



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

John's College Road, Ammandivilai, Kanyakumari District - 629 204,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Academic Year: 2019-2020

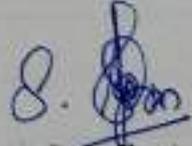
St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: June 21, 2019
Time: 2.30 p. m
Venue: Multimedia Hall

Agenda

- Prayer
- Meeting Called Open
- Distribution of Agenda
- Discussion topics
 - Peer Tutoring
 - Subject Related Certification course
 - Extra – Curricular Activities
- Passing Resolution
- Vote of Thanks


IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	June 21, 2019
Time:	2.30p.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer.

- **Approval of the Agenda:**

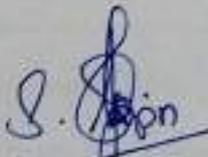
The agenda for the meeting was unanimously accepted by the participants of the meeting.

- **Discussion:**

IQAC stressed Peer tutoring method as a remedial measure for slow learners and as enhancing process for advanced learners. Departments were asked to frame Proper schedule for the same and it has to be submitted to the IQAC. The IQAC coordinator also suggested that the faculty members have to participate and publish research papers in UGC CARE journals, in conferences, workshops, and faculty development programs. The need for Research Centre was brought into picture to meet the needs of the PG students who can't travel too far for their further research studies. The subject related Certificate course proposals were welcomed from the department. Extra-Curricular activities including the life skill training program schedule proposals were asked to be submitted to the IQAC by the program in-charge on or before July 1, 2019. The new student council representative in the IQAC team was welcomed. It is been decided by the IQAC team to meet again in the month of September 2019. The time and venue will be informed later through circular by the IQAC coordinator. The meeting came to an end by words of gratitude by the IQAC Coordinator.

- **Resolutions Passed:**

- Peer Tutoring
- Proposal for Subject Related Certificate courses
- Schedule of Extra- curricular activities.

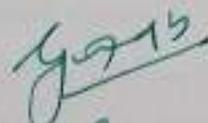
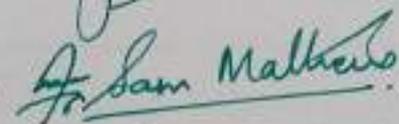
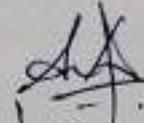
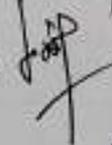
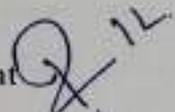
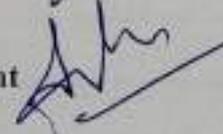
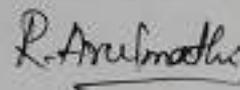
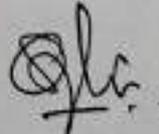
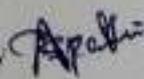

IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: June 21, 2019
Time: 2.30 p. m
Venue: Multimedia Hall

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas	-	Chairperson	
Rev. Fr. Sam F. Mathew	-	Secretary	
Mr. Anto	-	Industrialist	
Dr. R. JebaMalar	-	Vice Principal	
Mrs. S.AshaParvin	-	IQAC Coordinator	
Mrs. R.A.Arul Raja Praba	-	Computer Science Department	
Mrs. S.Renuka	-	Computer Science Department	
Mrs.R.Arul Mathi	-	Librarian	
Mr. T. K.GodlinLal	-	System Admin. (ICT)	
Mr. RanAbishek	-	Alumni	
M. AspathinNabima	-	Student Secretary	

NOTICE

Date: 11-09-2019

Internal Quality Assurance Cell (IQAC)

This is to bring to your kind notice that all Department Heads along with the following (IQAC) Team Members are asked to assemble at the Multimedia room by 12:45 p.m without fail.

