




Newman College

Affiliated to Mahatma Gandhi University

Reaccredited by NAAC with A grade (Cycle 3, CGPA 3.32)

Email: principal@newmancollege.ac.in

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Phone: 04862-222686   

Criterion VI Governance, Leadership and Management



6.5

Internal Quality Assurance System

6.5.2

Proceedings of Meetings of IQAC: 2019-2020

Submitted to



National Assessment and Accreditation Council

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Thodupuzha East
Kerala – 685 585
Date: 10-06-2019

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

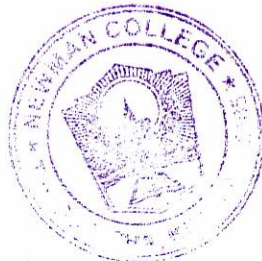
There will be an IQAC meeting at 3:00 pm on 12-06-2019 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

Agenda

1. Action plan of the departments
2. Distribution of teacher performance report
3. Evaluation of the final year results of the various departments
4. Other important matters for the new academic year

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Prof. (Dr.) Jacob John Kattakayam (**Alumni Representative**)
5. Prof. (Dr.) P.K. Abdul Azis (**External Member**)
6. Fr. Jose Moorkattil (**External Member**)
7. Sri. Issac Joseph Kottukappally (**External Member**)
8. Dr. A. P. Philip (**Joint Co-ordinator**)
9. Ms. Dary John (**Joint Co-ordinator**)
10. Smt. Nancy Jacob (**Sub Co-ordinator**)
11. Sri .Biju Peter (**Sub- Co-ordinator**)
12. Dr. Jenny K. Alex (**Sub Co-ordinator**)
13. Dr.Saju Abraham (**Sub Co-ordinator**)
14. Dr.Bejoy Thomas (**Sub Co-ordinator**)
15. Ms. Jisha Jacob (**Sub Co-ordinator**)
16. Sri. Noble C Kurian (**Sub Co-ordinator**)
17. Dr. Anju T. R (**Sub Co-ordinator**)
18. Dr. Joe Jacob (**HOD Dept. of Physics**)
19. Dr. PA Jose (**HOD, Dept. of Political Science**)
20. Dr. Jane A. Luke (**HOD , Dept.of Statistics**)
21. Sri. Benny Mathew (**HOD Dept. of Physical Education**)
22. Sri. Prageesh C. Mathew (**Dept. of Commerce & NCC**)
23. Dr. George Sebastian (**Dept. of English**)
24. Dr. M. V. Krishnakumar (**HOD ,Dept. of History**)
25. Sri. Aby Thomas (**Dept. of Commerce**)
26. Sri. Xavier Kurian P. (**Dept. of Economics**)
27. Dr. Neerada Maria Kurian (**HOD, Dept of Hindi**)
28. Ms. Shobha Thomas (**Dept. of Commerce SF**)
29. Ms. Liz Jacob (**Librarian**)
30. Sri. V. J. Sebastian (**Office Supt.**)
31. Dr. Biji Mol Thomas (**Coordinator**)




Dr. Biji Mol Thomas
IQAC Co-ordinator



NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 12 June 2019 at Rev. Dr. John Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Prof. (Dr.) Jacob John Kattakayam (*Alumni Representative*)
5. Prof. (Dr.) P.K. Abdul Azis (*External Member*)
6. Fr. Jose Moorkattil (*External Member*)
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24. Sri. Xavier Kurian P. (*Dept. of Economics*)
25. Dr. Neerada Maria Kurian (*HOD, Dept of Hindi*)
26. Ms. Shobha Thomas (*Dept. of Commerce SF*)
27. Ms. Liz Jacob (*Librarian*)
28. Sri. V. J. Sebastian (*Office Supt.*)
29. Dr. Biji Mol Thomas (*Coordinator*)

Decisions of the meeting

1. The first IQAC meeting of the present academic year started with a prayer by Rev. Dr. Manuel Pichalakattu, Vice Principal.
2. The newly appointed Principal, Dr. Thomson Joseph presided over the meeting. Rev. Dr. Manuel Pichalakattu introduced Rev. Fr. Paul Karakombil, the new Bursar to the gathering.
3. Principal in his presidential address evaluated the action plan submitted by various departments, suggestions and recommendations were also invited.

4. The meeting also suggested to distribute Teacher Performance Report at the earliest. A copy of the TPR was also made available in the meeting.
5. The meeting also evaluated the final year results and congratulated the rank holders and also the departments with good pass percentage.
6. It is also decided to conduct remedial classes to the weak students. Peer team teaching also proved successful.
7. The meeting ended at 4:30pm. The vote of thanks was proposed by the IQAC coordinator.

