



# 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: 02.06.2022

## Minutes of the IQAC meeting held on June 2 ,2022

### Members present

1. Dr. Shyla Abraham (Principal)
2. Lt.Renish Joseph (Co-ordinator)
3. Dr. Mini Joseph (Associate Professor, Commerce)
4. Dr.Anilakumari K S. (Assistant Professor, Zoology)
5. Prof. Preethy Saira Philip (Assistant Professor, Economics)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr.Anit Elizabeth (Assistant Professor, Physics)
8. Prof.Preetha Mathew (Assistant Professor,Mathematics)
9. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
10. Prof. Bini Maria Elias(Assistant Professor, Commerce)
11. Sri. P C Benjamin(Office Superintendent)
12. Dr.Liz Gabriel (Alumni)
13. Mr.Jijo Joseph (Local Society Representative)
14. Mr. Raju Kurian (Industrialist)
15. Diana John(Student Representative)

### Agenda

1. Confirmation of the meeting held on 10<sup>th</sup>May 2022 and Action taken report
2. Academic audit for 2019-20 to 2021-22
3. Action plan submission from departments and clubs
4. Academic Calendar



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5. Add on/Value added/certificate courses
6. Green audit
7. Class diary and teachers' diary
8. Annual reports of departments and clubs
9. Peer teaching system (PROMPT)
10. Submission of AQAR for the academic year 2021-22
11. Any other matter permitted by the chair

The meeting started at 3.30pm 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 10/05/2022
2. There was a discussion regarding the pending academic and administrative audit to be done for the years from 2019-20 to 2021-22. It was tentatively scheduled on the second week of August.
3. Submission of action plans from departments and clubs are pending. It was decided to give direction to submit the same by June 10<sup>th</sup>.
4. Academic calendar should be prepared on or before June 31<sup>st</sup>.
5. Departments were asked to start new value added/add on/certificate courses for the new academic year. The list is to be submitted to IQAC by June 31<sup>st</sup>.
6. A proposal was made to do the green audit on campus. Members proposed working with TIES (Tropical Institute of Ecological Sciences) on the project.
7. The meeting decided to distribute the teachers diary and class diary to all departments. HoDs to monitor the implementation of the same.
8. Annual reports of the departments and clubs for the academic year 2021-22 to be submitted before June 15<sup>th</sup>.
9. IQAC proposed the introduction of a new peer learning system titled 'PROMPT' which is the abbreviation of six peer learning methods. A detailed presentation was done by the IQAC Co-ordinator



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on the same. It was decided to implement the system and also a book for recording the system has to be distributed to every departments.

10. Criterion committees were formed for the submission of the AQAR for the academic year 2021-22. The following members were given the charge of different criteria of AQAR.

Criteria I- Curricular Aspects -> Ms. Preethy Saira Philip

Criteria II- Teaching, Learning and Evaluation -> Dr. Anit Elizabeth

Criteria III- Research, Innovation and Extension -> Dr. Anila Kumary K. S.

Criteria IV -Infrastructure and Learning Resources -> Dr. Joji M. Philip

Criteria V-Student Support and Progression -> Ms. Vinitha Varkey

Criteria VI- Governance, Leadership and Management -> Ms. Berly Sebastian

Criteria VII- Institutional Values and Best Practices-> Dr. Joy Thomas

11. Principal reminded the members about the submission of SSR since the college is nearing the expiration of accreditation on November. She also stressed the need for expediting the consolidation of data for the SSR.

12. In order to generate an innovation eco system in the campus it was decided to register for an Institutional Innovation Council in the college. Prof. Mahima Ann Abraham, Assistant Professor, Zoology was given the charge of the same.

13. In collaboration with the Patent Office of Kolkata, IQAC suggested holding a national webinar on intellectual property rights.

