



Mercy College

Palakkad, Kerala, India 678006
Govt. Aided Arts and Science College
Affiliated to the University of Calicut
Accredited by NAAC with A grade III cycle

Minutes of the IQAC Meeting held on 17-11-2020

Time: 2.30 p m Platform: Microsoft Teams

Agenda:

- Introduction of Revised Accreditation Frame work
- Changes that have been made in the AQAR format
- Deadline to be set for forwarding reports for AQAR preparation
- To clarify any question raised by faculty

The meeting started with a prayer at 2.30 pm on the online platform Microsoft Teams using the official account of the institution. Faculty members logged in using the link mailed to them and forwarded through WhatsApp.

Principal Dr. Sr. Gisala George presided over the meeting. IQAC coordinators Dr. Rekha Vasudevan A. and Dr. Meena P. Kumar addressed the items of the agenda. Faculty members were reminded about the deadline for AQAR submission.

Departments that had not yet responded to the request to provide details about the activities from March to September were reminded to do so at the earliest.

The gist of the **changes** in the **Revised Accreditation framework** was explained in detail by the coordinator. The weightage for SSS has been raised from **50% to 60%**. Pre-qualification score required for Peer Team visit has been reduced from **30 % to 25%**. The size of the files that can be uploaded has been increased from **3 MB to 5MB**. The questions in the Qualitative Metrics have been reduced from **41 to 36** and those in the Quantitative metrics have been reduced from **80 to 60**. It was stressed that **data gaps negatively affect** the weighted average score. **Updation of website** data is very important.

The followed clarifications were made by Dr. Girija R. and Ms. Deepa N., former IQAC coordinators.

- They stressed on the need to have **proper documentation** for every event and project that is undertaken by Departments.

- Seminars and other events must focus on **current and relevant topics** for credit to be accorded during evaluation.
- The **official communication** from funding agencies must be submitted as evidence
- A specific programme can be claimed only under one category and will not be considered for credit more than once.
- **Attendance sheets** must be uploaded wherever student participation is claimed. This includes all extracurricular courses and trainings.
- Research publications must be in UGC listed publications and link to the publication must be provided, without which the publication will not be considered for calculating weightage. If the journal is in the **UGC Care list** on the date of publication then it will be accepted even if the journal is subsequently removed from the list.
- The **SOP** provided by the NAAC has to be followed strictly.
- Efforts must be made to procure as much **funding** from **external sources** as possible.
- **MOU** with external agencies is an important factor that needs to be considered. The Institution and the External agency must be signatories of the agreement.
- Departments have to identify programmes that can be projected as **Best Practices** of the Institution.

30th of November was set as the last date to submit reports to IQAC. An Excel sheet will be shared with the departments and the data has to be filled in them and sent back. All information about the required criteria, along with the list of supporting evidence has been included in the sheet. This is to aid the departments to prepare Action Plans according to the criteria specified by NAAC. It is intended that they will also be aware of all the required data to be documented.


The meeting came to an end at 4.30 pm with Vote of Thanks proposed by

Dr. Rekha VasudevanA.

Signed

Principal


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 IQAC Coordinator



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Minutes of the IQAC Staff Council Meeting held on 11-02-2021

Time: Venue

Agenda:

Sharing ppt presented on 3-2-21

Instructional video on Geotagged

Academic and Administrative audit AAA

Self-Appraisal

Action Plan till May (priority)

Action Plan 21-22 May

Formal request to In

Extension programme with OISCA, INTACH,PMA

Moodle

TCS/ Vendor/ MIS/ E-governance: Dr. Lakshmi, Sr. Jain Maria

Website: About Dept, Common format

Feedback: Faculty in Charge Dr.Nithy , Statistic faculty

All minutes to be recorded in English

Controller of examinations: Dr. Sr. Nirmal, Ms. Rosemary, Ms. Harsha Paul

Scholarship committee: Ms. Anlin Lazar, Dr. Sr. Jeeva

Green Audit

ISO certification: Dr.Biji C P

Sensor based lights: Physics dept



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Minutes of IQAC Faculty Meeting held on 3-2-2021

Time: 2.00 pm

Venue : Auditorium

Agenda

- Introduce new IQAC team
- Presentation highlighting questions that require immediate attention
- Briefing faculty on changes that have been made in the AQAR

Minutes:

The meeting started at 2.00 pm in the college auditorium with a prayer. Sr. Gisala George, Principal addressed the faculty and announced the composition of the new IQAC team. IQAC coordinator, Dr Rekha Vasudevan A, briefed the faculty on changes that have been made in the new AQAR. A presentation was done by IQAC member Ms. Deepa N where the questions that did not get enough scores in the last accreditation was highlighted with specific instructions on the SOP needed for each.

