



**Newman College**

Affiliated to Mahatma Gandhi University

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

Email: [principal@newmancollege.ac.in](mailto:principal@newmancollege.ac.in)

website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)

Phone: 04862-222686   

# Criterion VI Governance, Leadership and Management



**6.5**

**Internal Quality Assurance System**

6.5.2

**Proceedings of Meetings of IQAC: 2020-2021**

Submitted to



National Assessment and Accreditation Council

Phone: (04862) 229797, 222686  
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Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala – 685 585  
Date: 08-06-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 6.00pm on 10.06.2020 (Wednesday) (Online). All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Evaluation of Action Plan by the Departments.
2. Certificate Courses
3. Evaluation of the Feedback on teachers received from the Students
4. Curriculum Feedback
5. Induction Programme for the Newly Appointed Teachers.

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

##### **Teaching Faculty**

5. Dr. Jenni K. Alex - Assistant Prof., Department of Economics
6. Ms. Princy Jacob – Assistant Prof., Department of English
7. Dr. M.V. Krishnakumar – Assistant Prof., Department of History
8. Dr. Bejoy Thomas - Assistant Prof., Department of Chemistry
9. Ms. Jisha Jacob – Assistant Prof., Department of Zoology
10. Ms. Divya James – Assistant Prof., Department of Commerce
11. Dr. Cincy George– Assistant Prof., Department of Chemistry

12. Ms. Dary John –Assistant Prof., Department of Mathematics
13. Dr. Anju T.R – Assistant Prof., Department of Botany & Biotechnology
14. Ms. Jaiby Cyriac – Assistant Prof., Department of Botany & Biotechnology
15. Sri. Noble C. Kurian- Assistant Prof., Department of Physics

**Member from the Management**

16. Fr. Paul Nedumpurath (Higher Education Secretary, Corporate Educational Agency, Eparchy of Kothamangalam)

**Nominees from the Local Society, Students and Alumni**

17. Sri. Saneesh George (Municipal Chairman, Thodupuzha)
18. Kum. Clare Martin (Ill Year B.Com, Student Representative)
19. P.K Madhu IPS (Alumni Representative)

**Nominees from Employers /Industrialists/Stakeholders**

20. Fr. Jose Moorkattil (Executive Director, Jeeva Milk Society of High Range Development Centre, Pareekanny)
21. Sri. Issac Joseph Kottukappally (Managing Director, Lunar Rubbers (Pvt. Ltd) Thodupuzha)
22. Sri. Shaji Varghese (PTA Representative)

**External Members**

23. Prof. (Dr.) P.K Abdul Aziz (Former Vice- Chancellor, University of Science and Technology Meghalaya, Aligarh Muslim University and Cochin University of Science and Technology)
- 24.. Dr. Cyriac Joseph (Dean, School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)



  
Dr. Bijimol Thomas  
IQAC – Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 10-06-2020

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### **Minutes of IQAC Meeting held on 10.06.2020**

#### **Members Present**


1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent
5. Dr. Jenni K. Alex - Asst. Prof., Dept of Economics
6. Ms. Princy Jacob – Asst. Prof., Dept of English
7. Dr. M.V. Krishnakumar – Asst. Prof., Dept of History
8. Dr. Bejoy Thomas - Asst. Prof., Dept of Chemistry
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11. Dr. Cincy George– Asst. Prof., Dept of Chemistry
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13. Dr. Anju T.R – Asst. Prof., Dept. of Botany & Biotechnology
14. Ms. Jaiby Cyriac – Asst. Prof., Dept of Botany & Biotechnology
15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Fr. Paul Nedumpurath (Management Representative)
17. Dr. Bijimol Thomas (Coordinator)

#### **Resolution of the Meeting**

1. The Meeting started with a silent prayer.
2. The Meeting evaluated various activities of the last academic year and shared suggestions and recommendations.
3. The departments were asked to submit Action Plan for the current academic year and IQAC decided to evaluate it.
4. It is decided to start Certificate Courses in the month of June itself.