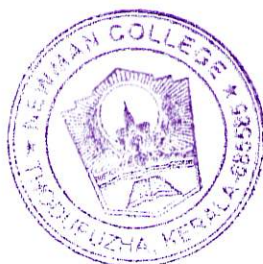


Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. All the heads of departments should monitor the action plan submitted by them.
2. Teacher Performance Report should be signed by the HOD's and submit the same to the Principal at the end of every month.
3. Remedial Classes and Peer Teaching should be continued.
4. Ms. Dary Jacob of Dept. of Mathematics will be in charge of TPR.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 22-07-2019

NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

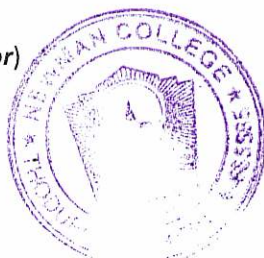
There will be an IQAC meeting at 3:30 pm on 25-07-2019 at Rev. Mar. George Punnakkottil Hall. All members may please make it convenient to attend the meeting.

Agenda

- Evaluation of the Academic Plan
- Approval of Minutes of DBT STAR College Proposal submission
- Faculty Development Program
- Internal examinations
- Planning of co-curricular and extra-curricular activities for the present academic year
- Any other relevant matters

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
5. Ms. Dary John (**Joint Co-ordinator**)
6. Smt. Nancy Jacob (**Sub Co-ordinator**)
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27. Dr. Biji Mol Thomas (**Coordinator**)




Dr. Biji Mol Thomas
IQAC Co-ordinator










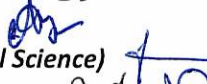


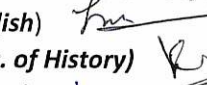






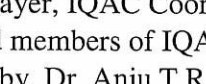
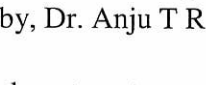
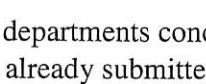
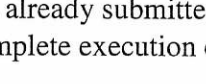

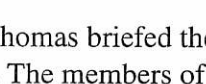
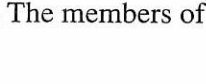
NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Minutes of the IQAC meeting held on 25 July 2019 at Mar George Punnakkottil Hall

Members Present

1. Dr. Thomson Joseph, (Chairman) 
2. Fr. Dr. Manuel Pichalakattu, (Vice-Principal) 
3. Fr. Paul Karakombil, (Bursar) 
4. Ms. Dary John (Joint Co-ordinator) 
5. Smt. Nancy Jacob (Sub Co-ordinator) 
6. Sri .Biju Peter (Sub- Co-ordinator) 
7. Dr. Jenny K. Alex (Sub Co-ordinator) 
8. Dr.Saju Abraham (Sub Co-ordinator) 
9. Dr.Bejoy Thomas (Sub Co-ordinator) 
10. Ms. Jisha Jacob (Sub Co-ordinator) 
11. Sri. Noble C Kurian (Sub Co-ordinator) 
12. Dr. Anju T. R (Sub Co-ordinator) 
13. Dr. PA Jose (HOD, Dept. of Political Science) 
14. Dr. Jane A. Luke (HOD , Dept.of Statistics) 
15. Sri. Benny Mathew (HOD Dept. of Physical Education) 
16. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC) 
17. Dr. George Sebastian (Dept. of English) 
18. Dr. M. V. Krishnakumar (HOD ,Dept. of History) 
19. Sri. Aby Thomas (Dept. of Commerce) 
20. Sri. Xavier Kurian P. (Dept. of Economics) 
21. Dr. Neerada Maria Kurian (HOD, Dept of Hindi) 
22. Ms. Liz Jacob (Librarian) 
23. Sri. V. J. Sebastian (Office Supt.) 
24. Dr. Biji Mol Thomas (Coordinator) 

Decisions of the meeting

1. The meeting started with a prayer, IQAC Coordinator welcomed all members especially the newly included members of IQAC, Dr. Joe Jacob, Smt. Nancy Jacob, Shri. Biju Peter, Dr. Aby, Dr. Anju T R and Mr Noble C Kurian.
2. The IQAC recommended the departments concerned to make the necessary changes in the academic plan already submitted. The meeting also demanded the departments to ensure the complete execution of the academic plan in the current year.
3. Dr. Anju T R and Dr.Bejoy Thomas briefed the minutes of the DBT STAR College proposal submission. The members of IQAC applauded them for their laborious task.