The following are the points highlighted:

- Add-on courses
- Experiential learning through project work/field work/ internship
- Average enrolment percentage
- Special programmes for advanced and slow learners
- ICT Enabled tools
- Mentoring
- Internal Assessment
- Attainment of Programme outcomes

- Pass percentage
- Research fund mobilisation
- Seminars on IPR/ Research methodology and Entrepreneurship
- Extension
- Collaborations
- MoUs
- Library
- Infrastructure maintenance
- Capacity building
- Student progression
- Performance Appraisal

Questions and requests raised by faculty:

Can outside students be included in Career advancement programmes?

Request for sharing the PPT to all faculty

More training sessions on Moodle and geotagging

The questions were answered satisfactorily and it was agreed that the PPT will be shared with all faculty members. It was assured that training will be provided on Moodle and Geotagging.

The meeting concluded with vote of thanks by Dr. Rekha Vasudevan A

• PRINCIPAL :

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• IQAC Coordinator:

Rekha Vasudevan A

• IQAC Coordinator:

Jeena P. Kumar



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Minutes of IQAC meeting held on 6-02 -2021

Time: 10.30 am

Venue: NAAC room

Agenda:

- Welcome to re-constituted IQAC
- Constituting sub committees
- Work distribution among sub committees

The meeting started with a silent prayer. Coordinator Dr. Rekha Vasudevan A welcomed members of the re constituted IQAC and briefed about the plan for effective functioning of the cell. The following sub committees were formed and work distribution was done according to the nature of the criteria of the AQAR.


Sub- committee	Criterion
Ms. Deepa N & Ms. Anjali Mohanan	I
Dr. Rekha Vasudevan A, Dr. Sr. Jessy Mathew & Ms. Aiswarya S	II & V
Dr. Priya Varma, Ms. Sonia Thomas & Ms. Subadra	III & IV
Dr. Meena P Kumar & Ms. Delmy Davis	VI & VII

Ms. Stency, Ms. PriyaVinod, Ms. Anjali Mohanan Digital documentation

The sub committees were appraised of the data requirement of the respective criterion and general instructions to be followed were agreed upon.

The meeting concluded at 11.30 pm

• PRINCIPAL:


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• IQAC Coordinator:

Rishi Vasudevan A

• IQAC Coordinator: Meena P. Kumar
(Members)



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PALAKKAD 678006, KERALA, INDIA

Minutes of the IQAC Staff Council Meeting on 12-02-2021

Venue: Conference Room Time: 10.30

Agenda:

- PPT of criteria and SOP will be shared
- Criteria and SOP has been sent by mail to all departments (outlook mail)
- New committees constituted:
 - Examination
 - Infrastructure
 - Scholarship
 - E-governance
 - Green Audit
 - AAA committee
 - Website committee
- Input from Departments required:
 1. Advanced learners/ slow learners: Attendance
 - i. Syllabus
 - ii. Tutoring
 - iii. Signature of Faculty-in-charge and HoD
 2. Experiential Learning: Internships and field work related to syllabus
 3. ICT enabled: Numbers, Evidences to be linked

4. Mentor-mentee: Circular; Issues raised and solved;
 5. New courses: Syllabus –any small change is a new course
 6. Geotagging: Instruction manual being prepared and will be shared
 7. AAA committee: HoDs to present before external auditor
 8. Self appriaisal: Three tier
 9. Action plan: for 21-22 before May 30
For 20-21 update
 10. Website: Common format
Evidence links from website (google drive not allowed)
Pre-event reg
Post event documentation
- All blanks to be filled, redundant deleted
Minutes in English, letterhead, signature Pr/HoD , Faculty in charge
Scanned sheets individual sheets
Committee will be briefed separately

DATE: 10 days from 12 February

NEW FORMAT OF AQAR IS FROM JUNE 2019 TO DEC 2020
NEW FORMAT PUBLISHED THIS WEEK HAS TO BE REFERRED
TO AND CHANGES WILL BE COMMUNICATED

IQAC will meet department faculty and reconstituted committees and faculty in charge of extension activities, individually to clarify doubts.