5. The Meeting also evaluated the feedback from the students and the recommendations given by the students were taken seriously. Members suggested that it can be treated as one of the best practices of our institution.
6. Discussions related with Curriculum Feedback for the purpose of NAAC accreditation were also analysed.
7. The Meeting decided to arrange an Induction Programme for the newly recruited Faculty.
8. College is steading fast towards NAAC accreditation process and so it is decided to convene the Meeting of all the seven criteria regularly for the purpose of systematizing the documentation process.
9. It is decided to prepare and submit the Mentor-Mentee list.
10. The Meeting ended at 7:30 PM.

*Dr. Beyond Thomas*  
*NAAC co-ordinate*

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



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Thodupuzha East  
Kerala – 685 585  
Date: 06-07-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 5.00pm on 08.07.2020 (Wednesday) (Online). All members are requested to attend the Meeting without fail.

#### **Agenda**

1. FDP Programme for Teaching and Non Teaching Staff
2. Chemistry Lab Renovation
3. Renovation of Economics Dept
4. Maintenance of Mentor Mentee Register

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

##### **Teaching Faculty**

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10. Ms. Divya James – Assistant Prof., Department of Commerce

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14. Ms. Jaiby Cyriac – Assistant Prof., Department of Botany & Biotechnology
15. Sri. Noble C. Kurian- Assistant Prof., Department of Physics

**Member from the Management**

16. Fr. Paul Nedumpurath (Higher Education Secretary, Corporate Educational Agency, Eparchy of Kothamangalam)

**Nominees from the Local Society, Students and Alumni**

17. Sri. Saneesh George (Municipal Chairman, Thodupuzha)
18. Kum. Clare Martin (III Year B.Com, Student Representative)
19. P.K Madhu IPS (Alumni Representative)

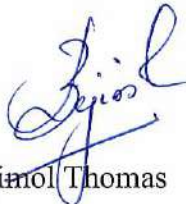
**Nominees from Employers /Industrialists/Stakeholders**

20. Fr. Jose Moorkattil (Executive Director, Jeeva Milk Society of High Range Development Centre, Pareekanny)
21. Sri. Issac Joseph Kottukappally (Managing Director, Lunar Rubbers (Pvt. Ltd) Thodupuzha)
22. Sri. Shaji Varghese (PTA Representative)

**External Members**

23. Prof. (Dr.) P.K Abdul Aziz (Former Vice- Chancellor, University of Science and Technology Meghalaya, Aligarh Muslim University and Cochin University of Science and Technology)
24. Dr. Cyriac Joseph (Dean,School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)



  
Dr. Bijin Thomas  
IQAC – Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 08-07-2020

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### **Minutes of IQAC Meeting held on 08.07.2020**


#### **Members Present**

1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent
5. Dr. Jenni K. Alex - Asst. Prof., Dept of Economics
6. Ms. Princy Jacob – Asst. Prof., Dept of English
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14. Ms. Jaiby Cyriac – Asst. Prof., Dept of Botany & Biotechnology
15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Fr. Paul Nedumpurath (Management Representative)
17. Sri. Saneesh George (External Member)
18. Kum. Clare Martin (Student Representative)
19. P.K Madhu IPS (Alumni Representative)
20. Fr. Jose Moorkattil (External Member)
21. Sri. Issac Joseph Kottukappally (External Member)
22. Sri. Shaji Varghese (PTA Representative)
23. Prof. (Dr.) P.K Abdul Aziz (External Member)
24. Dr. Cyriac Joseph(External Member)
25. Dr. Bijimol Thomas(Coordinator)



### Resolution of the Meeting

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting were read and approved.
3. Principal gave a brief introduction about the various academic programmes that are to be completed within the period of time.
4. Members also suggested that FDP programme for the teaching and non teaching staff should be planned and various titles were also discussed.
5. Renovation of Chemistry Lab under RUSA scheme is on progress and Dr. Cincy George of Dept. of Chemistry briefed the future plans of the department.
6. Dr. Jenny K Alex, the coordinator of IQAC placed a proposal for the renovation of the department of Economics and difficulties they faced in the present department.
7. Ms. Dary John Coordinator of Criterion 2 requested all the members to finalise the Mentor -Mentee data at the earliest.
8. IQAC requested Dr. Thomson Joseph, Principal to remind all coordinators of the various clubs to convene their Meetings and carry out various activities.
9. All the members unanimously agreed to conduct an Induction Programme for the first year UG and PG students.
10. The Meeting ended at 7:30 PM.