  
IQAC CO-ORDINATOR



  
PRINCIPAL

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



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Principal

Date: 29.08.2022

## Minutes of the IQAC meeting held on August 29,2022

### Members present

1. Dr. Shyla Abraham (Principal)
2. Lt.Renish Joseph (Co-ordinator)
3. Dr. Mini Joseph (Associate Professor, Commerce)
4. Dr.Anilakumari K S. (Assistant Professor, Zoology)
5. Prof. Preethy Saira Philip (Assistant Professor, Economics)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr.Anit Elizabeth (Assistant Professor, Physics)
8. Prof.Preetha Mathew (Assistant Professor,Mathematics)
9. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
10. Prof. Bini Maria Elias(Assistant Professor, Commerce)
11. Sri. P C Benjamin(Office Superintendent)
12. Diana John(Student Representative)

### Agenda

1. Confirmation of the meeting held on 2<sup>nd</sup> June 2022 and Action taken report
2. Follow up action for Academic and Administrative audit



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Principal

3. Bi-monthly review of action plans
4. SSR submission
5. Application for FDP under UGC-STRIDE
6. Gregorian Student Beacons
7. Green audit
8. Alumni Association registration
9. *Valakoods* for food waste disposal
10. Yoga Centre near MEK hall
11. IIC Registration
12. KYS Exam
13. WI-FI Campus
14. Training programme on OBE
15. Any other matter permitted by the chair

The meeting started at 11am 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 02/06/2022
2. There was a discussion regarding the follow up action to be taken on the basis of the report given by the audit team. It was decided to convene a meeting of HoDs and brief them regarding the steps to be taken. A copy of the report to be circulated among all the faculties.
3. The principal congratulated the departments and clubs for putting together the programmes specified in the action plan during the bimonthly assessment of the action plans.
4. The criterion heads were asked to convey a deadline for the submission of the draft SSR. All faculties must be well acquainted with the NAAC manual and SOP.



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Principal

5. The meeting took a decision to apply for an FDP under UGC-STRIDE project. Dr. Thomas Baby, Assistant professor, Chemistry was assigned the charge for the same,
6. The creation of a pool of students with exceptional leadership, organising, and other talents was suggested by the IQAC Coordinator. The group may be titled 'Gregorian Student Beacons' and they will be given identity badges.
7. A proposal to conduct the green audit was made in the last meeting, On the basis of that a meeting was held with the secretary of TIES. But since ISO certification is needed for the audit it may take a few more months to finalize the date of audit.
8. There was a discussion regarding the registration of the alumni association of the college. Alumni committee may oversee the procedure.
9. It was decided to install *valakkoods*( vegetable towers) in various locations in the campus to dispose off the food waste. The manure generated from the same may be used for farming. Swachhata committee will supervise the implementation.
10. Since the space available in the gymnasium is inadequate for yoga sessions it was decided to allocate the open space near the MEK Hall for yoga centre.
11. KYS exam to be conducted on the month of November after the admission of the first year students are completed.
12. There was a suggestion from the student representative for internet facilities for the students. IQAC recommended the installation of wi-fi hotspots across the campus and to give access to the students for the same.
13. It was decided to conduct a one day training programme on OBE in association with IPSR Solutions Ltd. The event is tentatively scheduled on the second week of October.

  
IQAC CO-ORDINATOR



  
DR. SHYLA ABRAHAM  
Principal In-charge  
Kuriakose Gregorios College  
Pampady, Kottayam, Kerala - 686 502

e-mail: mail@kgcollege.ac.in & Principal (Personal) : shylaabraham3@gmail.com



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**Dr. Shyla Abraham**  
Principal