Points raised by HoD's:

Research Journals in Science and Jigyansa should be continued

Challenges faced due to connectivity issues in the campus

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• IQAC Coordinator:

Datta Varad A



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Minutes of IQAC – Staff Council meeting held on 25-02-2021

Agenda:

1. Mentor- mentee list: Departments are requested to forward the number of students who are in excess of the 1:25 ratio so that they can be allotted to teachers from outside the department.
2. All audited statements are to be for 2019-20, and for the six months 2020-21
3. TCS updation to be done and progress reports to be generated through the system
4. Progress of all committees and departments to be evaluated half yearly
5. Common Requisition format to be used by Infrastructure Committee
6. Wherever possible include IQAC during the conduct of seminars
7. Academic audit team will include Manager representative and external auditor
8. Self appraisal form to be filled by all faculty and staff, forwarded by the HoD to the Principal. HoD self appraisal to be appraised by Principal
9. Reports of events to have a common format: Brochure, Attendance with signature, geo-tagged photo, and report with the signature of Faculty in charge, and HoD and Principal
10. Departments to keep documents in order from June 2019 onwards, with physical evidences of all activities. The same to be kept updated.
11. All reports to have the college logo and name at the top. The format has been mailed to all departments
12. Research forum coordinator to be nominated

13. After March 4th website will be redesigned. All departments to have a common format
14. Moodle usage has to be increased
15. All forwards to be in mail only and not in WA

• PRINCIPAL:

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PRINCIPAL
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• IQAC Coordinator:

[Handwritten Signature] A



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Minutes of IQAC - Institutional Scholarship Meeting

Date: 25-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

Consolidate financial support of every kind provided, into a list of scholarships.

Documentation required:

1. Institutional Scholarship policy *
2. Document applications received and action taken
3. List of scholarships with name of the scholarship, aim and recipient name, class and signature *
4. Examples: PTA Aid for sports activity
5. PTA scholarships and awards
6. Management endowments and Scholarships
7. Management aid for Conveyance allowance of sports students
8. Management concession of tuition fee
9. Management concession of hostel fee
10. Free coaching for sports
11. Free equipment for sports
12. PTA aid for zonal competitions

* To be uploaded in the website and updated every year

Signature:

Dr. Sr. Gisala George (Principal):

25/12/2021

Dr. Rekha Vasudevan A (IQAC Coordinator):

Rekha Vasudevan A

Dr. Meena P Kumar (IQAC Coordinator):

Meena

Mariyamma John Manjama Obho

Jeny Baby





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Minutes of IQAC - IPR Cell Meeting

Date: 25-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

1. To evolve an Institutional Policy*
2. To organise seminars and programmes related to IPR
3. Minutes of meetings*
4. Raising funds
5. Audited statements

*To be uploaded in the website and updated regularly

Signature:

Dr. Sr. Gisala George (Principal):

**PRINCIPAL
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Dr. Rekha Vasudevan A (IQAC Coordinator):

Rekha Vasudevan A

Dr. Meena P Kumar (IQAC Coordinator):

Meena



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Minutes of IQAC -Research Forum Meeting

Date: 25-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

1. Institutional Research Policy*
2. Code of ethics*
3. Research fund mobilisation
4. Minutes of meetings(Three meetings)*
5. Organize RAC meetings in the campus and document
6. Monitor and evaluate Project proposals
7. To encourage and assist in publications in UGC care listed journals
8. Ecosystem innovation through transfer of knowledge
9. Research page with details of all research scholars in the institution*
10. Promote research culture among students

*To be uploaded in the website and updated regularly.

