



**Newman College**

Affiliated to Mahatma Gandhi University

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

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# Criterion VI Governance, Leadership and Management



**6.5**

**Internal Quality Assurance System**

6.5.2

**Proceedings of Meetings of IQAC: 2022-2023**

Submitted to



National Assessment and Accreditation Council



**NEWMAN COLLEGE THODUPUZHA**  
(NAAC Accredited 'A' Grade Institution, Affiliated to Mahatma Gandhi University, Kottayam)

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

Sir/ Madam

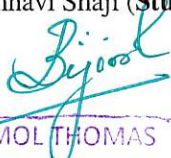
There will be an IQAC meeting at 3:00 pm on 03.06.2022 (Friday) at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

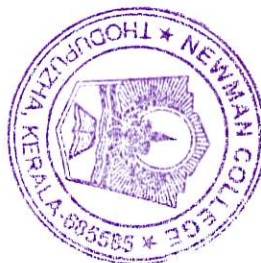
**Agenda**


1. Action plan of the departments
2. Feedback analysis
3. Discussion on FDP and staff welfare programmes
4. Discussion of Linways and OBE
5. Distribution of mentoring diary and teacher performance report
6. Other important matters for the new academic year

**Members**

1. Dr. Bijimol Thomas (**Chairman**)
2. Dr. Saju Abraham (**Vice Principal**)
3. Fr. Benson N Antony (**Bursar**)
4. Fr. Paul Nedumpurath (**Management representative**)
5. P K Madhu IPS (**Alumni Representative**)
6. Sri. Saneesh George (**External Member**)
7. Prof. (Dr.) P.K. Abdul Aziz (**External Member**)
8. Dr. Cyriac Joseph (**External member**)
9. Fr. Jose Moorkattil (**External Member**)
10. Dr. T M Joseph (**External Member**)
11. Sri. Joy Kizhakkal (**PTA representative**)
12. Dr. Jenni K. Alex (**Department of Economics**)
13. Ms. Dary John (**Department of Mathematics**)
14. Ms. Princy Jacob (**Department of English**)
15. Dr. Bejoy Thomas (**Department of Chemistry**)
16. Ms. Jisha Jacob (**Department of Zoology**)
17. Dr. Divya James (**Department of Commerce**)
18. Dr. Cincy George (**Department of Chemistry**)
19. Sri. Noble C Kurian (**Department of Physics**)
20. Dr. Sr. Simi N J (**Department of Physics**)
21. Dr. M. V. Krishnakumar (**Department of History**)
22. Ms. Shobha Thomas (**Department of Commerce SF**)
23. Ms. Liz Jacob (**Librarian**)
24. Ms. Shylet Peter (**Office superintendent**)
25. Ms. Vyshnavi Shaji (**Student representative**)

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC Co-ordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 03-06-2022

**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 03.06. 2022 AT REV. DR. JOHN**  
**VALLAMATTAM HALL**

**Members Present:**

1. Dr. Bijimol Thomas, (Chairman) *ant*
2. Dr. Saju Abraham, (Vice Principal) *Shahaul*
3. Fr. Benson N Antony, (Bursar) *Benson*
4. Fr. Paul Nedumpurath (Management representative) *Paul*
5. P K Madhu IPS (Alumni Representative) *Am Madhu*
6. Sri. Saneesh George (External Member) *Saneesh*
7. Prof. (Dr.) P.K. Abdul Aziz (External Member) *P.K. Abdul Aziz*
8. Dr. Cyriac Joseph (External member) *Cyriac*
9. Fr. Jose Moorkattil (External Member) *Jose*
10. Dr. T M Joseph (External Member) *T.M. Joseph*
11. Sri. Joy Kizhakkal (PTA representative) *Joy*
12. Dr. Jenni K. Alex (Department of Economics) *Jenni*
13. Ms. Dary John (Department of Mathematics) *Dary*
14. Dr. Bejoy Thomas (Department of Chemistry) *Bejoy*
15. Ms. Jisha Jacob (Department of Zoology) *Jisha*
16. Dr. Divya James (Department of Commerce) *Divya*
17. Dr. Cincy George (Department of Chemistry) *Cincy*
18. Sri. Noble C Kurian (Department of Physics) *Noble*
19. Dr. Sr. Simi N J (Department of Physics) *Simi*
20. Dr. M. V. Krishnakumar (Department of History) *M.V.*
21. Ms. Shobha Thomas (Department of Commerce SF) *Shobha*
22. Ms. Liz Jacob (Librarian) *Liz*