Date: 19.12.2022

## Minutes of the IQAC meeting held on December 19, 2022

### Members present

1. Dr. Shyla Abraham (Principal)
2. Lt. Renish Joseph (Co-ordinator)
3. Dr. Mini Joseph (Associate Professor, Commerce)
4. Dr. Anilakumari K S. (Assistant Professor, Zoology)
5. Prof. Preethy Saira Philip (Assistant Professor, Economics)
6. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
7. Dr. Anit Elizabeth (Assistant Professor, Physics)
8. Prof. Preetha Mathew (Assistant Professor, Mathematics)
9. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
10. Prof. Bini Maria Elias (Assistant Professor, Commerce)
11. Sri. P C Benjamin (Office Superintendent)
12. Diana John (Student Representative)

### Agenda

1. Confirmation of the meeting held on 29<sup>th</sup> August 2022 and Action taken report
2. Review of action plans submitted by departments and clubs
3. E-waste disposal
4. Establishment of IEDC
5. Upgradation of college website
6. List of files to be maintained in the departments for accreditation
7. Workshop on LMS in association with KSHEC



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**Dr. Shyla Abraham**

Principal

8. Any other matter permitted by the chair

The meeting started at 11am 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 29/08/2022
2. IQAC reviewed the activities of the departments and clubs based on the action plans submitted. It was found that some programmes are yet to be completed.
3. Since the E-Waste is accumulating in the college it was decided to create an MoU with an agency to dispose off the same.
4. The meeting took a decision to establish IEDC in the college.
5. Since the NAAC accreditation is approaching it was decided to enhance the storage of the website and to revamp the website as per the requirements for the SSR.
6. IQAC is required to prepare a detailed list of criterion wise files to be maintained in the department for accreditation.
7. It was decided to conduct a five day workshop on LMS in association with KSHEC.

  
IQAC CO-ORDINATOR



  
PRINCIPAL  
**DR. SHYLA ABRAHAM**  
Principal in-charge  
Kuriakose Gregorios College  
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**Dr. Mini Joseph**  
Principal-in-charge

Date: 05.05.2023

**Minutes of the IQAC meeting held on May 5, 2023**

**Members present**

1. Dr. Mini Joseph (Principal in Charge)
2. Lt. Renish Joseph (Co-ordinator)
3. Prof. Preethy Saira Philip (Assistant Professor, Economics)
4. Prof. Vinitha Varkey (Assistant Professor, Chemistry)
5. Dr. Anit Elizabeth (Assistant Professor, Physics)
6. Prof. Preetha Mathew (Assistant Professor, Mathematics)
7. Dr. Vipin K. Varughese (Assistant Professor, Commerce)
8. Prof. Bini Maria Elias (Assistant Professor, Commerce)
9. Sri. P C Benjamin (Office Superintendent)
10. Dr. Liz Gabriel (Alumni)
11. Mr. Jijo Joseph (Local Society Representative)
12. Diana John (Student Representative)

**Agenda**

1. Confirmation of the meeting held on 19<sup>th</sup> December 2022 and Action taken report
2. Annual review of action plans submitted by departments and clubs
3. Annual reports
4. Annual appraisal forms for teaching and non-teaching staff
5. Any other matter permitted by the chair



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**Dr. Mini Joseph**  
Principal-in-charge

The meeting started at 11 am in the board room under the chairmanship of Dr. Mini Joseph, Principal. The meeting discussed the following matters in detail

1. The meeting confirmed the minutes of the previous meeting held on 19/12/2022
2. IQAC reviewed the activities of the departments and clubs in the academic year. Principal congratulated the departments and clubs for completing the programmes as per the schedule.
3. Departments were asked to submit the annual report for the academic year 2022-23 before June 10<sup>th</sup>, 2023.
4. The meeting decided to collect the annual appraisal forms from the teaching and non-teaching staff for the academic year 2022-23.
5. A discussion was held regarding the preparation of academic calendar for the next academic year.
6. The date for the Academic and administrative audit is tentatively scheduled on first week of July.

  
IQAC CO-ORDINATOR



  
DR. MINI JOSEPH  
PRINCIPAL  
Associate Professor & D.D.O  
Kuriakose Gregorios College  
Pampady, Kottayam 686 502