



# KURIAKOSE GREGORIOS COLLEGE

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

Office/Fax : 0481 – 2505212, Principal (Per.) : 2508212, Principal (Mob) 9446477459

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

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

**Dr. Shyla Abraham**  
Principal

Date: 01.06.2020

## Minutes 1

The meeting began at 11:00 am in the Board Room with a silent prayer. The following members were present.

1. Dr. Shyla Abraham (Principal)
2. Dr. M. E. Kuriakose (Management Representative)
3. Preetha Mathew (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
5. Dr. Anila Kumary K. S. (Assistant Professor, Zoology)
6. Thomas Baby (Assistant Professor, Chemistry)
7. Preethy Saira Philip (Assistant Professor, Economics)
8. Bini Maria Elias (Assistant Professor, Commerce)
9. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
10. Dr. Anit Elizabeth (Assistant Professor, Physics)
11. Dr. Liz Gabriel (Alumni)
12. Mr. Jijo Joseph (Local Society Representative)
13. Mr. Raju Kurian (Industrialist)
14. Benny V. (Office Superintendent)
15. Thomas Yakoob (Student Representative)

### Agenda:

1. Confirmation of the meeting held on 19/05/2020 and Action taken report
2. Classes in online mode
3. Teachers' Diary and Master Register System
4. Mentoring Diary
5. Preparation of Academic Calendar
6. Introduction of New Certificate Courses



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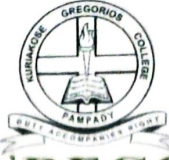
**Dr. Shyla Abraham**  
Principal

7. Participation in NIRF and AISHE
8. Engagement in Extension Activities
9. Expansion of Courses in Aided Stream
10. Organizing Webinars on Varied Topics
11. Submission of monthly statement of online classes taken
12. Any other matter permitted by the Chair

The Principal welcomed the members and emphasised the need of strengthening the activities of the IQAC during the new academic year.

The important decisions taken are:

1. The meeting confirmed the minutes of the previous meeting held 19/05/2020
2. As per the instructions from the Department of Collegiate Education, classes for the academic year 2020-21 commenced on 1<sup>st</sup> June, 2020 via on-line mode. The meeting discussed in detail, on the arrangements for equipment's and connectivity for launching on-line classes and the implementation of G-suite as the platform for on-line teaching. It is decided to install a smart board to facilitate more effective on-line teaching in the wake of Covid restrictions.
3. It is decided to continue the system of Teacher's Diary and Master Register.
4. It is decided to introduce Mentoring Diary for proper documentation of Mentoring activity.
5. Preparation of Academic Calendar by 1<sup>st</sup> week of June.
6. Conducting new certificate courses by various departments.
7. Ensure the participation in the NIRF and AISHE.
8. Active participation in the extension activities by various Government and non-Government agencies through NCC, NSS and UBA.
9. To apply for more courses in aided stream.
10. To organise webinars for faculty and students on topics like Civil Service Orientation, Women Empowerment, Entrepreneurship Development etc.



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11. Since classes are in online mode all faculties are required to submit to IQAC a monthly *statement* of online classes taken. This is to ensure the proper delivery of curriculum.

The meeting came to an end by 12.30 pm

IQAC CO-ORDINATOR *Puelke*



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



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**Dr. Shyla Abraham**  
Principal

Date: 04.08.2020

## Minutes 2

The meeting began at 2:00 p.m in the Board Room with a silent prayer. The following members were present:

1. Dr. Shyla Abraham (Principal)
2. Preetha Mathew (Co-ordinator)
3. Dr. Mini Joseph (Associate Professor, Commerce)
4. Dr. Anila Kumary K. S. (Assistant Professor, Zoology)
5. Thomas Baby (Assistant Professor, Chemistry)
6. Preethy Saira Philip (Assistant Professor, Economics)
7. Bini Maria Elias (Assistant Professor, Commerce)
8. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
9. Dr. Anit Elizabeth (Assistant Professor, Physics)
10. Benny V. (Office Superintendent)
11. Thomas Yakoob (Student Representative)

## Agenda:

1. Confirmation of the meeting held on 01/06/2020 and Action taken report
  2. Appointment of Criterion Convenors
  3. Preparation and presentation of Detailed Criterion Presentation
  4. Any other matter permitted by the Chair
1. The meeting confirmed the minutes of the previous meeting held 01/06/2020
  2. The meeting decided to appoint the following faculty members as convenors of different criteria of AQAR.  
Criterion I: Curricular Aspects → Ms. Preethy Saira Philip



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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

3. The criterion convenors are entrusted to make a detailed presentation of their respective criterions for the entire teaching staff starting from the 2<sup>nd</sup> week of August.
4. It is also decided to collect on-line feedback from various stakeholders.

The meeting came to an end by 3.30 pm

IQAC CO-ORDINATOR

*Preethy*



*Shyla*  
**DR. SHYLA ABRAHAM**  
Principal In-charge  
Kuriakose Gregorios College  
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Principal

Date: 06.10.2020

## Minutes 3

The meeting began at 11:00 am in the Board Room with a silent prayer. The following members were present.

