



# KURIAKOSE GREGORIOS COLLEGE

Pampady, Kottayam (Dist.), Kerala. Pin – 686 502.

Office/Fax : 0481 – 2505212 Principal (Per) : 2508212 Principal (Res.) : 0481 – 2432988 (Mob) 9961274087

**A Postgraduate Institution of the Malankara Orthodox Church with facilities of Arts, Science and Commerce**

All India 69<sup>th</sup> in NIRF Ranking 2018

Dr. Sherly Kurian  
Principal

04.06.2018

## Minutes of the IQAC meeting held on June 4, 2018

### Members present

1. Dr. Sherly Kurian (Principal & Chairman, IQAC)
2. Dr. M.E. Kuriakose (Management Representative)
3. Prof. Preethy Saira Philip (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr. Anila Kumary K S (Assistant Professor, Zoology)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Fr. Mathew K. John (Local Manager)
10. Mr. Raju Jacob (Office Superintendent)
11. Sri. Mathachan Pampady (Local Society Representative)
12. Dr. Liz Gabriel (Alumni Representative)
13. Mr. Kelvin T Varghese (UG Representative)
14. Ms. Nikhitha Elizabeth Thomas (UG Representative)
15. Ms. Abeyna Mariam Abey (PG Representative)

### Agenda

1. Confirmation of the meeting held on 26<sup>th</sup> March 2017 and Action taken report
2. Analysis of the results of previous academic year
3. World Environment Day celebrations
4. Issue of Teacher's Diary and Master Register
5. Preparation of Academic Calendar 2018-19
6. Feedback and student satisfaction survey
7. Ensure the participation in NIRF and AISHE



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**Dr. Sherly Kurian**  
Principal

8. Remedial, mentoring and tutorial system
9. Extension activities by NCC and NSS
10. Teaching plan of faculties
11. Add-on/Certificate/Value added courses of departments
12. Action plan of departments for the year 2018-19
13. Orientation programme for 1<sup>st</sup> year students
14. Departments to organize seminars and interactions with eminent scholars
15. Alumni meeting on August
16. Freeships for the financially backward students in every departments
17. Any other matter permitted by the Chair

The meeting started at 12 am in the board room under the chairmanship of Dr. Sherly Kurian, Principal.

The meeting discussed the following matters in detail

1. The meeting confirmed the minutes of the previous meeting held 26/3/2017
2. Results of the previous academic year was discussed and principal congratulated various departments for their performance and urged them to increase the pass percentage further.
3. It was decided to celebrate the world environment day on June 5 under the auspices of NCC, NSS and Zoology department.
4. It was decided to issue a diary to all faculties to record the curriculum delivery and other co-curricular activities. And also the Master Register for the year 2017-18 to all departments.
5. Preparation of academic calendar for the year 2018-19 was discussed and Ms. Preetha Mathew was assigned with the same.
6. It was decided to distribute feedback forms to students, parents, alumni and employers. Student satisfaction survey also to be conducted.

It was decided to ensure the participation of the college in the NIRF and AISHE.

Departments were directed to follow the remedial ,mentoring and tutorial system regularly.



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Principal

9. It was decided to broaden the extension activities of the college under the auspices of NCC and NSS. Campus to Community initiative to be strengthened.
10. It was decided to collect the teaching plan of the faculties for the year 2018-19 from all departments.
11. Departments were asked to start new add-on/value added/certificate courses for the year 2018-19.
12. It was decided to ask all the departments to submit the action plan for the new academic year before June 31<sup>st</sup>, 2018.
13. A discussion on the orientation programme for newly admitted students was held and it was decided to arrange the same on a convenient date after the admission is completed.
14. Departments were asked to organize more seminars and to invite eminent scholars to interact with the students.
15. A Discussion was held on the alumni meeting that is being held on August 15<sup>th</sup> every year. Detailed deliberations was done on the arrangements to be made for the same.
16. IQAC suggested the formation of a freeship scheme (Snehanidhi) for the financially backward students. Detailed deliberation was done on the same.
17. IQAC proposed a training programme for teachers to be arranged on June.