4. The meeting decided to conduct a faculty recharge programme and assigned Dr.Bejoy Thomas to make necessary correspondence with the resource person
5. The meeting decided to assign Dr. George Sebastian to coordinate the Newman Monthly Lecture Series and demanded each department to organize each edition.
6. The IQAC asked the editors of the Trade Wind and Newman Society to ensure the release of the pending issues.
7. The meeting also recommended the council to conduct the internal exams of 1 ½ hours long on 26, 27 and 29 August.
8. The IQAC decided to advance the conduct of co-curricular and extra-curricular activities. The IQAC decided to invite an expert to engage the faculty members and to give an awareness about the NAAC guidelines.
9. The meeting ended at 4:30 pm.



Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. Modified academic plan should be submitted within two days.
2. Dr. Anju T. R and Dr. Bejoy Thomas were assigned to prepare the DBT STAR College proposal.
3. Each department should give the topic and date for Newman Monthly Lecture Series.
4. The Class hours will of shorter duration and all departments will get enough time to practice for arts competitions.
5. There will be five faculty development programmes, three for teaching staff and two for non-teaching staff.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 16-09-2019

NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

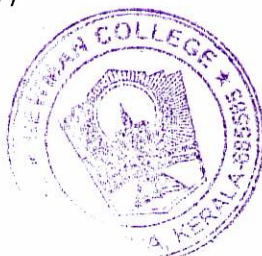
There will be an IQAC meeting at 3:30 pm on 17-09-2019 at VallamattamHall. All members may please make it convenient to attend the meeting.

Agenda

- Paramarsh - UGC Scheme of mentoring NAAC Accreditation scheme
- Submission of AQAR
- Proposal for STRIDE (Scheme for Trans-disciplinary Research for India's Developing Economy)
- Renovation of College Canteen
- Any other relevant matters

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
5. Ms. Dary John (**Joint Co-ordinator**)
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27. George C. Jesty (**Student Representative**)
28. Dr. Biji Mol Thomas (**Coordinator**)



Dr. Biji Mol Thomas
IQAC Co-ordinator

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Thodupuzha East
Kerala – 685 585
Date: 17-09-2019

NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 17 September 2019 at Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (Chairman)
2. Fr. Dr. Manuel Pichalakattu, (Vice Principal)
3. Fr. Paul Karakombil, (Bursar)
4. Dr. A. P. Philip (Joint Co-ordinator)
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23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. George C. Jesty (Student Representative)
26. Dr. Biji Mol Thomas (Coordinator)

Decisions of the council

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. IQAC coordinator detailed the Paramarsh-scheme of UGC and the meeting agreed to accept the scheme.
3. The meeting also evaluated the progress of the AQAR. Criterion coordinators expressed their difficulty in completing the data entry.
4. Dr. George Sebastian of Dept. of English gave a detailed presentation of STRIDE project. The meeting agreed to proceed with the project.

5. The PTA Executive Committee and student leaders suggested the renovation of canteen. IQAC evaluated the matter and decided to take immediate action.
6. The meeting ended at 4:30 pm. Dr. Bijimol Thomas, IQAC coordinator proposed vote of thanks.



Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. Identified five colleges such as Shanthigiri College, Vazhithala, Al-Azhar College, Perumpillichira, St. George's College, Vazhakkulam, SNG College, Paingottoor and Giriyothy College, Cheruthony, Idukki for Paramarsh Scheme. Decided to sign an MOU with these colleges.
2. Dr. Jow Jacob of Dept. of Physics, Dr. P A Jose of Political Science and Dr. George Sebastian were given the responsibility of preparing the Stride Project.
3. A proposal for canteen renovation is submitted to Fr. Bursar. More toilet facilities for girl students, and a separate wash area outside the canteen is also included.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 14-10-2019

NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting at 3:30 pm on 16-10-2019 at Vallamattam Hall. All members may please make it convenient to attend the meeting.

Agenda

1. Preparation for Academic Audit by the management team
2. Additional facility for the research scholars of Physics dept.
3. Renovation of the Photostat centre near canteen
4. Other relevant matters

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
5. Ms. Dary John (**Joint Co-ordinator**)
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Dr. Biji Mol Thomas
IQAC Co-ordinator

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Thodupuzha East
Kerala – 685 585
Date: 16-10-2019

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 16 October 2019 at Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Ms. Dary John (*Joint Co-ordinator*)
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23. Sri. V. J. Sebastian (*Office Supt.*)
24. George C. Jesty (*Student Representative*)
25. Dr. Biji Mol Thomas (*Coordinator*)

Decisions of the meeting

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. It is decided to conduct an Academic Audit by the management team on 23rd and 24th October. All departments were asked to prepare all documents related with the Academic Audit. Files should be updated as per NAAC criteria. IQAC coordinator briefed on the documents prepared by the departments.
3. Research scholars of the Physics department requested for an additional room to meet their lab purposes. The meeting discussed in detail and located a room for the convenience of the research scholars.