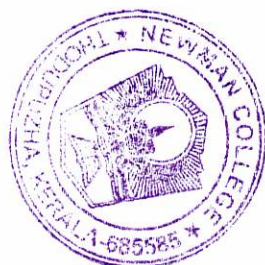
23. Ms. Shylet Peter (Office superintendent)

24. Ms. Vyshnavi Shaji (Student representative)

25. Dr. Anju T R (Coordinator)

### Minutes

1. The first IQAC meeting of the present academic year began with a silent prayer.
2. IQAC evaluated the action plan submitted for the current academic year and put forward the recommendation to collaborate with Ramanujan College, University of Delhi for conducting a UGC approved Two week interdisciplinary refresher course. IQAC members recommended and unanimously selected Dr. Divya James as the coordinator of the FDP with Ramanujan College. Dr. Divya James was given the responsibility to identify a team of faculty members to the organizing committee.
3. It is recommended to start certificate/ value added courses in the month of June or July.
4. The curriculum feedback from various stakeholders was analysed in the meeting.
5. The meeting evaluated the teacher feedback from the students and the recommendations given by the students were analysed for quality improvements.
6. The meeting decided to conduct health awareness talk to staff members as part of staff welfare activities.
7. The need for complete shifting to the new Management Information System- Linways was specially mentioned. IQAC mentioned the need to utilize the potential of Linways as Learning Management system. IQAC recommended Dr. Sr. Simi N J to take charge of the OBE module in Linways and its immediate implementation to prepare the institution for the New Education Policy.
8. It is decided to prepare and submit the mentor-mentee list and distribute the mentoring diary to all mentors for starting the mentoring at the earliest.
9. IQAC decided to distribute Teacher Performance Report (TPR) immediately for proper documentation of teacher plan.
10. The meeting ended at 4:30 PM with the vote of thanks by the IQAC coordinator.



DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA

Dr. Anju T R  
IQAC Co-coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 06.07.2022

**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 3.15 pm on 08.07.2022 (Friday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**


1. Analysis of programmes organised by departments
2. Discussion on programmes under institutional grants
3. Discussion on implementation of skill enhancement and innovation activities
4. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (**Chairman**)
2. Dr. Saju Abraham, (**Vice Principal**)
3. Fr. Benson N Antony, (**Bursar**)
4. Fr. Paul Nedumpurath (**Management representative**)
5. P K Madhu IPS (**Alumni Representative**)
6. Sri. Saneesh George (**External Member**)
7. Prof. (Dr.) P.K. Abdul Aziz (**External Member**)
8. Dr. Cyriac Joseph (**External member**)
9. Fr. Jose Moorkattil (**External Member**)
10. Dr. T M Joseph (**External Member**)
11. Sri. Joy Kizhakkal (**PTA representative**)
12. Dr. Jenni K. Alex (**Department of Economics**)
13. Ms. Dary John (**Department of Mathematics**)
14. Ms. Princy Jacob (**Department of English**)
15. Dr. Bejoy Thomas (**Department of Chemistry**)
16. Ms. Jisha Jacob (**Department of Zoology**)
17. Dr. Divya James (**Department of Commerce**)
18. Dr. Cincy George (**Department of Chemistry**)
19. Sri. Noble C Kurian (**Department of Physics**)
20. Dr. Sr. Simi N J (**Department of Physics**)
21. Dr. M. V. Krishnakumar (**Department of History**)
22. Ms. Shobha Thomas (**Department of Commerce SF**)
23. Ms. Liz Jacob (**Librarian**)
24. Ms. Shylet Peter (**Office superintendent**)
25. Ms. Vyshnavi Shaji (**Student representative**)

  
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PRINCIPAL-IN-CHARGE  
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Dr. Anju TR  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 08.07.2022

**NEWMAN COLLEGE THODUPUZHA**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE IQAC MEETING HELD ON 08.07.2022 AT REV. DR. JOHN  
VALLAMATTAM HALL**

**Members Present**

1. Dr. Bijimol Thomas – Principal *ant*
2. Dr. Saju Abraham – Vice Principal *Shalame*
3. Fr. Benson N Antony- Bursar *BNO*
4. Ms. Jisha Jacob - Dept. of Zoology *Jisha*
5. Dr. Cincy George - Dept. of Chemistry *Cincy*
6. Ms. Dary John - Dept. of Mathematics *Dary*
7. Ms. Princy Jacob, Dept. of English *Princy*
8. Dr. Sr. Simi N J – Dept. of Physics *Simi*
9. Ms. Shylet Peter - Office superintendent *Shylet*
10. Ms. Vyshnavi Shaji- Student representative *Vyshnavi*
11. Dr. Anju T R, IQAC Coordinator *Anju*

**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. Principal gave a brief introduction about the various academic programmes that are to be completed as per the annual plan.
3. The programmes organized in connection with environmental day and others were analysed.