Signature:

Dr. Sr. Gisala George (Principal):

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Dr. Rekha Vasudevan A(IQAC Coordinator):

Dr. Meena P Kumar (IQAC Member):



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Minutes of IQAC -E -Governance Committee Meeting

Date: 25-02-2021

Venue:Conference Hall

Agenda:

Committee to be appraised of the following:

1. E-resources Policy *
2. Decide the format*
3. Negotiate with vendor, decide on the options to be purchased
4. Agreement and AMC with vendor
5. Audited statement of the expenses
6. Ensure maximum usage of the software

* To be uploaded in the website and updated regularly

Signature:

Dr. Sr. Gisala George (Principal):

Gisala George
25/2/2021

Dr. Rekha Vasudevan A(IQAC Coordinator):

Rekha Vasudevan A
25/2/2021

Dr. Meena P Kumar (IQAC Coordinator):

Dr. Lakshmi:

Lakshmi M

Ms. Smiya:

Smiya

Ms. Mariyamma:

Mariyamma Bhn

Ms. Sumi T O:

Ms. Priva Vinod:

Priva Vinod - Jany

Ms. Wilson Jovise KS

Wilson Jovise KS

Ms. Prafeena Philendran

Prafeena Philendran



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Minutes of IQAC -Grievance Redressal Committee Meeting

Date: 25-02-2021 Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

1. All grievances to be documented and filed separately
2. A portal to be maintained in the separately for stakeholders*
3. Issues addressed and action taken report*
4. Students must be familiar with this process and must respond favourably during SSS
5. Minutes of meetings*
6. Gender equity action plan*

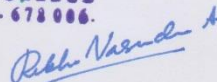
*To be uploaded in the website and updated regularly

Signature:

Dr. Sr. Gisala George (Principal):


PRINCIPAL
MERCY COLLEGE
Palakkad - 678 006.

Dr. Rekha Vasudevan A(IQAC Coordinator):



Dr. Meena P Kumar (IQAC Coordinator):



Dr. Sr. Jorry T F

Ms. Taniya Antony (Student Advisor)

Ms. Smiya John (Secretary)

PTA Vice President

Ms. Mini Babu (Representative Of Local Body)

Ms. Lilykutty Thomas (NCC Officer)

Adv. Beena P V (Legal Advisor)

Ms. Soji Thomas (Librarian)



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Minutes of IQAC -Stakeholders Satisfaction Evaluation Committee Meeting

Date: 25-02-2021

Venue:Conference Hall

Agenda:

Committee to be appraised of the following:

1. New format for Feedback(only online feed-backs to be collected)
2. Collect feedback taken during 2019-20, and give a graphical analysis
3. Document issues raised and action taken report
4. Minutes of two meetings, if possible with photos

Signature:

Dr. Sr. Gisala George (Principal):

[Signature]
25/2/2021

Dr. Rekha Vasudevan A(IQAC Coordinator):

[Signature]
25/02/2021

Dr. Meena P Kumar (IQAC Coordinator):

[Signature]

Dr. Nithya. A. A. *[Signature]*
A. A. Nithya

Priya Vinod *[Signature]*

Varsha Krishnan *[Signature]*

Sunil T. O. *[Signature]*



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Minutes of IQAC - Examination Committee Meeting

Date: 25-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

Activities:

1. To evolve Institutional Policy for CIE*
2. To publish schedule of examinations in the calender (announcement, conduct, result publication, grievance, consolidation and documentation) as part of CIE*
3. To publish progress reports (preferably using TCS)
4. Minutes of meetings*
5. To get the consolidated University results countersigned by the Controller of Examination, University of Calicut*
6. Results to be analysed graphically represented *

*To be uploaded in the website and updated regularly

Signature:

Dr. Sr. Gisala George (Principal):

[Signature]
25/2/2021

Dr. Rekha Vasudevan A (IQAC Coordinator):

[Signature]

Dr. Meena P Kumar (IQAC Coordinator):

[Signature]

Dr. Sr. Jorry T.F.