4. PTA and College Union members requested the renovation of the Photostat counter nearby the canteen. Rev. Fr. Paul Karakombil, Bursar of the college, granted the request.
5. The members also asked to make the campus more pedestrian friendly. Vehicle movements inside the campus has to be restricted.



Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

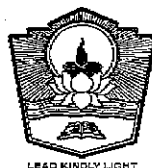
4. List of the documents to be prepared by the departments and clubs will be distributed.
5. Research scholars will get an additional room nearby Mathematics department.
6. Photostat centre will be renovated soon.
7. Security officer will be given the instruction to regulate vehicles inside campus.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 22-10-2019

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting along with the Authorities of Management at 1:24 pm on 24-10-2019 at Mar Punnakkottil Hall, as part of Academic Auditing. All members may please make it convenient to attend the meeting.

Agenda

1. Evaluation of the performance of various departments
2. Reports of various Criterion based on NAAC Accreditation process.
3. Gender Audit
4. Suggestions and recommendations
5. Other relevant matters

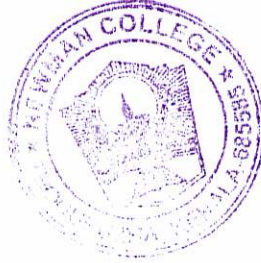
Management Representatives

1. V. Rev. Msgs. Dr. Cherian Kanjirakompil (Manager)
2. Rev. Dr. George Thanathuparambil (Higher Education Secretary)
3. Prof. Jose Karikunnel

Members

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Dr. A. P. Philip (*Joint Co-ordinator*)
5. Ms. Dary John (*Joint Co-ordinator*)
6. Smt. Nancy Jacob (*Sub Co-ordinator*)
7. Sri .Biju Peter (*Sub- Co-ordinator*)
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11. Ms. Jisha Jacob (*Sub Co-ordinator*)
12. Sri. Noble C Kurian (*Sub Co-ordinator*)
13. Dr. Anju T. R (*Sub Co-ordinator*)
14. Dr. Joe Jacob (*HOD Dept. of Physics*)
15. Dr. PA Jose (*HOD, Dept. of Political Science*)
16. Dr. Jane A. Luke (*HOD , Dept.of Statistics*)
17. Sri. Benny Mathew (*HOD Dept. of Physical Education*)
18. Sri. Prageesh C. Mathew (*Dept. of Commerce & NCC*)
19. Dr. George Sebastian (*Dept. of English*)
20. Dr. M. V. Krishnakumar (*HOD ,Dept. of History*)
21. Sri. Aby Thomas (*Dept. of Commerce*)

22. Sri. Xavier Kurian P. (*Dept. of Economics*)
23. Dr. Neerada Maria Kurian (*HOD, Dept of Hindi*)
24. Ms. Shobha Thomas (*Dept. of Commerce SF*)
25. Ms. Liz Jacob (*Librarian*)
26. Sri. V. J. Sebastian (*Office Supt.*)
27. George C. Jesty (*Student Representative*)
28. Dr. Biji Mol Thomas (*Coordinator*)



Dr. Bijimol Thomas
IQAC Co-ordinator



NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Minutes of the IQAC meeting held on 24 October 2019 at Punnakkottil Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Dr. A. P. Philip (*Joint Co-ordinator*)
5. Ms. Dary John (*Joint Co-ordinator*)
6. Smt. Nancy Jacob (*Sub Co-ordinator*)
7. Sri .Biju Peter (*Sub- Co-ordinator*)
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23. Ms. Liz Jacob (*Librarian*)
24. Sri. V. J. Sebastian (*Office Supt.*)
25. George C. Jesty (*Student Representative*)

Management Representatives

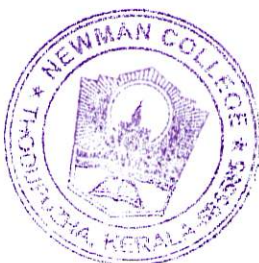
1. V. Rev. Msgs. Dr. Cherian Kanjirakompil (Manager)
2. Rev. Dr. George Thanathuparambil (Higher Education Secretary)
3. Prof. Jose Karikunnel


Decisions of the meeting

1. The meeting started with a prayer song. Dr. Bijimol Thomas IQAC coordinator welcomed the gathering.
2. The meeting was presided over by V. Rev. Msgr. Dr. Cherian Kanjirakombil, our manager. Rev. Dr George Thanathuparambil, the Higher Education secretary, made a

detailed evaluation of the performance of all departments. Rev. Father appreciated the performance of all departments, especially Chemistry, Botany, Commerce, Mathematics, English and Economics. The activities of various clubs were highly appreciated. He suggested to complete all incomplete data of some departments and submit to IQAC within one week. A team from IQAC, along with the Principal should verify the documents.