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Thomson Joseph  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 03-08-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 7.00pm on 05.08.2020 (Wednesday) Online. All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Online Webinars
2. Counselling service for the students
3. Video Recording Room
4. Review the progress of Data Collection for NAAC

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

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15. Sri. Noble C. Kurian- Assistant Prof., Department of Physics

**Member from the Management**

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**Nominees from the Local Society, Students and Alumni**

17. Sri. Saneesh George (Municipal Chairman, Thodupuzha)
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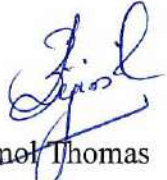
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**External Members**

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24. Dr. Cyriac Joseph (Dean, School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)



  
Dr. Bijimol Thomas  
IQAC – Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 05-08-2020

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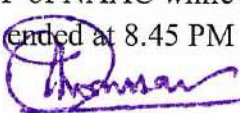
### Minutes of IQAC Meeting held on 05.08.2020

#### Members Present


1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Shelji E.V –Junior Superintendent
4. Dr. Jenni K. Alex - Asst. Prof., Dept of Economics
5. Ms. Princy Jacob – Asst. Prof., Dept of English
6. Dr. M.V. Krishnakumar – Asst. Prof., Dept of History
7. Ms. Jisha Jacob – Asst. Prof., Dept of Zoology
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11. Dr. Anju T.R – Asst. Prof., Dept. of Botany & Biotechnology
12. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
13. Dr. Bijimol Thomas(Coordinator)

#### Resolution of the Meeting

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting were read and accepted.
3. All the PG and UG departments were asked to conduct online Webinars, Conferences and Workshops. Departments were asked to submit brochures, participant list and report after the completion webinars.
4. As the Covid pandemic is affecting the mental health of students, members suggested psychological counselling is a useful tool and so the counselling services should be made more active.
5. Members also discussed the advantages of a Media Lab/Video Recording Room. Access to recording space will help improve the quality of online classes.
6. Ms. Divya James, Coordinator of Criterion - 1 elaborated the work done by their team and IQAC appreciated the timely completion of their activities. They are directed to adhere to SOP of NAAC while doing documentation.
7. The Meeting ended at 8.45 PM

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Bijimol Thomas  
IQAC Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 08-09-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 3.15 pm on 10.09.2020 (Wednesday) (online). All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Improvement of the Infrastructural Facilities
2. Review the data of NAAC Criterion - II
3. Free distribution of Mobile Phones
4. Management and Academic Audit
5. Other relevant matters

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

##### **Teaching Faculty**

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**Member from the Management**

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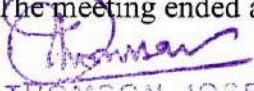
### Minutes of IQAC Meeting held on 10.09.2020

#### Members Present

1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
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15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Fr. Paul Nedumpurath (Management Representative)
17. Dr. Bijimol Thomas(Coordinator)

#### Resolution of the Meeting

1. The Meeting started with a silent prayer.
2. Ms. Dary John coordinator of the criterion to explained in detail the calculation of COs, POs and PSOs.
3. It is mentioned that there are many financially backward students, who are unable to attend online classes, because of the unavailability of mobile phones.
4. Members recommended for Managerial and Academic audit.
5. It is also suggested that students should be encouraged to participate in online competitions.
6. Overall infrastructural facilities should be improved.
7. The meeting ended at 5.00pm

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA

  
Dr. Bejoy Thomas  
Dare Coordinate  


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Thodupuzha East  
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Date: 06-10-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

Sir/ Madam

There will be an IQAC Meeting at 4.30 pm on 07-10-2020 (Online). All members may please make it convenient to attend the Meeting.