[Signature]

Ms. Rosemary K R

[Signature]

Ms. Harsha Paul

[Signature]

Ms. Sruthi s

Ms. Aswathi T



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Minutes of IQAC - Infrastructure Committee Meeting

Date: 26-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

1. Document and consolidate all infrastructure enhancement and maintenance activities
2. Budget for every year to be made *
3. Minutes of meetings (Three meetings per year)*
4. Requests from departments to be filed along with action taken report (common format to be given to Departments)
5. Expenses to match with audited statement of the college
*To be uploaded in the website and updated regularly

Signature:

Dr. Sr. Gisala George (Principal):

G.P.
26/2/2021

Dr. Rekha Vasudevan A (IQAC Coordinator):

Rekha Vasudevan A

Dr. Meena P Kumar (IQAC Member):

Meena P Kumar

N M LOULY

N M Louly

SROTHY.S

Srothy.S

Parvathi B

Parvathi B

Jimmy.C.S

Jimmy.C.S



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Minutes of IQAC – Green Audit & Environmental Audit Committee Meeting

Date: 26-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

1. Environment Management System (Institutional Policy)
2. Services of external consultant to be availed
3. Follow their protocol, end of the year the audited statement.
4. To be uploaded in the website

Signature:

Dr. Sr. Gisala George (Principal):

[Handwritten signature]
26/2/2021

Dr. Rekha Vasudevan A (IQAC Coordinator):

[Handwritten signature]

Dr. Meena P Kumar (IQAC Member):

[Handwritten signature]

Dr. S Jayasree

Dr. Sr. Sindhu K K

[Handwritten signature]

Ms. Ambili Jacob

Ms. Sunila S

Ms. Jeena Rose Pious



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Minutes of IQAC Meeting

Date: 26-02-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

Activities:

1. Corpus fund for Covid relief received from Manager
2. Extension activities to focus on Women & Child Unit of District Govt. Hospital, in response to request from the Medical Officers.
3. Collection and utilisation of funds for extension to follow common format
4. Departments requested to give prior information about extension activities to avoid duplication

Signature:

Dr. Sr. Gisala George (Principal):

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Dr. Rekha Vasudevan A (IQAC Coordinator):

Rekha Vasudevan A

Dr. Meena P Kumar (IQAC Member):

Meena P Kumar



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Minutes of IQAC Meeting

Date: 12-05-2021

Venue: Zoom

Agenda:


Committee to be appraised of the following:

Activities:

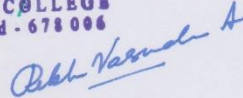
1. Email from NAAC Grade CPGA 3.15
2. Accreditation period 31-07-2020 to 31-07-2025
3. New Manager and education councillor elected
4. Semester dates rescheduled according to University notification

Signature:

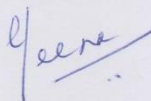
Dr. Sr. Gisala George (Principal):


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Dr. Rekha Vasudevan A (IQAC Coordinator):



Dr. Meena P Kumar (IQAC Member):





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Minutes of IQAC Meeting

Date: 29-05-2021

Venue: Conference Hall

Agenda:


Committee to be appraised of the following:

Activities:

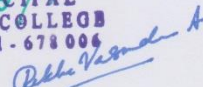
1. Classes to begin with Work at Home from June 1st
2. College hostel has been assigned to be used as CFLTC if needed
3. After June 9th all teachers should come to college
4. Students lacking IT requirements to be identified
5. Online classes should be restricted to two hours only. Classes should be during class hours only
6. Covid cell constituted as per Govt. guidelines
7. Extension programme using corpus fund
8. Class timing from 8.30 to 1.30

Signature:


Dr. Sr. Gisala George (Principal):


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Dr. Rekha Vasudevan A (IQAC Coordinator):



Dr. Meena P Kumar (IQAC Member):





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Minutes of IQAC Meeting

Date: 31-05-2021

Venue: Conference Hall

Agenda:

Committee to be appraised of the following:

Activities:

1. Covid relief programme to continue
2. Internal Examination dates announced
3. TCS up-dation to be done

Signature:

Dr. Sr. Gisala George (Principal):

**PRINCIPAL
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Dr. Rekha Vasudevan A (IQAC Coordinator):

Rekha Vasudevan A

Dr. Meena P Kumar (IQAC Member):

Meena P Kumar