3. All the criterion coordinators also contributed their suggestions and recommendations.
4. Rev. Dr. Cherian Kanjirakombil appreciated the hard work of IQAC team and extended his wholehearted support to all its activities. Rev. Father recommended to include more value added courses and also to dedicate additional time for mentoring and counselling.
5. All the coordinators of the various clubs presented the reports of their activities.
6. Women's cell coordinators were asked to submit the reports of the Gender Audit within two days.
7. The meeting ended at 3:30pm with the vote of thanks by Lt. Prageesh C. Mathew of Dept. of Commerce.





Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. Constituted a team to visit the departments and verify the documents.
2. Instructions were given for the conduct of regular value education classes.
3. Counsellor will be made available in the campus on all days.
4. Gender Audit should be submitted to the principal within two days.


Dr. Bijimol Thomas
IQAC Coordinator




Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 13-11-2019

NEWMAN COLLEGE THODUPUZHA

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(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting at 3:30 pm on 14-11-2019 at Mar George Punnakkottil Hall.
All members may please make it convenient to attend the meeting.


Agenda

- Evaluation of the reports of the coordinators of various criteria based on AQAR
- NAAC sponsored National Seminar
- NIRF Ranking
- Demonstration of new software
- Suggestions and recommendations
- Parking facilities for non-teaching staff
- Christmas celebrations
- Other relevant matters

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
5. Ms. Dary John (**Joint Co-ordinator**)
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24. Ms. Shobha Thomas (**Dept. of Commerce SF**)
25. Ms. Liz Jacob (**Librarian**)
26. Sri. V. J. Sebastian (**Office Supt.**)
27. George C. Jesty (**Student Representative**)
28. Dr. Biji Mol Thomas (**Coordinator**)




Dr. Biji Mol Thomas
IQAC Co-ordinator



NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Minutes of the IQAC meeting held on 14 November 2019 at Mar George Punnakkottil Hall

Members Present

1. Dr. Thomson Joseph, (Chairman)
2. Fr. Dr. Manuel Pichalakattu, (Vice Principal)
3. Fr. Paul Karakombil, (Bursar)
4. Ms. Dary John (Joint Co-ordinator)
5. Smt. Nancy Jacob (Sub Co-ordinator)
6. Dr. Saju Abraham (Sub Co-ordinator)
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18. Dr. Neerada Maria Kurian (HOD, Dept. of Hindi)
19. Ms. Shobha Thomas (Dept. of Commerce SF)
20. Ms. Liz Jacob (Librarian)
21. Sri. V. J. Sebastian (Office Supt.)
22. George C. Jesty (Student Representative)
26. Dr. Biji Mol Thomas (Coordinator)

Decisions of the meeting

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and accepted.
2. All criterion coordinators briefed the documentation process done by them. They also raised the difficulties they face. After an elaborate discussion with the Principal and Vice Principal, the meeting solved the issues projected by them.
3. Data collection for NIRF is in the final lap. Dr. Bejoy Thomas, coordinator of NIRF briefed things done so far.
4. It is decided to organise two day's National Seminar sponsored by NAAC on the topic, "Innovative Pedagogical Approaches and enhancement of Student's participation in Teaching Learning Process." A detailed discussion was made and it is decided to conduct the seminar in the month of March

5. The meeting also decided to evaluate the new software. A committee was formed to attend the demonstration of the software.
6. Non-teaching staff demanded two wheeler parking facilities and the meeting discussed the issue in detail.
7. The meeting also decided to conduct the Christmas celebrations as usual.
8. Instructions regarding the departmental magazine were also made.

The meeting ended at 4:30pm.



Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. It is decided to conduct NAAC sponsored seminar on 5th and 6th of March 2020. Dr. Bijimol Thomas, Dr. George Sebastian, Dr. Anju T. R were elected as seminar coordinators and Lt. Prageesh C. Mathew as joint coordinator.
2. The parking facilities for two wheelers will be near canteen area.
3. It is decided to conduct Christmas celebrations by 20th of December.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 22-01-2020

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting at 3:30 pm on 24 January 2020 at Vallamattam Hall. All members may please make it convenient to attend the meeting.