IQAC CO-ORDINATOR

*Preethy Philip*

Dr. Sherly Kurian  
Principal  
PRINCIPAL  
Kuriakose Gregorios College  
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Dr. Sherly Kurian  
Principal

04.09.2018

## Minutes of the IQAC meeting held on September 4,2018

### Members present

1. Dr.Sherly Kurian (Principal & Chairman,IQAC)
2. Dr. M.E. Kuriakose (Management Representative)
3. Prof.Preethy Saira Philip (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr.AnilaKumary K S (Assistant Professor, Zoology)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Mr. Raju Jacob (Office Superintendent)
10. Mr. Kelvin T Varghese (UG Representative)
11. Ms. Nikhitha Elizabeth Thomas (UG Representative)
12. Ms. Abeyna Mariam Abey (PG Representative)

### Agenda

1. Confirmation of the meeting held on June 4<sup>th</sup> 2018 and Action taken report
2. Review of action plans submitted by departments and clubs
3. Inauguration of college union and arts festival
4. Annual PTA meeting and orientation programme for the parents
5. AQAR Criterion committees
6. Training programme for third year students
7. Any other matter permitted by the Chair

The meeting started at 2 pm in the board room under the chairmanship of Dr. Sherly Kurian, Principal. The meeting discussed the following matters in detail



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**Dr. Sheryl Kurian**  
Principal

1. The meeting confirmed the minutes of the previous meeting held on 4/06/2018
2. A detailed review of the action plans submitted by departments and clubs were discussed and the Principal congratulated the NCC and NSS teams for their active participation in the flood relief activities and specially mentioned the active participation of the college community in the flood relief programme by Kerala Government 'Kuttiykkoru Kutty'.
3. The combined inauguration of College Union and Arts Club is tentatively planned to be organised by the 2<sup>nd</sup> week of October.
4. The Annual General Body Meeting of PTA and orientation session for the parents is decided to be held on October.
5. The committee also decided to appoint the following faculty members as convenors of different criteria of AQAR.  
Criterion I: Curricular Aspects → Ms. Preetha Mathew  
Criterion II : Teaching, Learning and Evaluation → Dr. Anit Elizabeth  
Criterion III : Research, Innovation and Extension → Dr. Anila Kumary K. S.  
Criterion IV : Infrastructure and Learning Resources → Dr. Joji M. Philip  
Criterion V : Students Support and Progression → Ms. Vinitha Varkey  
Criterion VI : Governance, Leadership and Management → Lt. Renish Joseph  
Criterion VII : Institutional Values and Best Practices → Dr. Joy Thomas
6. It was decided to arrange a training programme for the third year students.

IQAC CO-ORDINATOR

*Preetha Mathew*



*Sheryl Kurian*  
Dr. Sheryl Kurian  
Principal  
Kuriakose Gregorios College  
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Dr. Sherly Kurian  
Principal

01.11.2018

## Minutes of the IQAC meeting held on November 1, 2018

### Members present

1. Dr. Sherly Kurian (Principal & Chairman, IQAC)
2. Dr. M.E. Kuriakose (Management Representative)
3. Prof. Preethy Saira Philip (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr. Anila Kumary K S (Assistant Professor, Zoology)
6. Prof. Vinita Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Mr. Raju Jacob (Office Superintendent)
10. Mr. Kelvin T Varghese (UG Representative)
11. Ms. Nikhitha Elizabeth Thomas (UG Representative)
12. Ms. Abeyna Mariam Abey (PG Representative)
13. Dr. Joy Thomas
14. Lt. Renish Joseph

### Agenda

1. Confirmation of the meeting held on September 4<sup>th</sup> 2018 and Action taken report
2. Revision in AQAR format
3. Orientation programme for Administrative staff
4. NIRF report submission
5. Any other matter permitted by the Chair

The meeting started at 2 pm in the board room under the chairmanship of Dr. Sherly Kurian, Principal. The meeting discussed the following matters in detail



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Dr. Sherly Kurian  
Principal

1. The meeting confirmed the minutes of the previous meeting held on 4/09/2018
2. The meeting discussed in detail about the modified AQAR format. IQAC co-ordinator gave a brief discussion about the components of different criteria.
3. There was a detailed discussion on the Annual Orientation Programme for Administrative Staff of MOC Colleges, which will be held on 10<sup>th</sup> November, 2018. Principal explained the arrangements taken for the same and requested the whole hearted support of the staff.
4. The Nodal Officer of NIRF informed that the DCS for this year was launched and requested the support of every department for the relevant data collection and timely submission.