- | | | | |
|--------------------------------|---|--|--------------------------------|
| 1. Rev. Fr. Sam F Mathew | - | Secretary | <i>Fr. Sam Mathew</i> |
| 2. Dr. R.Jeba Malar | - | Vice-Principal | <i>Leop</i> |
| <u>Convener:</u> | | | |
| 3. Mrs. S. Asha Parvin | - | Head of the Dept. of Business Administration | <i>GAP</i> |
| <u>Hod's</u> | | | |
| 4. Ms. M. Berlin Sofia | - | Head of the Dept. of English | <i>M. Sofia</i> |
| 5. Mrs. M. Jaslin Jini | - | Head of the Dept. of Mathematics | <i>M. Jini</i> |
| 6. Mrs. R. Amala Rose | - | Head of the Dept. of Computer Science | <i>R. Amala</i> |
| 7. Mr. G. Bagavathi Sankar | - | Dept. of Physics | <i>G. B. Sankar</i> |
| 8. Mrs. A. Antony Christa Lina | - | Head of the Dept. of Computer Application | <i>A. Christa Lina</i> |
| 9. Dr. C. Josephine Jeya Selvi | - | Head of the Dept. of Commerce | |
| 10. Mr. M.J. Praveen | - | Physical Director | <i>M. J. Praveen</i> |
| <u>Members:</u> | | | |
| 1. Mrs. S. Renuka | - | Dept. of Computer Science | <i>S. Renuka</i> |
| 2. Mrs. R.A. Arul Raja Prabha | - | Dept. of Computer Science | <i>R. A. Arul Raja Prabha</i> |
| 3. Ms. J. Suganya | - | Dept. of English | <i>J. Suganya</i> |
| 4. Mr. T.K. Godlin Lal | - | ICT | <i>T. K. Godlin Lal</i> |
| 5. Dr. N. Senthil Kumar | - | Dept. of Business Administration | <i>N. S. Kumar</i> |
| 6. Dr. F. Eframe Sophia Selvam | - | Dept. of Commerce | <i>F. Eframe Sophia Selvam</i> |
| 7. Mrs. T. Reji | - | Dept. of Mathematics | <i>T. Reji</i> |
| 8. Dr. A. Amala Rani | - | Dept. of Physics | <i>A. Amala Rani</i> |
| 9. Mrs. R. Arul Mathi | - | Dept. of Librarian | <i>R. Arul Mathi</i> |
- S. Arul Mathi*
IQAC Convener
- Leop*
Vice-Principal

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: September 11, 2019
Time: 12.45 p. m
Venue: Multimedia Hall

Agenda

- Prayer
- Meeting Called Open
- Distribution of Agenda
- Previous Meeting Minutes
- Discussion topics
 - Program Specific Outcome and Course Outcome
 - Newsletter
 - Employer Feedback
- Passing Resolution
- Vote of Thanks


IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	September 11, 2019
Time:	12.45 p.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Secretary of the Institution after a short prayer.

- **Approval of the Agenda:**

The agenda for the meeting was unanimously accepted by the participants of the meeting.

- **Approval of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

Based on the discussion and the resolutions passed in the previous meeting, the following actions were implemented.

- a) Peer tutoring was executed in each department with a schedule.

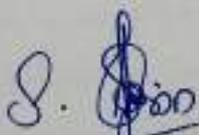
- **Discussion:**

The IQAC recommended all the Department Heads to formulate the Program Specific Outcome and Course Outcome for their department which is a part of the teaching learning process. The necessity of maintaining documents is emphasized. The need for a newsletter is placed before all by the IQAC coordinator. It is been discussed that the newsletter from IQAC will be released before the next meet. The IQAC also proposed to collect feedback from the Employers with whom our Alumni are working as they are also considered as Stakeholder of the institution. New members were added to the IQAC to replace the faculty members who resigned the job. It is been decided by the IQAC team to meet again in the month of November 2019. The

time and venue will be informed later through circular by the IQAC coordinator. The meeting came to an end by words of gratitude by the IQAC Coordinator.

• **Resolutions Passed:**

- 1) Preparation of Program Specific Outcome.
- 2) Release of Newsletter by December'19.
- 3) Registering Employer Feedback.


IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)

Date: 28th Oct 2019

The following IQAC members are asked to report by 10.30a.m in the Multimedia Hall St. John's College of Arts and Science, Ammandivilai on Novmber 4, 2019. Kindly attend the meeting without fail.

- Chairperson G.S.S
 - Secretary Fr. Sam Mathew
 - Industrialist AK
 - Vice Principal VP
 - IQAC Coordinator SAP
 - Computer Science Department Q.12
 - Computer Science Department AK
 - Librarian R. Arulmathi
 - System Admin. (ICT) SP
 - Alumni Rauf
 - Student Secretary Aspathin
- S. Arin
IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: November 4, 2019
Time: 10.30 a. m
Venue: Multimedia Hall

Agenda

- Prayer
- Meeting Called Open
- Distribution of Agenda
- Previous Meeting Minutes
- Discussion topics
 - Newsletter
 - Soft Skill Training
 - Career Counseling
 - Preparatory work for First cycle of NAAC accreditation
- Passing Resolution
- Vote of Thanks


IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	November 4, 2019
Time:	10.30 a.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer.

- **Approval of the Agenda:**

The agenda for the meeting was unanimously accepted by the participants of the meeting.

- **Approval of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

Based on the discussion and the resolutions passed in the previous meeting, the following actions were implemented.

a) Each Department prepared its Program Specific Outcome and Course Outcome.