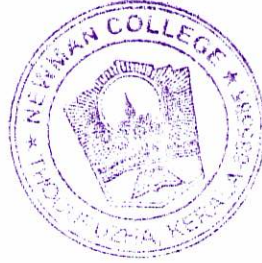
Agenda

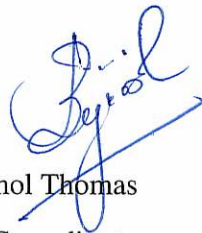
1. Certificate courses conducted by departments
2. NAAC sponsored National Seminar
3. Implementation of Paramarsh- UDC Scheme for mentoring NAAC Accreditation scheme
4. Submission of self appraisal
5. Merit day celebration
6. Newman Youth Excellence Award
7. Reports of various clubs and other activities
8. Participation of students in the M.G University Youth Festival

Members

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Prof. (Dr.) Jacob John Kattakayam (*Alumni Representative*)
5. Prof. (Dr.) P.K. Abdul Azis (*External Member*)
6. Fr. Jose Moorkattil (*External Member*)
7. Sri. Issac Joseph Kottukappally (*External Member*)
8. Dr. A. P. Philip (*Joint Co-ordinator*)
9. Ms. Dary John (*Joint Co-ordinator*)
10. Smt. Nancy Jacob (*Sub Co-ordinator*)
11. Sri. Biju Peter (*Sub- Co-ordinator*)
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13. Dr. Saju Abraham (*Sub Co-ordinator*)
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28. Ms. Shobha Thomas (**Dept. of Commerce SF**)
29. Ms. Liz Jacob (**Librarian**)
30. Sri. V. J. Sebastian (**Office Supt.**)
31. Dr. Biji Mol Thomas (**Coordinator**)
32. George C. Jesty (**Student Representative**)




Dr. Biji Mol Thomas
IQAC Co-ordinator



NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Minutes of the IQAC meeting held on 24 January 2020 at Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Prof. (Dr.) Jacob John Kattakayam (*Alumni Representative*)
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26. Ms. Shobha Thomas (*Dept. of Commerce SF*)
27. Sri. V. J. Sebastian (*Office Supt.*)
28. Dr. Biji Mol Thomas (*Coordinator*)
29. George C. Jesty (*Student Representative*)

Decisions of the meeting

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and accepted.
2. The meeting started with the discussion of certificate courses conducted by various departments. Many departments completed their certificate courses and distributed certificates. The departments were asked to submit the details of the second certificate course conducted by them in this semester.
3. Various committees were designed for the upcoming NAAC sponsored National Seminar. The meeting also decided to have maximum number of participation of teachers from all departments.

4. It is decided to sign MOU with five mentee institutions.
5. The meeting also suggested to complete the self-appraisal form and get it signed by the HOD's and submit to the principal.
6. Details of the Merit Day celebrations and Newman Youth Excellence Award were also discussed.
7. Various clubs and cells functioning in the college were asked to complete their programmes given in the action plan and submit the reports.
8. The meeting also decided to complete all pending activities by the end of February.
9. A detailed discussion regarding M.G University Youth Festival, 'Article 14' is also made. A good number of students are participating in it. It is decided to allot more time for rehearsal. Accomodation, food, travel facilities etc. for the students and teachers accompanying them are also discussed.

The meeting ended at 4:30 pm with a word of gratitude from the IQAC coordinator.




Action Taken Report


 Dr. Bijimol Thomas
 IQAC Co-ordinator

1. Syllabus of the certificate courses will be submitted within one week.
2. An action plan for the NAAC sponsored National Seminar is prepared.
3. MOU signed for the implementation of Paramarsh Scheme
4. A week's time is given for the completion of self-appraisal.
5. It is decided to conduct Newman Youth Excellence Award programme on 14th February and Merit day on 26th February.
6. Time schedule is prepared for the rehearsals of arts competitions in connection with M.G University Youth Festival. List of the teacher co-ordinators and student volunteers are published.


 Dr. Bijimol Thomas
 IQAC Coordinator




 Dr. Thomson Joseph
 Principal

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Thodupuzha East
Kerala – 685 585
Date: 28-01-2020

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting at 11:30 am on 29th of January 2020 at Vallamattam Hall. All members may please make it convenient to attend the meeting.