1. Dr. Shyla Abraham (Principal)
2. Preetha Mathew (Co-ordinator)
3. Dr. Mini Joseph (Associate Professor, Commerce)
4. Dr. Anila Kumary K. S. (Assistant Professor, Zoology)
5. Thomas Baby (Assistant Professor, Chemistry)
6. Preethy Saira Philip (Assistant Professor, Economics)
7. Bini Maria Elias (Assistant Professor, Commerce)
8. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
9. Dr. Anit Elizabeth (Assistant Professor, Physics)
10. Mr. Jijo Joseph (Local Society Representative)
11. Benny V. (Office Superintendent)
12. Thomas Yakoob (Student Representative)

### Agenda:

1. Confirmation of the meeting held on 04/08/2020 and Action taken report
  2. Preparation for Inspection before grant of New Courses - B.Sc. Food Science & Quality Control and M.Sc. Psychology
  3. Commencement of First Year Classes
  4. Online Orientation Programme for First Year students
  5. Acceleration of Data Collection for AQAR.
  6. Any other matter permitted by the Chair
1. The meeting confirmed the minutes of the previous meeting held on 04/08/2020



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**Dr. Shyla Abraham**

Principal

2. The meeting discussed about the arrangements to be made for the inspection of the new courses, B Sc Food Science & Quality Control and M Sc Psychology. A committee was formed to prepare the necessary files and documents.
3. As First year classes are to be started on October 22<sup>nd</sup>, as per University order, it is decided that the Principal will welcome and interact with the students through Google Meet.
4. It is also decided to conduct batch wise on-line orientation programme for freshers.
5. It is decided to inform the criterion convenors to speed up the data collection process for AQAR.

The meeting came to an end by 12.30 pm.

IQAC CO-ORDINATOR



DR. SHYLA ABRAHAM  
Principal in charge  
Kuriakose Gregorios College  
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PRINCIPAL



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**Dr. Shyla Abraham**  
Principal

Date: 01.01.2021

## Minutes 4

The meeting began at 11:00 a.m in the Board Room with a silent prayer. The following members were present.

1. Dr. Shyla Abraham (Principal)
2. Dr. M. E. Kuriakose (Management Representative)
3. Preetha Mathew (Co-ordinator)
4. Dr. Mini Joseph (Associate Professor, Commerce)
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11. Dr. Liz Gabriel (Alumni)
12. Mr. Jijo Joseph (Local Society Representative)
13. Benny V. (Office Superintendent)
14. Thomas Yakoob (Student Representative)

## Agenda:

1. Confirmation of the meeting held on 06/10/2020 and Action taken report
2. Commencement of Offline Classes for Final Year Degree and PG Students
3. Decide on the offline Class Timing
4. Formation of Covid Committee
5. Any other matter permitted by the Chair





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**Dr. Shyla Abraham**

Principal

1. The meeting confirmed the minutes of the previous meeting held on 06/10/2020
2. The Principal informed the meeting about the decision of the University to start degree final year and PG classes in off-line mode from 4<sup>th</sup> January 2021.
3. It is decided to opt the class timing as 9.00 am – 2.00 pm.
4. It is decided to constitute a covid committee as per university norms. All teachers are entrusted to ensure that the students are following covid protocol.

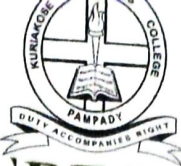
The meeting came to an end by 12.30 pm

IQAC CO-ORDINATOR

*[Handwritten Signature]*

*[Handwritten Signature]*  
DR. SHYLA ABRAHAM  
Principal  
Kuriakose Gregorios College  
Pampady Kottayam 686 502





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**Dr. Shyla Abraham**  
Principal

Date: 31.03.2021

## Minutes 5

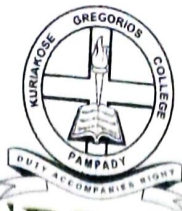
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### Agenda:

1. Confirmation of the meeting held on 01/01/2021 and Action taken report
2. NAAC Criterion-wise Committee Meetings
3. Submission of Club and Association Activity Reports
4. Submission of Plan of Action for 2021-22
5. Completion of Fourth Semester Degree Portions
6. Any other matter permitted by the Chair

The following decisions were taken in the meeting.



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Principal

1. The meeting confirmed the minutes of the previous meeting held on 01/01/2021
2. NAAC criterion wise committee meetings are to be held on April 20th, 21st and 22nd.
3. Reports of clubs and association activities are to be submitted to Principal before 15<sup>th</sup> May 2021.
4. Plan of action for the year 2021-22 should be submitted in the 1<sup>st</sup> week of June 2021.
5. Portions of Fourth semester degree should be completed before 20<sup>th</sup> April 2021.

The meeting came to an end by 12.00 noon.

IQAC CO-ORDINATOR

*[Handwritten Signature]*

*[Handwritten Signature]*  
DR. SHYLA ABRAHAM  
Principal in-charge  
Kuriakose Gregorios College  
Pampady Kottayam 686 502