#### **Agenda**

1. Outcome Based Education
2. Orientation Programmes in start up
3. Training on MOOC and E-learning
4. NIRF Data Collection
5. Review the data collection of Criterion-3

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
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Kerala – 685 585  
Date: 07-10-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

### **Minutes of the IQAC Meeting held on 07. 10. 2020**

#### **Members Present**


1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent
5. Dr. Jenni K. Alex - Asst. Prof., Dept of Economics
6. Ms. Princy Jacob – Asst. Prof., Dept of English
7. Dr. M.V. Krishnakumar – Asst. Prof., Dept of History
8. Dr. Bejoy Thomas - Asst. Prof., Dept of Chemistry
9. Ms. Jisha Jacob – Asst. Prof., Dept of Zoology
10. Ms. Divya James – Asst. Prof., Dept of Commerce
11. Dr. Cincy George– Asst. Prof., Dept of Chemistry
12. Ms. Dary John –Asst. Prof., Dept of Mathematics
13. Dr. Anju T.R – Asst. Prof., Dept. of Botany & Biotechnology
14. Ms. Jaiby Cyriac – Asst. Prof., Dept of Botany & Biotechnology
15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Kum. Clare Martin (Student Representative)
17. Dr. Bijimol Thomas(Coordinator)

#### **Resolution of the Meeting**

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting were read and approved.
3. The members demanded a class on Outcome-Based Education.
4. Meeting also decided to arrange Orientation Programme on start ups for the first-year classes.
5. There was an elaborate discussion on MOOC and E-learning programmes. Teachers and students will be guided to make use of MOOC platforms. Online Webinars will be arranged by IQAC.

6. Dr. Bejoy Thomas of Dept. of Chemistry, Nodal Officer of NIRF, requested IQAC to supply data to complete NIRF ranking process. More attention should be given on research and publication.
7. Dr. Cincy George of Dept. of Chemistry, Co-ordinator of Criterion-3 gave a briefing of the work done by their team.
8. The Meeting ended at 7:30 pm.

*Bejoy*  
*Dr. Bejoy Thomas*  
*IQAC - Co-ordinator*

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



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Thodupuzha East  
Kerala – 685 585  
Date: 05-11-2020

## **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 7:00 pm on 06-11-2020 (Online). All members may please make it convenient to attend the Meeting.

#### **Agenda**

1. Computer Lab Construction
2. Open Gym
3. Evaluation of the activities of NSS and NCC
4. Student Scholarship
5. Other relevant issues

#### **IOAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

##### **Teaching Faculty**

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14. Ms. Jaiby Cyriac – Assistant Prof., Department of Botany & Biotechnology
15. Sri. Noble C. Kurian- Assistant Prof., Department of Physics

**Member from the Management**

16. Fr. Paul Nedumpurath (Higher Education Secretary, Corporate Educational Agency, Eparchy of Kothamangalam)

**Nominees from the Local Society, Students and Alumni**

17. Sri. Saneesh George (Municipal Chairman, Thodupuzha)
18. Kum. Clare Martin (III Year B.Com, Student Representative)
19. P.K Madhu IPS (Alumni Representative)

**Nominees from Employers /Industrialists/Stakeholders**

20. Fr. Jose Moorkattil (Executive Director, Jeeva Milk Society of High Range Development Centre, Pareekanny)
21. Sri. Issac Joseph Kottukappally (Managing Director, Lunar Rubbers (Pvt. Ltd) Thodupuzha)
22. Sri. Shaji Varghese (PTA Representative)

**External Members**

23. Prof. (Dr.) P.K Abdul Aziz (Former Vice- Chancellor, University of Science and Technology Meghalaya, Aligarh Muslim University and Cochin University of Science and Technology)
24. Dr. Cyriac Joseph (Dean, School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)

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Thodupuzha East  
Kerala – 685 585  
Date: 06-11-2020

## **NEWMAN COLLEGE THODUPUZHA**

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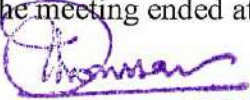
### **Minutes of IQAC Meeting held on 06.11.2020**