IQAC CO-ORDINATOR *Free Ang Philip*

Dr. *Sherly Kurian*  
Principal  
PRINCIPAL  
Kuriakose Gregorios College  
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Dr. Sherly Kurian  
Principal

01.01.2019

## Minutes of the IQAC meeting held on January 1, 2019

### Members present

1. Dr. Sherly Kurian (Principal & Chairman, IQAC)
2. Dr. M.E. Kuriakose (Management Representative)
3. Prof. Preethy Saira Philip (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr. Anila Kumary K S (Assistant Professor, Zoology)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Mr. Raju Jacob (Office Superintendent)
10. Mr. Kelvin T Varghese (UG Representative)
11. Ms. Nikhitha Elizabeth Thomas (UG Representative)
12. Ms. Abeyna Mariam Abey (PG Representative)
13. Prof. Nishitha P Mathew
14. Prof. Anu Francis

### Agenda

1. Confirmation of the meeting held on 1<sup>st</sup> November 2018 and Action taken report
2. WWS and SSP
3. Memorial Lecture
4. College carnival
5. Arts festival & Sports meet
6. Merit Day
7. Training programme for teaching staff
8. Institutional Development Plan





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**Dr. Sherly Kurian**  
Principal


## 9. Any other matter permitted by the Chair

The meeting started at 2 pm in the board room under the chairmanship of Dr. Sherly Kurian, Principal. The meeting discussed the following matters in detail

1. The meeting confirmed the minutes of the previous meeting held on 1/11/2018
2. The meeting had a detailed discussion regarding the external mentoring sessions of WWS and SSP. Since the funds had not been released for the external mentoring, it is decided to advance the required amount. The external mentors to be invited are also decided. A tentative schedule for external mentoring sessions are also prepared.
3. It was also discussed about the Kuriakose Mar Gregorios Memorial Lecture and suggestions were asked from the members regarding the topic and resource person.
4. It was decided to conduct the college carnival and the fund raised by the same shall be used for charity.
5. A discussion was also done on the proposed dates of arts festival and sports meet.
6. It was decided to conduct the merit day by the first week of March.
7. IQAC decided to conduct a training programme for the teaching staff.
8. A proposal was raised regarding the framing of a plan for the institutional development for five years. Members suggested that the plan should be in tune with the seven criterions of SSR. It was decided to form a subcommittee for preparing the plan.

IQAC CO-ORDINATOR 



  
Dr. Sherly Kurian  
Principal  
Kuriakose Gregorios College  
Pampady, Kottayam - 686 502



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**Dr. Shyla Abraham**  
Principal

Date: 05.04.2019

## Minutes of the IQAC meeting held on April 5, 2019

### Members present

1. Dr. Shyla Abraham (Principal & Chairman, IQAC)
2. Dr. M.E. Kuriakose (Management Representative)
3. Prof. Preethy Saira Philip (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr. Anila Kumary K S (Assistant Professor, Zoology)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Mr. Raju Jacob (Office Superintendent)
10. Sri.Mathachan Pampady (Local Society Representative)
11. Mr. Kelvin T Varghese (UG Representative)
12. Ms. Nikhitha Elizabeth Thomas (UG Representative)
13. Ms. Abeyna Mariam Abey (PG Representative)

### Agenda

1. Confirmation of the meeting held on 1<sup>st</sup> January 2019 and Action taken report
2. Welcoming the new principal
3. Annual review of the activities of departments and clubs.
4. RUSA project
5. Annual Appraisal Forms for teaching and non-teaching staff
6. Monthly performance reports
7. Any other matter permitted by the Chair



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**Dr. Shyla Abraham**  
Principal

The meeting started at 2 pm in the board room under the chairmanship of Dr. Shyla Abraham, Principal. The meeting discussed the following matters in detail

1. The meeting confirmed the minutes of the previous meeting held on 1/01/2019
2. The retired Principal Dr. Sherly Kurian introduced and welcomed the new Principal Dr. Shyla Abraham to the meeting. The Principal gave a brief outline of the need of strengthening IQAC activities. The meeting expressed sincere gratitude to Dr. Sherly Kurian for the guidance and support rendered during her tenure as IQAC Chairperson.
3. A review of the activities conducted by departments and clubs in the academic year was done. Most of the departments and clubs have completed the activities as outlined in the action plans submitted to IQAC.
4. The IQAC discussed about the preparation of RUSA Detailed Project Report, as the RUSA has asked to make a presentation about our projects with detailed estimates and plan on 12<sup>th</sup> April at Thiruvananthapuram. It was also decided that, Nirmithi Kendra, Kottayam our accredited agency should be invited for preparing the estimates.
5. It was decided to distribute the annual appraisal forms to teaching and non-teaching staff.
6. Monthly performance reports have to be submitted by the departments to IQAC before 10<sup>th</sup> of every month.

IQAC CO-ORDINATOR

*Deepty Philip*



*Shyla*  
PRINCIPAL  
DR. SHYLA ABRAHAM  
Principal In-charge  
Kuriakose Gregorios College  
Pampady Kottayam 686 502