4. The IQAC recommended the conduct of student centric activities under institutional grants like DBT Star College and UGC STRIDE.
5. IQAC recommended conduct of a skill enhancement workshop for students and recommended Fr. Benson N Antony to coordinate the event in collaboration with CSM.
6. IQAC encouraged the activities under Institutional Innovation Council (IIC) and recommended the conduct of NSDC approved Skill enhancement programmes.
7. The meeting ended at 4:30 PM.



DR. BIJAMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 29.07.2022

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

Dear Sir/Madam

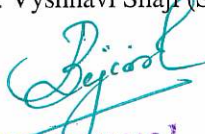
A meeting of the IQAC members is convened at 3.15 pm on 01.08.2022 (Monday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**

1. Participation ARIIA ranking, IIC regional meet and YUKTHI
2. Organization of collaborative FDP, foundation day lecture and various club activities
3. Discussion of programmes to be organized under Azadi ka Amruth Mahotsav
4. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
16. Ms. Jisha Jacob (Department of Zoology)
17. Dr. Divya James (Department of Commerce)
18. Dr. Cincy George (Department of Chemistry)
19. Sri. Noble C Kurian (Department of Physics)
20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

  
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Dr. Anju T R  
IQAC - Coordinator



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Thodupuzha East  
Kerala – 685 585  
Date: 01.08.2022

**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 01.08.2022 AT REV. DR. JOHN  
VALLAMATTAM HALL**

**Members Present**


1. Dr. Bijimol Thomas – Principal *Ant*
2. Dr. Saju Abraham – Vice Principal *Mahesh*
3. Fr. Benson N Antony- Bursar *SPB*
4. Dr. Jenni K Alex- Dept. of Economics *JK*
5. Ms. Jisha Jacob - Dept. of Zoology *Jisha*
6. Dr. Bejoy Thomas – Dept. of Chemistry *BT*
7. Dr. Cincy George - Dept. of Chemistry *Cincy*
8. Ms. Dary John - Dept. of Mathematics *Dary*
9. Dr. Sr. Simi N J, Dept. of Physics *Simi*
10. Mr. Noble C Kurien, Dept. of Physics *Noble*
11. Ms. Princy Jacob – Dept. of English *Princy*
12. Dr. Divya James- Dept. of Commerce *Divya*
13. Dr. Krishnakumar MV- Dept. of History *KM*
14. Ms. Liz Jacob - Librarian *Liz*
15. Ms. Shylet Peter - Office superintendent *Shylet*
16. Dr. Anju T R, IQAC Coordinator *Anju*

## Minutes

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. IQAC decided to participate in ARIIA ranking and IQAC coordinator suggested Dr. Anu Mary Joseph, Dept of Chemistry as the nodal officer for ARIIA ranking. The suggestion was approved by the IQAC.
3. IQAC recommended the participation of IIC members, Dr. Subin Jose, Dr. Bejoy Thomas, Dr. Boney Bose and Dr. Anju T R, in IIC regional meet and suggested to display the IIC activities as poster and to facilitate alumni representation as innovation stall in the IIC regional meet.
4. IQAC suggested registering the institution in various innovation and entrepreneurship portals like YUKTHI, KAPILA, NISP etc to foster the ideation and innovation in the campus.
5. IQAC decided to conduct FDP and training programmes in collaboration with other state or centrally acclaimed centres or bodies and recommended the programme to be supported under DBT Star College scheme
6. IQAC suggested to invite Ms. Daya Bai, Social Activist as resource person of the Foundation day lecture and recommended Ms. Princy Jacob to coordinate the programme.
7. IQAC coordinator informed the need to conduct various programmes in connection with the Independence Day celebrations under Azadi ka Amruth Mahotsav and IQAC suggested NCC, NSS and departments to conduct suitable programmes in this regard.
8. The meeting ended at 5:00 PM.