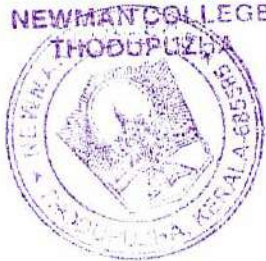
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15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Fr. Paul Nedumpurath (Management Representative)
17. Sri. Saneesh George (External Member)
18. Kum. Clare Martin (Student Representative)
19. P.K Madhu IPS (Alumni Representative)
20. Fr. Jose Moorkattil (External Member)
21. Sri. Issac Joseph Kottukappally (External Member)
22. Sri. Shaji Varghese (PTA Representative)
23. Prof. (Dr.) P.K Abdul Aziz (External Member)
24. Dr. Cyriac Joseph(External Member)
25. Dr. Bijimol Thomas(Coordinator)

## Resolution of the Meeting

1. The Meeting started with a silent prayer.
2. Minutes of the previous Meeting was read and accepted.
3. Demand for Computer Lab with more seating capacity is treated as an urgent necessity for the Self-financing Dept. members. Discussed it in detail and decided to submit a proposal to Rev. Fr. Paul Karakkombil, local manager and bursar.
4. Students, PTA and public requested for an Open Gym to overcome stress and loneliness due to Covid pandemic. All the members supported the proposal.
5. Reports of the NSS and NCC also collected and members appreciated the active role of NCC and NSS in the campus. The volunteering services done by the NSS and NCC were highly motivating for the entire community.
6. Meeting also decided to collect detailed report of student scholarship from scholarships section of the college office. The Meeting also decided to seek the possibility of getting more scholarships for students from the government, private agencies and also from the institution.
7. The meeting ended at 8.45pm.

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Bijimol Thomas  
IQAC Co-ordinator

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

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 3.15 pm on 04.12.2020 (Wednesday) (Online). All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Research Capacity Building
2. Discussion on Stride Programmes
3. New thrust areas for the distinctiveness of the Institution
4. Review of NAAC Criteria IV and V
5. Other relevant issues

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

##### **Teaching Faculty**

5. Dr. Jenni K. Alex - Assistant Prof., Department of Economics
6. Ms. Princy Jacob – Assistant Prof., Department of English
7. Dr. M.V. Krishnakumar – Assistant Prof., Department of History



8. Dr. Bejoy Thomas - Assistant Prof., Department of Chemistry
9. Ms. Jisha Jacob – Assistant Prof., Department of Zoology
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**Member from the Management**

16. Fr. Paul Nedumpurath (Higher Education Secretary, Corporate Educational Agency, Eparchy of Kothamangalam)

**Nominees from the Local Society, Students and Alumni**

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22. Sri. Shaji Varghese (PTA Representative)

**External Members**

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24. Dr. Cyriac Joseph (Dean, School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)



  
Dr. Bijimol Thomas

IQAC Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 04-12-2020

## **NEWMAN COLLEGE THODUPUZHA**

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

### **Minutes of IQAC Meeting held on 04-12-2020**

#### **Members Present**


1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent
5. Dr. Jenni K. Alex - Asst. Prof., Dept of Economics
6. Ms. Princy Jacob – Asst. Prof., Dept of English
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14. Ms. Jaiby Cyriac – Asst. Prof., Dept of Botany & Biotechnology
15. Sri. Noble C. Kurian- Asst. Prof., Dept of Physics
16. Fr. Paul Nedumpurath (Management Representative)
17. Dr. Bijimol Thomas(Coordinator)

#### **Resolution of the Meeting**

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting was read and approved.
3. Members suggested that more focus should be given to Research Capacity Building. UG and PG projects should be strictly monitored and directed to create interest in research. Best UG and PG projects can be identified and encourage students by giving prizes.
4. Dr. Jenny K. Alex, Co-ordinator of STRIDE, briefly explained the three components of STRIDE programme and requested the whole hearted support of all departments.

5. Co-ordinators of Criteria IV and V, Dr. Anju T. R. presented the data collected by them. Tentative dates for the submission of rest of the data were also given.
6. Discussion regarding the Purchase of G-Suite Classrooms was also made.
7. Members also suggested conducting Christmas celebrations before the closing of the college.
8. The Meeting ended at 7.00 pm.