Agenda

1. Implementation of Paramarsh – UGC Scheme of mentoring NAAC Accreditation Scheme
2. Nomination of an Ambassador for the purpose of Paramarsh Scheme
3. College day celebrations
4. Seminars, workshops conducted by the departments
5. Other relevant matters

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
5. Ms. Dary John (**Joint Co-ordinator**)
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26. Sri. V. J. Sebastian (**Office Supt.**)
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28. George C. Jesty (**Student Representative**)



Dr. Biji Mol Thomas
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Thodupuzha East
Kerala – 685 585
Date: 29-01-2020

NEWMAN COLLEGE THODUPUZHA

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(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE- IQAC MEETING

Minutes of the IQAC meeting held on 29th January 2020 at Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Dr. A. P. Philip (*Joint Co-ordinator*)
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23. Ms. Liz Jacob (*Librarian*)
24. Sri. V. J. Sebastian (*Office Supt.*)
25. Dr. Biji Mol Thomas (*Coordinator*)
26. George C. Jesty (*Student Representative*)


Decisions of the meeting

1. The meeting started with a silent prayer. Minutes of the previous meeting were read and accepted.
2. Dr. Thomson Joseph, Principal, detailed the implementation of Paramarsh scheme. He also stated that Dr. Vincent Aerathu, is nominated as the ambassador for the purpose of Paramarsh scheme. All the members agreed with the suggestions.
3. A detailed discussion was held regarding the celebration of the College Day. The students can perform stage activities only after getting the sanction from the heads of the departments. Time slots will be distributed to the departments.

4. The meeting evaluated the performance of various departments. Pending seminars and workshops should be completed as early as possible.

The meeting ended at 4:30 pm.





Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. Appointment letter to the Ambassador will be issued by the principal.
2. College Day celebrations will be on March 9th 2020. List of the cultural programmes should be prepared by the students, and get the sanction order from the HOD's. Arts club co-ordinator will issue time slots for various departments. Students should report in time and leave stage after their performance. Strict disciplinary action will be taken if there is any violation of the rules.


Dr. Bijimol Thomas
IQAC Coordinator




Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 25-02-2020

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
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INTERNAL QUALITY ASSURANCE CELL (IQAC) NOTICE- IQAC MEETING

Sir/ Madam

There will be an IQAC meeting at 3:30 pm on 26th February 2020 at Vallamattam Hall. All members may please make it convenient to attend the meeting.

Agenda

1. IQAC Seminar
2. Uploading of AQAR 2018-2019
3. Cultural Exchange Programme
4. Other relevant matters

Members

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Dr. A. P. Philip (*Joint Co-ordinator*)
5. Ms. Dary John (*Joint Co-ordinator*)
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24. Ms. Shobha Thomas (*Dept. of Commerce SF*)
25. Ms. Liz Jacob (*Librarian*)
26. Sri. V. J. Sebastian (*Office Supt.*)
27. Dr. Biji Mol Thomas (*Coordinator*)
28. George C. Jesty (*Student Representative*)



Dr. Biji Mol Thomas
IQAC Co-ordinator

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Thodupuzha East
Kerala – 685 585
Date: 26-02-2020

NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)
(Affiliated to Mahatma Gandhi University, Kottayam)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 26th February 2020 at Vallamattam Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Ms. Dary John (*Joint Co-ordinator*)
5. Smt. Nancy Jacob (*Sub Co-ordinator*)
6. Sri .Biju Peter (*Sub- Co-ordinator*)
7. Dr. Jenny K. Alex (*Sub Co-ordinator*)
8. Dr.Saju Abraham (*Sub Co-ordinator*)
9. Dr.Bejoy Thomas (*Sub Co-ordinator*)
10. Ms. Jisha Jacob (*Sub Co-ordinator*)
11. Sri. Noble C Kurian (*Sub Co-ordinator*)
12. Dr. Anju T. R (*Sub Co-ordinator*)
13. Dr. PA Jose (*HOD, Dept. of Political Science*)
14. Dr. Jane A. Luke (*HOD , Dept.of Statistics*)
15. Sri. Prageesh C. Mathew (*Dept. of Commerce & NCC*)
16. Dr. George Sebastian (*Dept. of English*)
17. Dr. M. V. Krishnakumar (*HOD ,Dept. of History*)
18. Sri. Aby Thomas (*Dept. of Commerce*)
19. Sri. Xavier Kurian P. (*Dept. of Economics*)
20. Ms. Shobha Thomas (*Dept. of Commerce SF*)
21. Ms. Liz Jacob (*Librarian*)
22. Sri. V. J. Sebastian (*Office Supt.*)
23. Dr. Biji Mol Thomas (*Coordinator*)
24. George C. Jesty (*Student Representative*)