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC - Coordinator

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 01.08.2022

1. The institute is registered for ARIIA ranking participation with Dr. Anu Mary Joseph as nodal officer.
2. The College is represented in the IIC regional meet by the team members recommended by IQA and they presented the activities of IIC to the MoE's Innovation cell representatives. The alumni of the college, Dr. Anas K K, presented his products in the stall at the venue.
3. The institution is registered under KAPILA and NISP. Two ideas were registered in YUKTHI.
4. An FDP on Effecting teaching and learning through moodle was organized in collaboration with KSHEC; Research Based Pedagogical Tools workshop was organized in collaboration with COSME, ISSER; Training on Good Laboratory Practices was organized in collaboration with STIC, CUSAT under DBT Star College scheme
5. Foundation day lecture was conducted with Ms. Daya Bai, Social Activist as resource person
6. NCC, NSS and departments conducted various programmes in connection with Azadi ka Amruth Mahotsav and the report was uploaded to UGC



Dr. Anju T R

IQAC Co-coordinator



Dr. Bijimol Thomas

Principal

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Thodupuzha East  
Kerala – 685 585  
Date: 15.09.2022

**NEWMAN COLLEGE THODUPUZHA**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**NOTICE- IQAC MEETING**

Dear Sir/Madam

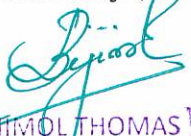
A meeting of the IQAC members is convened at 3.15 pm on 16.09.2022 (Friday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**


1. Improvement of ICT enabled facilities and infrastructural facilities
2. Internal examination and Outcome mapping
3. Induction for first year students
4. Discussion of SSR work
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas (**Chairman**)
2. Dr. Saju Abraham (**Vice Principal**)
3. Fr. Benson N Antony (**Bursar**)
4. Fr. Paul Nedumpurath (**Management representative**)
5. P K Madhu IPS (**Alumni Representative**)
6. Sri. Saneesh George (**External Member**)
7. Prof. (Dr.) P.K. Abdul Aziz (**External Member**)
8. Dr. Cyriac Joseph (**External member**)
9. Fr. Jose Moorkattil (**External Member**)
10. Dr. T M Joseph (**External Member**)
11. Sri. Joy Kizhakkal (**PTA representative**)
12. Dr. Jenni K. Alex (**Department of Economics**)
13. Ms. Dary John (**Department of Mathematics**)
14. Ms. Princy Jacob (**Department of English**)
15. Dr. Bejoy Thomas (**Department of Chemistry**)
16. Ms. Jisha Jacob (**Department of Zoology**)
17. Dr. Divya James (**Department of Commerce**)
18. Dr. Cincy George (**Department of Chemistry**)
19. Sri. Noble C Kurian (**Department of Physics**)
20. Dr. Sr. Simi N J (**Department of Physics**)
21. Dr. M. V. Krishnakumar (**Department of History**)
22. Ms. Shobha Thomas (**Department of Commerce SF**)
23. Ms. Liz Jacob (**Librarian**)
24. Ms. Shylet Peter (**Office superintendent**)
25. Ms. Vyshnavi Shaji (**Student representative**)

  
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PRINCIPAL-IN-CHARGE  
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Thodupuzha East  
Kerala – 685 585  
Date: 16.09.2022

**NEWMAN COLLEGE THODUPUZHA**  
**(NAAC Accredited 'A' Grade Institution)**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE IQAC MEETING HELD ON 16.09.2022 AT REV. DR. JOHN  
VALLAMATTAM HALL**


**Members Present**

1. Dr. Bijimol Thomas – Principal *Ant*
2. Dr. Saju Abraham- Vice Principal *S. Abraham*
3. Dr. Fr. Benson Antony- Bursar *B. Antony*
4. Dr. Jenni K Alex, Dept. of Economics *J. Alex*
5. Ms. Jisha Jacob - Dept. of Zoology *J. Jacob*
6. Ms. Princy Jacob - Dept. of English *P. Jacob*
7. Dr. Cincy George - Dept. of Chemistry *C. George*
8. Ms. Dary John - Dept. of Mathematics *D. John*
9. Mr. Noble C Kurian - Dept. of Physics *N. Kurian*
10. Dr. Divya James- Dept. of Commerce *D. James*
11. Dr. Sr. Simi N J, Dept. of Physics *S. Simi*
12. Ms. Liz Jacob- Librarian *L. Jacob*
13. Ms. Shylet Peter - Superintendent *S. Peter*
14. Dr. Anju T R, IQAC Coordinator *A. T. R.*


**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.

2. IQAC suggested more infrastructure augmentation like a new lab for molecular and cell biology, furnishing of media lab and overall repair and maintenance. IQAC also recommended making campus 100% ICT enabled.
3. IQAC suggested mapping the internal examination question papers to the course outcomes and marking entry as per specification in the OBE manual released by IQAC.
4. IQAC decided to give a week long induction programme to the first year students with both IQAC induction and department level induction as soon as the third allotment of students is completed.
5. The criteria coordinators in the IQAC team presented the progress of data collection and compilation process.
6. The meeting ended at 04:30 PM.