*Joseph*  
*Dr. Joseph Thomas*  
*SCRC - Coordinator*

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
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Thodupuzha East  
Kerala – 685 585  
Date: 05-01-2021

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 6.00 pm on 07.01.2021 (Online).  
All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Environmental Activities
2. Club activities
3. Student Evaluation of Faculty
4. Evaluation of Gender Audit
5. Report of RUSA Scheme
6. Other relevant issues

#### **IQAC Members**

##### **Chairperson**

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##### **Senior Administrative Officers**

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**Member from the Management**

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**External Members**

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Dr. Bijimol Thomas  
IQAC Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 07-01-2021

## **NEWMAN COLLEGE THODUPUZHA**

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### **Minutes of IQAC Meeting held on 07.01.2021**


#### **Members Present**

1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Dr. Jenni K. Alex - Asst. Professor, Dept of Economics
4. Ms. Princy Jacob – Asst. Professor, Dept of English
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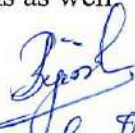
#### **Resolution of the Meeting**

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting was read and approved.
3. All of the Clubs functioning in the college were requested to submit their reports at the earliest. Quiz Club conducted several Online Competitions and members appreciated their dedication to locate best students from each class.
4. Computerised Student Evaluation of the faculty at the end of each semester.
5. An evaluation of the Gender Audit is also made. Members suggested increasing the number of solar panels.
6. More environment friendly activities can be done in the campus. It is also decided to conduct various awareness programmes.

7. Dr. Bejoy Thomas, Co-ordinator of RUSA, briefed various construction works under RUSA Project. He also added the difficulty on getting funds released.
8. Meeting also suggested conducting various arts and sports competitions as well
9. The Meeting ended at 7:30 pm.

  
Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Bejoy Thomas  
Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 03-02-2021

## NEWMAN COLLEGE THODUPUZHA

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 6.15 pm on 04.02.2021 (Online). All members are requested to attend the Meeting without fail.

#### Agenda

1. Policy Documents
2. Consultancy Services
3. Research Scholars' Room
4. TPR submission
5. Paramarsh Project
6. Other relevant issues

#### IQAC Members

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

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Thodupuzha East  
Kerala – 685 585  
Date: 04-02-2021

### Minutes of IQAC Meeting held on 04.02.2021

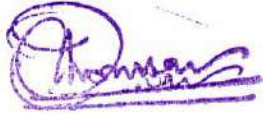
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13. Sri. Noble C. Kurian- Asst. Professor, Dept of Physics
14. Dr. Bijimol Thomas(Coordinator)
15. Smt. Shelji E. V.(Junior Supt.)
16. Fr. Paul Nedumpurath(Management Representative)
17. Clare Martin(Student Representative)

#### Resolution of the Meeting

1. The Meeting started with a silent prayer.
2. The minutes of the previous Meeting was read and accepted.
3. A discussion based on the Policy Documents was made. All the policy has to be analysed and can incorporate modifications if required.
4. The Meeting also discussed the need to increase consultancy of Faculty and members suggested that teachers can be given training also.
5. A separate Room for Research Scholars is recommended by the members
6. Teacher Performance Report is also taken for discussion. Members suggested that it is better to follow the format given by the university.

7. The programmes done under Paramarsh Scheme is also taken for discussion. It is decided to organise seminars and webinars under online mode. Covid crisis badly affected all Mentee institutions.
8. The Meeting also discussed various quality measures that are to be introduced in the institution during the coming Academic Year.
9. The Meeting ended at 7:30 pm



Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA



*Joseph*  
*Dr. Joseph Thomson*  
*IQAC - Coordinator*

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Thodupuzha East  
Kerala – 685 585  
Date: 04-03-2021

## **NEWMAN COLLEGE THODUPUZHA**

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

Dear Sir/Madam

A Meeting of the IQAC members is convened at 7.30 pm on 05.03.2021 (Online). All members are requested to attend the Meeting without fail.

#### **Agenda**

1. Review of Criterion VI
2. Evaluation of the report of Placement Cell
3. Formation of Core- Committee for STRIDE Project.
4. Evaluation of results of PG and UG Courses.
5. Data collection for Annual Report.
6. Curriculum Feedback Actions to be taken.