Decisions of the meeting

1. The meeting started with a prayer by Rev. Dr. Manuel Pichalakattu, Vice Principal. Minutes of the previous meeting were read and accepted.
2. Dr. Thomson Joseph, Principal, asked to make a briefing of the schedule of the IQAC Seminar. Dr. Bijimol Thomas, IQAC coordinator, detailed the preparations done so far, and also the ones remaining. All the committee coordinators were given proper instructions. Department of English will be in charge of reception and the distribution of certificates. A food committee is formed under the leadership of Dept. of Mathematics, programme committee will be under the leadership of Dr. Jenny K. Alex, HOD Dept. of Economics. Stage and other technical support will be given by Dept. of Chemistry.
3. IQAC in association with folklore club decided to organise a cultural exchange programme, as envisaged by UGC to encourage national integrity and diversity.

4. Discussion regarding uploading of AQAR 2018-2019 is also made. It is noticed that many documents remain incomplete. Steps should be taken for the collection of various documents. AQAR submission will be possible only with cooperation of department level IQAC coordinators.
5. Rev. Dr. Manuel Pichakattu, Vice Principal, Rev. Paul Karakombil, Bursar, made clear cut suggestions for the smooth running of seminar and cultural exchange programme.

The meeting ended at 4:30 pm.





Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. Schedule of the National Seminar is made available to all departments.
2. Formed reception and programme committee.
3. All arrangements were made for the seminar hall.
4. Cultural exchange programme will be conducted in the auditorium on 6th March, at 12 noon. Rev Dr. Manuel Pichalakattu and Dr. George Sebastian, the folklore committee coordinators will monitor the programmes.


Dr. Bijimol Thomas
IQAC Coordinator




Dr. Thomson Joseph
Principal

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Thodupuzha East
Kerala – 685 585
Date: 12-03-2020

NEWMAN COLLEGE THODUPUZHA

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sir/ Madam

There will be an IQAC meeting at 3:00pm on 13th March 2020 at Mar George PunnakkottilHall. All members may please make it convenient to attend the meeting.

Agenda

1. Evaluation of the National Seminar
2. Preparation of the Annual Report
3. Release of the News Letter

Members

1. Dr. Thomson Joseph, (**Chairman**)
2. Fr. Dr. Manuel Pichalakattu, (**Vice Principal**)
3. Fr. Paul Karakombil, (**Bursar**)
4. Dr. A. P. Philip (**Joint Co-ordinator**)
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13. Dr. Anju T. R (**Sub Co-ordinator**)
14. Dr. Joe Jacob (**HOD Dept. of Physics**)
15. Dr. PA Jose (**HOD, Dept. of Political Science**)
16. Dr. Jane A. Luke (**HOD , Dept.of Statistics**)
17. Sri. Benny Mathew (**HOD Dept. of Physical Education**)
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Thodupuzha East
Kerala – 685 585
Date: 13-03-2020

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE- IQAC MEETING**

Minutes of the IQAC meeting held on 13th March 2020 at Mar George Punnakkottil Hall

Members Present

1. Dr. Thomson Joseph, (*Chairman*)
2. Fr. Dr. Manuel Pichalakattu, (*Vice Principal*)
3. Fr. Paul Karakombil, (*Bursar*)
4. Dr. A. P. Philip (*Joint Co-ordinator*)
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24. Ms. Liz Jacob (*Librarian*)
25. Dr. Biji Mol Thomas (*Coordinator*)
26. George C. Jesty (*Student Representative*)

Decisions of the meeting

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. The meeting evaluated the National Seminar. All the members of the IQAC expressed their satisfaction regarding the grand success of the seminar. It was really fruitful in all aspects.

3. The Cultural Exchange Programme organised by the IQAC was also a varied experience.
4. The meeting also decided to collect documents for the preparation of annual report.
5. The meeting suggested to take immediate steps for the release of the pending issue of the Newsletter as early as possible.

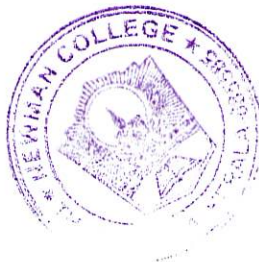


Dr. Bijimol Thomas
IQAC Co-ordinator

Action Taken Report

1. A modified format is issued to all departments for the collection of annual reports.
2. All the coordinators of the clubs are asked to submit the data in the new format.
3. Photographs and reports for the Newsletter should be given immediately.

Dr. Bijimol Thomas
IQAC Coordinator



Dr. Thomson Joseph
Principal