  
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NEWMAN COLLEGE  
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Thodupuzha East  
Kerala – 685 585  
Date: 11.10.2022

**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 14.10.2022 (Friday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**

1. Discussion on programmes like Merit day, student orientation and awareness
2. Introduction of Syriac language in curriculum
3. New IQAC room
4. Internal examination- Outcome and grivences
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
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8. Dr. Cyriac Joseph (External member)
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10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
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23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

  
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Thodupuzha East  
Kerala – 685 585  
Date: 14.10.2022

**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 14.10.2022 AT REV. DR. JOHN  
VALLAMATTAM HALL**

**Members Present**


1. Dr. Bijimol Thomas – Principal *Bijimol*
2. Dr. Saju Abraham, Vice Principal *Saju*
3. Fr. Benson Antony- Bursar *Benson*
4. Dr. Jenni K Alex, Dept. of Economics *Jenni*
5. Dr. Bejoy Thomas, Dept. of Chemistry *Bejoy*
6. Dr. M.V. Krishnakumar, Dept. of History *M.V. Krishnakumar*
7. Ms. Princy Jacob, Dept. of English *Princy Jacob*
8. Ms. Divya James, Dept. of Commerce *Divya James*
9. Ms. Dary John, Dept. of Mathematics *Dary John*
10. Mr. Noble C Kurian, Dept. of Physics *Noble C Kurian*
11. Dr. Sr. Simi N J, Dept. of Physics *Simi*
12. Ms. Liz Jacob, Librarian *Liz Jacob*
13. Ms. Shylet Peter, Superintendent *Shylet Peter*
14. Dr. Anju T R, IQAC Coordinator *Anju T R*

**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.



2. IQAC analysed the results of University examination and congratulated the departments that made meritorious achievements. It was decided to conduct Merit day to felicitate the rank holders. Dr. Saju Abraham and Fr. Benson N Antony were given the responsibility for organizing the programme.
3. Recognising the need to orient students about the right values and to be a responsible citizen, IQAC suggested the conduct of orientation programme on moral values and awareness programme on drug abuse and traffic rules. It was decided to instruct various clubs to organize such programmes.
4. IQAC members expressed their interest in the speedy completion of properly furnished IQAC room with all facilities. Dr. Jenni K Alex briefed the construction details to the members.
5. IQAC decided to sensitize students about programme outcomes and its mapping once again before the first internal examination for semester 3.
6. Ms. Dary John, criteria 2 coordinator suggested to utilize Linways as LMS in its full potential by both teachers and students. Sr. Simi N J informed that all components in continuous internal evaluation (CIE) need to be mapped to outcome.
7. The meeting ended at 05:00 PM.

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 04.11.2022

**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

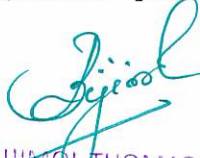
A meeting of the IQAC members is convened at 3.15 pm on 07.11.2022 (Monday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**

1. FDP for Non teaching staff and internal OBE training to teachers
2. Mega alumni meet
3. NIRF and AQAR submission
4. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
16. Ms. Jisha Jacob (Department of Zoology)
17. Dr. Divya James (Department of Commerce)
18. Dr. Cincy George (Department of Chemistry)
19. Sri. Noble C Kurian (Department of Physics)
20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
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Dr. Anju T R  
IQAC Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 07.11.2022

**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 07.11.2022 AT REV. DR. JOHN  
VALLAMATTAM HALL**


**Members Present**

1. Dr. Bijimol Thomas – Principal *Bijimol*
2. Dr. Saju Abraham- Vice Principal *Saju*
3. Dr. Fr. Benson Antony, Bursar *Benson*
4. Dr. Jenni K Alex, Dept. of Economics *Jenni*
5. Dr. Bejoy Thomas, Dept. of Chemistry *Bejoy*
6. Dr. M.V. Krishnakumar, Dept. of History *M.V.*
7. Ms. Princy Jacob, Dept. of English *Princy*
8. Dr. Divya James, Dept. of Commerce *Divya*
9. Dr. Cincy George, Dept. of Chemistry *Cincy*
10. Ms. Dary John, Dept. of Mathematics *Dary*
11. Dr. Sr. Simi N J, Dept. of Physics *Simi*
12. Ms. Shylet Peter, Superintendent *Shylet*
13. Dr. Anju T R, IQAC Coordinator *Anju*