#### **IQAC Members**

##### **Chairperson**

1. Dr. Thomson Joseph – Principal

##### **Senior Administrative Officers**

2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent

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12. Ms. Dary John –Assistant Professor, Department of Mathematics

13. Dr. Anju T.R – Assistant Professor, Department of Botany & Biotechnology
14. Ms. Jaiby Cyriac – Assistant Professor, Department of Botany & Biotechnology
15. Sri. Noble C. Kurian- Assistant Professor, Department of Physics

**Member from the Management**

16. Fr. Paul Nedumpurath (Higher Education Secretary, Corporate Educational Agency, Eparchy of Kothamangalam)

**Nominees from the Local Society, Students and Alumni**

17. Sri. Saneesh George (Municipal Chairman, Thodupuzha)
18. Kum. Clare Martin (III Year B.Com, Student Representative)
19. P.K Madhu IPS (Alumni Representative)

**Nominees from Employers /Industrialists/Stakeholders**

20. Fr. Jose Moorkattil (Executive Director, Jeeva Milk Society of High Range Development Centre, Pareekanny)
21. Sri. Issac Joseph Kottukappally (Managing Director, Lunar Rubbers (Pvt. Ltd) Thodupuzha)
22. Sri. Shaji Varghese (PTA Representative)

**External Members**

23. Prof. (Dr.) P.K Abdul Aziz (Former Vice- Chancellor, University of Science and Technology Meghalaya, Aligarh Muslim University and Cochin University of Science and Technology)
24. Dr. Cyriac Joseph (Dean, School of Management Studies Viswajyothi College of Engineering and Technology, Vazhakulam)



Dr. Bijimol Thomas  
IQAC Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 05-03-2021

## **Minutes of IQAC Meeting held on 05.03.2021**

### **Members Present**

1. Dr. Thomson Joseph – Principal
2. Fr. (Dr.) Raju Jacob- Vice Principal
3. Smt. Liz Jacob – Librarian
4. Smt. Shelji E.V –Junior Superintendent
5. Dr. Jenni K. Alex - Asst. Professor, Dept of Economics
6. Ms. Princy Jacob – Asst. Professor, Dept of English
7. Dr. M.V. Krishnakumar – Asst. Professor, Dept of History
8. Dr. Bejoy Thomas - Asst. Professor, Dept of Chemistry
9. Ms. Jisha Jacob – Asst. Professor, Dept of Zoology
10. Ms. Divya James – Asst. Professor, Dept of Commerce
11. Dr. Cincy George– Asst. Professor, Dept of Chemistry
12. Ms. Dary John –Asst. Professor, Dept of Mathematics
13. Dr. Anju T.R – Asst. Professor, Dept. of Botany & Biotechnology
14. Ms. Jaiby Cyriac – Asst. Professor, Dept of Botany & Biotechnology
15. Sri. Noble C. Kurian- Asst. Professor, Dept of Physics
16. Dr. Bijimol Thomas (Coordinator)

### **Resolution of the Meeting**

1. The Meeting started with a silent prayer
2. The minutes of the previous Meeting was read and approved.  
Coordinators of Criterion VI and VII presented a brief report of the data collected by them. Ms. Princy Jacob and Mr. Noble Kurian stated that they faced several difficulties regarding document collection.
3. Members appreciated the performance of Placement Cell under the leadership of Placement Officer Jithu Benny. The Meeting suggested the Placement officer to organise programmes to improve the communication skills of the students.
4. The Meeting suggested the names of the core committee members of the STRIDE Project. All the departments extended their wholehearted support.

5. Results of the PG and UG examinations were evaluated. Majority of the departments made good performance.

6. Meeting decided to collect documents for the preparation of Annual Report. Format will be mailed to all the Heads of Departments.

7. The Meeting ended at 8.30 pm.

*Joseph*  
*Dr. Joseph Thomas*  
*IBAC - Coordinator*



Dr. THOMSON JOSEPH  
PRINCIPAL  
NEWMAN COLLEGE  
THODUPUZHA

