COCHIN ARTS & SCIENCE COLLEGE
MANAKKAKADAV, KAKKANAD-COCHIN-65
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IQAC MEETING

Meeting ID: CASC/IQAC/2020-21

Date and Time: Tuesday, 11/07/2020, 6:30 - 7:00 PM

Venue: Google Meet

Attendees: Dr. N. Jayakumar, Principal

Ms. Sandra Jose, Assistant Professor, Department of Computer Application
(NAAC Coordinator)

Ms.Sumi Girish, Assistant Professor, PG Department of Commerce
(IQAC Coordinator)

Ms. Radhika Mohan, HOD, PG Department of Commerce

Ms. Bindu S.K, HOD, Management Studies

Ms. Mary Varghese, Assistant Professor, Department of Management Studies

Ms Mausmi Backer, Assistant Professor, Department of Computer Application

Ms Sachitra E, Assistant Professor, PG Department of Commerce

Ms. Fathima Nasrin, 3rd BCom, Student Representative

Agenda:

1) Handover of IQAC Coordinator Responsibilities

2) Nomination of seven criterion coordinators

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Dr. RENJITH K.P., Ph.D., MBA, M.Phil
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Discussions:

1. The Principal discussed Fathima Kondeth's leaving for full-time M.Phil course and the need to transfer IQAC Co-ordinators responsibilities to Sandra Jose, who will now serve as the HoD of Computer Applications.

2. The Chairman of the committee explained the importance of IQAC for self-financing colleges.

3. The committee decided to nominate seven teachers for the seven criteria. Their names are given below:

	Criterion	Coordinator
1	Curricular aspects	Ms. Mary Varghese
2	Teaching-learning and evaluation	Ms. Radhika Mohan
3	Research, innovations and extension	Ms. Sindhu K Chandran
4	Infrastructure and learning resources	Ms. Mausmi Backer
5	Student support and progression	Ms.Bindu S K
6	Governance, leadership and management	Ms. Sachitra E
7	Institutional values and best practices	Ms.Rejitha K R

4. The induction programme for first-year students in 2020 was successful, providing an inclusive environment and regular sessions to address the varying learning levels of newly admitted students.

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5. Revisions were made to every policy.

6. Launching '*Jaivam*' organic farming project as a means of promoting sustainable development.

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IQAC Meeting Minutes

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Attendees: Dr. N. Jayakumar, Principal

Ms. Sandra Jose, Assistant Professor, Department of Computer Application
(NAAC Coordinator)

Ms.Sumi Girish, Assistant Professor, PG Department of Commerce
(IQAC Coordinator)

Ms. Radhika Mohan, HOD, PG Department of Commerce

Ms. Bindu S.K, HOD, Management Studies

Ms. Mary Varghese, Assistant Professor, Department of Management Studies

Ms Mausmi Backer, Assistant Professor, Department of Computer Application

Ms Sachitra E, Assistant Professor, PG Department of Commerce

Ms. Fathima Nasrin, 3rd BCom, Student Representative

1. The Principal highlighted Fathima Kondeth's left for full-time M.Phil programme and the necessity to shift IQAC duties to Sandra Jose, who would now serve as the HoD of Computer Applications.
2. The chairman of the committee discussed the significance of IQAC for self-financing colleges.
3. The committee decided to nominate seven teachers for the seven criteria. Their names are given below:

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#	Criterion	Coordinator
1	Curricular aspects	Ms. Mary Varghese
2	Teaching-learning and evaluation	Ms. Anju K.N.
3	Research, innovations and extension	Ms. Sindhu K Chandran
4	Infrastructure and learning resources	Ms. Elizabeth Paul
5	Student support and progression	Ms. Bindu S.K.
6	Governance, leadership and management	Ms. Anu Peter
7	Institutional values and best practices	Ms.Rejitha K R

4. The induction plan for first-year students in 2020 was a success, with an inclusive environment and frequent workshops to meet the varied learning levels of newly admitted students.

5. The committee has taken the initiative for policy revision.

6. The committee planned an organic agricultural initiative to promote sustainable development in the name of '*Jaivam*'.

Minutes prepared by

Ms.Sumi Girish, IQAC Coordinator

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ACTION TAKEN REPORT 2020-2021

- An orientation programme was conducted to familiarise NAAC criteria committee members with the various metrics of the seven criteria and the NAAC accreditation process at the college.
- A successful induction programme was organised for first-year students, fostering an inclusive and supportive environment for their transition to college life.
- Departments provided a one-week bridge course and regular induction sessions to address the varying learning levels of newly admitted students in 2020.
- Various skill development and capacity-building programmes, including personality development, youth empowerment, short film reviews, anger management, mental stress reduction, and prevention of narcotic crimes, were organised by departments, clubs, and cells throughout the year.
- HoDs initiated the creation of WhatsApp groups for departmental alumni and collected their details.
- Feedback from students, teachers, and other stakeholders regarding curriculum delivery and student support facilities on campus was collected and analysed.
- Revisions are made to every policy.
- Establishment of psychology laboratory.
- The college, under IQAC's initiative, revised policies regarding bridge courses, remedial coaching, internal examinations, student grievance handling, infrastructure maintenance, scholarships, and HR, to be implemented from 2021-22 onwards.
- CASC launched the *Jaivam* organic farming project as a means of promoting sustainable development.
- A comprehensive appraisal of faculty and staff was introduced by the college under IQAC's initiative, including self-appraisal and appraisal by the head of the institution.

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- A mentor-mentee system was implemented to provide academic support to students in need, following IQAC recommendations.
- The college allocated resources worth Rs. 17,000 towards the e-governance initiative, which aims to enhance administrative efficiency, transparency, and service delivery.
- Departments offered additional add-on and certificate courses to improve student competency, with the college hosting 9 add-on courses this year.
- The college has initiated the RUKKIYA UMMA scholarship programme, which provides free scholarships worth Rs. 8,47,000 to deserving students and aims to alleviate financial burdens and promote equitable access to education.
- All faculty members prepared course plans and monthly progress reports promptly.
- Print materials that outline the criteria for NAAC accreditation were distributed to all the teachers by the IQAC team.
- The college allocated resources worth Rs. 25,000 towards e-governance initiatives that aim to enhance administrative efficiency, transparency, and service delivery.
- Cells, clubs, and committees were reconstituted as necessary.
- Student participation in Entrepreneurship Development (ED) Club activities showed improvement.
- Department-wise performance of students in university-level examinations was assessed, and measures to support weaker students were initiated by HoDs and respective committees in line with IQAC recommendations.

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