**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.

2. Principal recommended the IQAC to organize an FDP for non teaching staff on administrative matters in collaboration with the Deputy Directorate office, Govt. of Kerala. The IQAC supported the idea and decided to conduct an FDP.
3. IQAC recommended and decided training on OBE to the teacher by Dr. Sr. Simi NJ to clarify the doubts and proper understanding of the mapping process.
4. Principal urged the IQAC to take proactive measures to make the Mega alumni meet scheduled in January 2023 a big success by reaching out maximum stake holders. IQAC recommended to constitute an elaborate committee under the Alumni association to ensure the success of the event
5. Dr. Bejoy Thomas, nodal officer of NIRF detailed the requisites for NIRF participation. IQAC constituted a team with Ms. Dary John, Ms. Jisha Jacob, Dr. Anu Mary Joseph and the IQAC coordinator to assist the NIRF data submission.
6. IQAC decided to collect data for AQAR 2021- 2022 by December 2022.
7. IQAC members informed the progress in data collection in various departments.
8. The meeting ended at 05:00 PM.

  
DR. BEJOY THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 02.01.2023

**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 3.15 pm on 04.01.2023 (Wednesday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

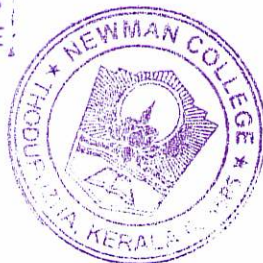
**Agenda**


1. Promotion of research opportunities for teachers
2. Curricular Feedback form- new
3. Mega alumni meet and Arts fest
4. Staff tour
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
16. Ms. Jisha Jacob (Department of Zoology)
17. Dr. Divya James (Department of Commerce)
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20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

  
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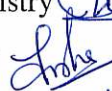




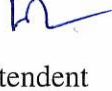


Thodupuzha East  
Kerala – 685 585  
Date: 04.01.2023

**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 04.01.2023 AT REV. DR. JOHN  
VALLAMATTAM HALL**


**Members Present**

1. Dr. Bijimol Thomas – Principal 
2. Dr. Saju Abraham – Vice Principal 
3. Dr. Fr. Benson Antony- Bursar 
4. Dr. Jenni K Alex, Dept. of Economics 
5. Dr. Bejoy Thomas, Dept. of Chemistry 
6. Ms. Jisha Jacob, Dept. of Zoology 
7. Dr. M.V. Krishnakumar, Dept. of History 
8. Dr. Divya James, Dept. of Commerce 
9. Dr. Cincy George, Dept. of Chemistry 
10. Mr. Noble C Kurian, Dept. of Physics 
11. Ms. Liz Jacob, Librarian 
12. Ms. Shylet Peter, Superintendent 
13. Dr. Anju T R, IQAC Coordinator 


**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.

2. IQAC recommended promoting the research opportunities of teaching faculty by encouraging them to submit research project proposals to funding agencies, getting collaboration for research and getting higher degrees like Ph.D or posting doc.
3. Dr. Divya James, criteria 1 coordinator presented the draft of new curricular feedback form prepared as per the new guidelines from NAAC. IQAC analysed the questionnaire and suggested appropriate modifications for finalisation of the form.
4. IQAC decided to collect feedback about teacher from students in Linways.
5. IQAC expressed its full support for the Mega alumni meet for the success of the event. Dr. Jenni K Alex recommended felicitating the earlier batches of alumni during the event.
6. Principal informed the IQAC regarding the MG University arts fest during February. IQAC suggested to conduct the College arts fest in January and suggested the participation of more tem items in the MG University arts fest.
7. As part of Staff welfare, IQAC put forward the idea to conduct staff tour in the month of January 2023.
8. Dr. Jenni K Alex informed the progress of UGC STRIDE project and IQAC congratulated him for the publication of book from the stride conference.
9. IQAC recommended IPR cell to conduct IPR awareness programme with NiPAM.
10. IQAC recommended Dr. Jenni K Alex to coordinate the College exhibition stall in the MG University expo and exhibition with the assistance from the team of IIC and STRIDE along with IQAC members.
11. IQAC analysed the data compiled for NIRF submission.
12. The meeting ended at 05:00 PM.

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 08.02.2023

**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

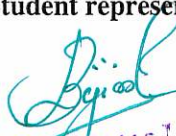
A meeting of the IQAC members is convened at 3.15 pm on 09.02.2023 (Thursday) at Vallamattam Hall. All members are requested to attend the meeting without fail.


