



# COCHIN ARTS & SCIENCE COLLEGE

MANAKKAKADAV, KAKKANAD-COCHIN-65

www.cochincollege.edu.in

## IQAC MEETING

**Meeting ID:** CASC/IQAC/2021-22

**Date and Time:** Monday, 05/07/2021, 5:00 - 7:00 PM

**Venue:** Google Meet

**Attendees:** Dr. Renjith K.P., Principal  
Ms. Fathima Kondeth, HOD, Computer Application (NAAC Coordinator)  
Ms. Sumi Girish, Assistant Professor (IQAC Coordinator)  
Dr. Benzir Hussain, Manager  
Ms. Sindhu K. Chandran, HOD, PG Department of Commerce  
Ms. Bindu SK, HOD, Department of Management Studies  
Mr Arun Mohanan, HOD, Department of Languages  
Ms. Mary Smitha, PTA Vice President  
Ms. Calgan A F, 3rd BCA, Student Representative

**Agenda:** Handover IQAC Coordinator Responsibilities

### Discussions:

1. Principal informs about IQAC Coordinator Ms. Sandra Jose's maternity leave and responsibilities transfer to Ms. Sumi Gireesh, Assistant Professor.
2. It is also decided to invite the mentor college coordinators to have an offline briefing on the accreditation criteria.
3. The NAAC mentor of the college, Dr. Johnson, explained all seven criteria in detail.
4. Dr. Johnson also briefed about the extension activities to be carried out.
5. The principal nominated the new coordinators to handle the criteria. The names are as given below.



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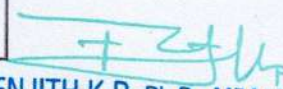


#	Criterion	Coordinator
1	Curricular Aspects	Mausami Backer
2	Teaching-Learning And Evaluation	Anju K N
3	Research, Innovations And Extensions	Mary Vargheese
4	Infrastructure And Learning Resources	Arun K N
5	Student Support And Progress	Hiran Sreekanth
6	Governance, Leadership And Management	Harikrishnan
7	Institutional Values And Best Practices	Sumi Girish

6. Introduce a campus radio
7. Conduct a talk on intellectual property rights.
8. Plan and prepare to go for provisional accreditation. All coordinators need to collect and submit the documents in one week's time.
9. The quantitative and qualitative requirements are divided among coordinators and teachers, as shown below.

Quantitative Questions	
1	Coordinator: Ms. Rabeena PA Team: Ms. Athiraraj, Ms. Rijina NM
2	
3	
4	
5	
6	Coordinator: Ms. Sumi Girish Team: Ms. Anu Peter, Ms. Vini Paul
7	
8	
9	
10	
Qualitative Questions	
1	Coordinator: Ms. Mary Varghese Team: Ms. Somya Venugopal,
2	



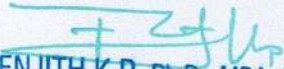
  
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	Ms. Shahany Habeeb
3	Coordinator: Ms. Anju Anna Shajan Team: Mr. Harikrishnan MT
4	
5	Coordinator: Ms. Aisha Team: Ms. Sachitra E
6	
7	
8	Coordinator: Ms. Ammu P Sajeev Team: Ms. Mariya Elizabeth
9	
10	
11	Coordinator: Rejitha K R Team: Shahany Habeeb
12	
13	Coordinator: Athiraraj Team : Ms Vineetha
14	
15	

10. The college utilised platforms such as Google Classroom, G-Meet, and Kahoot for delivering classes online.
11. Strategic plan for the next 2 years was discussed committee.



  
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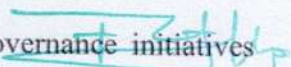




## ACTION TAKEN REPORT 2021-2022

- IQAC conducted an annual review meeting with department heads, committee conveners, and club/cell workshop the end of the academic year 2022-23, evaluating presentations on departmental and cell activities
- The College conducted workshop on Communication Skills to enhance students' English communication skills and organised a webinar on career counseling and job opportunities.
- The department of computer application organised hands-on workshop on Python and a seminar on "Cyber Security, "Importance of Quality Assurance "".
- The college utilised platforms such as Google Classroom, G-Meet, and Kahoot for delivering classes online.
- An online induction programme for first-year students was successfully conducted.
- Departments offered online bridge courses and regular orientation programmes to address learning level disparities among students.
- Online mentoring was provided to students.
- Departments and clubs organised online skill development programmes, including career development sessions, capacity-building workshops, and webinars.
- Special training sessions were held for teachers to familiarise them with the Learning Management System (LMS) platform.
- HoDs evaluated department-wise student performance in university-level examinations and implemented measures to support struggling students.
- Departments offered additional add-on and certificate courses to improve student competency, with the college hosting 10 add-on courses this year.
- The college allocated resources worth Rs. 17,530 towards e-governance initiatives aimed at enhancing administrative efficiency, transparency, and service delivery.
- The college has initiated RUKKIYA UMMA scholarship programme, providing free scholarships worth Rs. 21,65,250 to deserving students, aiming to alleviate financial burdens and promote equitable access to education.
- All faculty members prepared course plans and monthly progress reports in a timely manner.

The college allocated resources worth Rs. 25000 towards e-governance initiatives aimed at enhancing administrative efficiency, transparency and service delivery.

  
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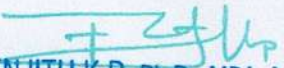
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- Cells, clubs, and committees were reconstituted as necessary.
- The Career Guidance and Placement Cell offered various online programmes to prepare students for career opportunities and further higher education.



  
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