculty members were appealed to participate in College level activities.

The faculty members without NET/ SET were reminded to complete

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.

**Minutes recorded by Mr. Ashlon Noronha**

### IQAC MOM held on 5<sup>th</sup> July 2018

#### **Agenda**

1. FDP and Orientation
2. Bridge Course
3. Discipline issue among students
4. Admission 2018-19
5. Website upgradation Teaching plan
6. Teaching plan
7. Annual validation of department

The meeting commenced with Prayer

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 2018.

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

Faculty members were requested to participate in the cleanliness drive which will be held the college

Faculty members were insisted to be present in the class room till the public announcement get over.

Dr. Kanishka reinforced on logistics for placement and its constraints

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

The Principal / Coordinator expressed his 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.

The Principal / Coordinator informed that admission for I semester UG and PG had grossed over 400 for various streams till 5<sup>th</sup> July 2018 and also requested to promote admission for MA (Journalism and English)

The concern was expressed on more students are opting for Additional English than to other languages

Teaching plan must be submitted as it is compulsory to plan the syllabus for the semester

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

- Department's minutes of meeting book
- Academic audit of the department
- Books for library
- Updation for department page on the college website
- Question bank
- E-book for Library
- Research proposals
- Department's Conference and Seminar
- Updating attendance
- Mentoring reports
- Term paper

Departments newsletters must be published by 5<sup>th</sup> of every month

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

It was appealed to all the faculty members to enhance innovative methods to use autonomy

Classes must be informed when teachers are on leave so that he can allot the class to someone else

Dr. Kanishka informed that annual validation of departments will be held in the month of July

The Controller of examination informed that I unit test will begin from 3<sup>rd</sup> August 2018 and it was also informed to submit syllabus copy and model question paper of all the subject including CBCS subjects

**Minutes recorded by Mr. Ashlon Noronha**

## Agenda

1. Convocation Day
2. End Semester Examinations Result
3. Attendance
4. BOS Meeting
5. Syllabus and Model Question papers
6. Constitution day
7. Sports Day

Dr. Albert Joseph Smith, the principal, welcomed the HODs and continued the meeting. He further, discussed the dress code for the convocation day. It was deliberated that whether the dress code could be Kurta for boys and Saree for girls. It was decided in the meeting that sash will be given to students, the various colors were decided for different streams. Blue sash for BA and MA for M.Com and B.Com Beige for BCA and Green for BBA.

It was also discussed and agreed upon on the dress code by HODs. Further, if it is found students violating the dress code for convocation day ceremony those students will not be allowed to be part of the ceremony.

The Principal / Coordinator expressed his concern on the End Semester Examinations result, Sr. Saly suggested that the minimum marks must be considered at CIA. It was also deliberated whether assignment could be for 10 marks for test and 5 marks for attendance.

Dr. Kanishka expressed his concern towards staff members teaching learning methodology, he also said that the teachers must be reprimanded to take remedial classes and absenteeism fo student to be addressed by the concerned teachers.

Dr Christopher Hoskins conveyed that the teacher must give condemned or simplified notes to students so that they can prepare well for their exams.

The Principal / Coordinator remarked that the HODs' must convey to their respective departments on developing goods teaching learning methodology so that students can be benefited out of it.

The Principal / Coordinator insisted to the HOD's that the attendance to be taken and uploaded in time on the pupilpod. Further, the attendance claim to be updated on the students college handbook on the some day of the activities in which they are involved.

The Controller of Examinations announcement the schedule for the test

- I test from 9 to 12 January 2019
- II test from 25 to 28 February 2019

He also request to all the staff members to allot the marks to all the units of the syllabus in the model question paper. Ti also informed that if there are any changes in the question papers it has be informed to COE's Office

The Principal insisted to declare he advance income tax return

The department plan to be submitted as early as possible

The Board of student is meeting must be conducted by January 2019 and refreshment to be order in the college canteen for the same.

The department E-newsleter to be sent to Mr. Charles by the end of November.

The Constitution Day will observed on 30<sup>th</sup> November 2018

The Sports Day will be held on 9<sup>th</sup> December 2018

For any new courses to begin, the departments must inform well in advance.

The minutes of the meeting must be recorded in the book.

The Principal / Coordinator insisted all the college level committee must meet once in fifteen days.

Its also informed by the Principal / Coordinator to all the departments to insitst on students discipline in the college and to complete the syllabus in time.

Mr. Charles demonstrated new college website template and the feedback was teaken on the same.

### **Minutes recorded by Mr. Ashlon Noronha**

#### **IQAC MOM held on 16<sup>th</sup> January 2019**

#### **Agenda**

1. Staff Evaluation
2. Results Analysis
3. Examinations

Fr. Arun Prashanth D'Souza, S.J. Director of St Joseph's Evening College, welcomed all the members and enquired results analysis sand measure taken to improve odd semester examination results.

Mr. Ashlon expressed concern on claiming the attendance by the students for attending programme on the same day would be problem, further it was deliberated and decided that on the special cases the claim form could be used by the students to claim their attendance.

It was informed to HODs that the evaluation of faculty members will at the following level.

- Staff Evaluation
- Peer Evaluation

- Self Evaluation
- HODs' Evaluation

The Director insisted to all the members to pursue the objectivity while giving the feedback for department members.

Dr. Christopher Hoskins suggested that some of the parameters must be reworked in the feedback forms.

Mr. Amalraj inquired if the language marks could be subdued for BCA stream.

It was insisted to all the member to prepare results analysis.

It was further decided that the languages marks cannot be ignored as its compulsory as per University norms.

Examination system: The Director re informed on the improvement of the results and examination system. It was informed that the exam committee will be meeting and min 3 years experience for the members.

**Minutes recorded by Mr. Ashlon Noronha**

#### **IQAC MOM held on 12<sup>th</sup> March 2019**

##### **Agenda**

1. Review of examination Committee meeting
2. BOE (Board of Examinations)
3. COE (Controller of Examinations)

The meeting commenced with Prayer.

The Principal, Dr. Albert Joseph Smith distributed the examinations meeting for further discussions on the same.

The Principal, reinter acted that BOE and POE (Panel of Examiners) have to strictly adhere to the examination manual strict action will be initiated as per the existing rules if any breach is observed.

It was brought to the notice of COE and examination committee the BOE Chairperson must strictly follows the examination manual. No interference and breach in any nature.

The Principal advised to conduct orientation pertaining to role and responsibilities to BOE Chairperson and all other faculties connected to examination and evaluation.

It is directed to COE's office to prepare notification examination schedule and action plan to conduct UG and PG examinations for those students who have exhausted the time limit. The COE would consult HOD's to set the question paper.

It was appealed to the examination committee to ensure the utmost care is taken while setting the question papers.

Dr Mathew would allot the invigilation duty for supplementary and End Semester Examinations.

Chairperson of BOE would decide on who will correct the End Semester Examinations answer scripts. The valuation for the first time would get reviewed their valuated scripts from the chairperson of BOE.

The Principal insisted to Chairperson of BOE to send the report after valuation of each paper /subject to Principal.

Prof. Ravi suggest a strict review should be made but possibly by an external examiner.

Prof. Nagarajan suggested that the 15% of answer scripts to be reviewed.

It was decided that examinations office will be working from 10 am to 8 pm

Remedial classes will be conducted for students who are appearing for Supplementary Exams. Once time measure supplementary examinations of the backlogs will be in the month of June.

**Minutes recorded by Mr. Ashlon Noronha**