**Agenda**

1. Student evaluation of teachers
2. Gender audit report evaluation
3. Activities of clubs and forums
4. TPR, PBAS and department activities
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (**Chairman**)
2. Dr. Saju Abraham, (**Vice Principal**)
3. Fr. Benson N Antony, (**Bursar**)
4. Fr. Paul Nedumpurath (**Management representative**)
5. P K Madhu IPS (**Alumni Representative**)
6. Sri. Saneesh George (**External Member**)
7. Prof. (Dr.) P.K. Abdul Aziz (**External Member**)
8. Dr. Cyriac Joseph (**External member**)
9. Fr. Jose Moorkattil (**External Member**)
10. Dr. T M Joseph (**External Member**)
11. Sri. Joy Kizhakkal (**PTA representative**)
12. Dr. Jenni K. Alex (**Department of Economics**)
13. Ms. Dary John (**Department of Mathematics**)
14. Ms. Princy Jacob (**Department of English**)
15. Dr. Bejoy Thomas (**Department of Chemistry**)
16. Ms. Jisha Jacob (**Department of Zoology**)
17. Dr. Divya James (**Department of Commerce**)
18. Dr. Cincy George (**Department of Chemistry**)
19. Sri. Noble C Kurian (**Department of Physics**)
20. Dr. Sr. Simi N J (**Department of Physics**)
21. Dr. M. V. Krishnakumar (**Department of History**)
22. Ms. Shobha Thomas (**Department of Commerce SF**)
23. Ms. Liz Jacob (**Librarian**)
24. Ms. Shylet Peter (**Office superintendent**)
25. Ms. Vyshnavi Shaji (**Student representative**)

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA

  
Dr. Anju T R  
IQAC Coordinator





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Thodupuzha East  
Kerala – 685 585  
Date: 09.02.2023

**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 09.02.2023 AT REV. DR. JOHN  
VALLAMATTAM HALL**


**Members Present**

1. Dr. Bijimol Thomas- Principal *Bijimol*
2. Dr. Fr. Benson Antony- Bursar *Benson*
3. Dr. Jenni K Alex, Dept. of Economics *Jenni*
4. Dr. M.V. Krishnakumar, Dept. of History *M.V.*
5. Ms. Princy Jacob, Dept. of English *Princy*
6. Dr. Cincy George, Dept. of Chemistry *Cincy*
7. Mr. Noble C Kurian, Dept. of Physics *Noble*
8. Dr. Sr. Simi N J, Dept. of Physics *Simi*
9. Dr. Divya James, Dept. of Commerce *Divya*
10. Ms. Dary John, Dept. of Mathematics *Dary*
11. Ms. Liz Jacob, Librarian *Liz*
12. Ms. Shylet Peter, Superintendent *Shylet*
13. Dr. Anju T R, IQAC Coordinator *Anju*


**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. IQAC suggested to collect the student evaluation of faculty members through MIS Linways after March 2023

3. IQAC analysed the gender audit submitted by the Women's cell- Manaswani.
4. IQAC suggested consolidating the activities of various clubs and forums. The green initiatives of the college were specially mentioned in the meeting for the appreciations received from Government agencies.
5. It is suggested to submit completed Teacher Performance report (TPR) to Principal. The new PBAS form was finalized for performance appraisal.
6. IQAC decided to conduct the Newman Youth excellence award programme in the month of March.
7. The meeting ended at 04:30 PM.

  
DR. BIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZZHA



  
Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 14.03.2023

**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 3.15 pm on 15.03.2023 (Wednesday) at Vallamattam Hall. All members are requested to attend the meeting without fail.

**Agenda**

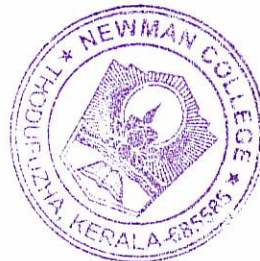
1. Data collection for annual report
2. Administrative and Academic Audit details
3. NAAC Files updating in departments
4. FDP on AI
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
16. Ms. Jisha Jacob (Department of Zoology)
17. Dr. Divya James (Department of Commerce)
18. Dr. Cincy George (Department of Chemistry)
19. Sri. Noble C Kurian (Department of Physics)
20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

Dr. Anju T R  
IQAC Coordinator

DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
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Thodupuzha East  
Kerala – 685 585  
Date: 15.03.2023

**NEWMAN COLLEGE THODUPUZHA**  
**(NAAC Accredited 'A' Grade Institution)**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE IQAC MEETING HELD ON 15.03.2023 AT REV. DR. JOHN  
VALLAMATTAM HALL**


**Members Present**

1. Dr. Bijimol Thomas, Principal *Bijimol*
2. Dr. Fr. Benson Antony- Bursar *B.A.*
3. Dr. Saju Abraham, Vice Principal *S.A.*
4. Dr. Jenni K Alex, Dept. of Economics *J.K.A.*
5. Dr. M.V. Krishnakumar, Dept. of History *M.V.K.*
6. Ms. Princy Jacob, Dept. of English *P.J.*
7. Dr. Cincy George, Dept. of Chemistry *C.G.*
8. Mr. Noble C Kurian, Dept. of Physics *N.C.K.*
9. Dr. Sr. Simi N J, Dept. of Physics *S.S.N.J.*
10. Dr. Bejoy Thomas, Dept. of Chemistry *B.T.*
11. Ms. Dary John, Dept. of Mathematics *D.J.*
12. Ms. Liz Jacob, Librarian *L.J.*
13. Ms. Shylet Peter, Superintendent *S.P.*
14. Dr. Anju T R, IQAC Coordinator *A.T.R.*


**Minutes**

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.

2. IQAC decided to collect the annual report data from all departments and clubs. A format for data submission was finalised in the meeting
3. The manual and template files for preparation of data for Administrative and Academic Audit (AAA) were presented in the meeting by IQAC coordinator. The members approved the templates for AAA. It was decided to conduct AAA in the month of April.
4. IQAC scrutinised the status of NAAC files updated in the departments. Criteria coordinators were instructed to identify the criteria wise status.
5. IQAC recommended conducting an FDP on Artificial intelligence or technology in teaching learning process in online mode during April.
6. The meeting ended at 04:30 PM.

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC - Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 16.05.2023

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

Dear Sir/Madam

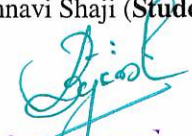
A meeting of the IQAC members is convened at 06.00 pm on 19.05.2023 (Friday) in online mode (Google meet). All members are requested to attend the meeting without fail.

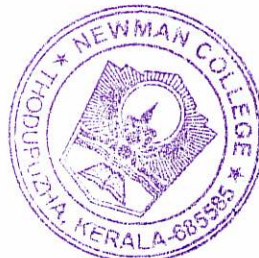
**Agenda**


1. AAA evaluation and action taken
2. Curricular feedback action taken
3. IQAC activity report
4. Action plan for next academic year
5. Any other relevant matters

**Members**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
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20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)

  
DR. BIJIMOL THOMAS  
PRINCIPAL-IN-CHARGE  
NEWMAN COLLEGE  
THODUPUZHA



  
Dr. Anju T R  
IQAC Coordinator

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Thodupuzha East  
Kerala – 685 585  
Date: 19.05.2023

**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 19.05.2023 VIA GOOGLE MEET**


**Members Present**

1. Dr. Bijimol Thomas, (Chairman)
2. Dr. Saju Abraham, (Vice Principal)
3. Fr. Benson N Antony, (Bursar)
4. Fr. Paul Nedumpurath (Management representative)
5. P K Madhu IPS (Alumni Representative)
6. Sri. Saneesh George (External Member)
7. Prof. (Dr.) P.K. Abdul Aziz (External Member)
8. Dr. Cyriac Joseph (External member)
9. Fr. Jose Moorkattil (External Member)
10. Dr. T M Joseph (External Member)
11. Sri. Joy Kizhakkal (PTA representative)
12. Dr. Jenni K. Alex (Department of Economics)
13. Ms. Dary John (Department of Mathematics)
14. Ms. Princy Jacob (Department of English)
15. Dr. Bejoy Thomas (Department of Chemistry)
16. Ms. Jisha Jacob (Department of Zoology)
17. Dr. Divya James (Department of Commerce)
18. Dr. Cincy George (Department of Chemistry)
19. Sri. Noble C Kurian (Department of Physics)
20. Dr. Sr. Simi N J (Department of Physics)
21. Dr. M. V. Krishnakumar (Department of History)
22. Ms. Shobha Thomas (Department of Commerce SF)


23. Ms. Liz Jacob (Librarian)
24. Ms. Shylet Peter (Office superintendent)
25. Ms. Vyshnavi Shaji (Student representative)
26. Dr. Anju T R (IQAC Coordinator)

### Minutes

1. The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.
2. IQAC coordinator presented the report of AAA evaluation and asked for suggestions. The members discussed the points and consolidated the action taken report
3. Criteria 1 coordinator presented the curricular feedback and its analysis. The IQAC discussed and decided on the action taken.
4. IQAC coordinator presented the IQAC report of 2022-2023 and placed before the meeting members for suggestions. It was suggested to go ahead with the preparation of SSR submission. IQA submission date was tentatively fixed on the September 2023.
5. The student feedback on teachers were collected and analysed.
6. The meeting ended at 08:00 PM.

  
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PRINCIPAL-IN-CHARGE  
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IQAC - Coordinator