- **Actions Pending and Scheduled date of Completion:**

a) Preparation of Newsletter

Scheduled date of Completion: Dec 12th 2019.

- **Discussion:**

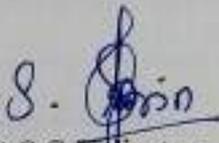
The IQAC recommended the preparation of strategic plan for even semester 2019 - 2020 by individual departments. It is also brought into discussion of providing at least one Soft skill training program and Career Counseling program per semester apart from the regular extracurricular activities and placement training program provided to the students in college level. Preparation of a newsletter from IQAC was strongly suggested by the Principal. The IQAC proposed a team for the preparation of the newsletter. It is been informed to the IQAC team that

by the upcoming calendar year the IQAC will be ready with the SSR and the documents related with it to be submitted for the first cycle of NAAC accreditation process.

It is been decided by the IQAC team to meet again on December 4th 2019. The time and venue will be informed later through circular by the IQAC coordinator. The meeting came to an end by words of gratitude by the IQAC Coordinator.

• **Resolutions Passed:**

- 1) Preparation of Strategic Plan from the upcoming even semester'19
- 2) Release of Newsletter by December'19

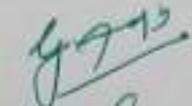
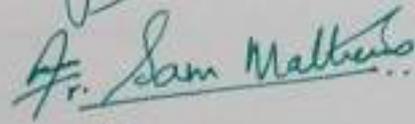
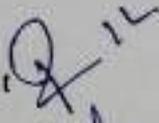
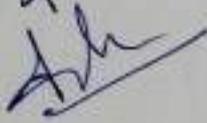
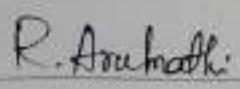
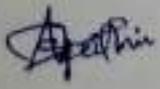

IQAC Coordinator

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: November 4, 2019
Time: 10.30 a. m
Venue: Multimedia Hall

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas	-	Chairperson	
Rev. Fr. Sam F. Mathew	-	Secretary	
Mr. Anto	-	Industrialist	
Dr. R. Jeba Malar	-	Vice Principal	
Mrs. S. Asha Parvin	-	IQAC Coordinator	
Mrs. R. A. Arul Raja Praba	-	Computer Science Department	
Mrs. S. Renuka	-	Computer Science Department	
Mrs. R. Arul Mathi	-	Librarian	
Mr. T. K. Godlin Lal	-	System Admin. (ICT)	
Mr. Ran Abishek	-	Alumni	
M. Aspathin Nabima	-	Student Secretary	

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

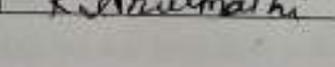
Date: 16th March 2020

The following IQAC members are asked to report by 2.30 p.m. in the Multimedia Hall, St. John's College of Arts and Science, Ammandivilai on 19th March 2020. Kindly attend the meeting without fail.

Agenda

- Prayer
- Meeting Called Open
- Reading and Confirming Previous Meeting Minutes
- Actions Implemented
- Discussion
 1. Release of Newsletter
 2. External Academic Audit
- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. JebaMalar	Vice Principal	
Mrs. S.AshaParvin	IQAC Coordinator	
Mrs .S.Renuka	Alumni Co-ordinator	
Mrs.R.ArulMathi	Librarian	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	March 19,2020
Time:	2.30p.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Reading and Confirming of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

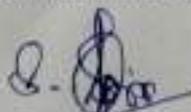
Based on the resolutions of the previous meeting, the following actions were implemented.

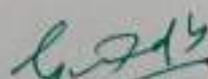
- a) Each Department prepared their strategic plan for the academic year 2020-2021
- b) Inputs from each department were collected to release the Newsletter.

- **Discussion:**

- 1.1 The Chairperson appreciated the efforts taken by the department in the sincere preparation of the strategic plan.
- 1.2 The Chairperson also asked the IQAC team to prepare the strategic plan for the academic year 2021 – 2022 based on the plan derived by the individual departments.
- 1.3 The IQAC coordinator discussed about the steps taken in the release of Newsletter and it's been tentatively scheduled to release the Newsletter by April 2020.
- 1.4 External Academic Audit schedule was planned to be organized for the academic year 2019-2020 by the month of April 2020.
- 1.5 The Chairperson also cautioned about the outnumbering of covid cases.

The meeting came to an end by words of gratitude by the IQAC Coordinator.


IQAC Coordinator


Chairperson

March 19, 2020

The following members were present during the conduction of the meeting:

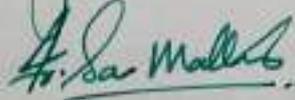
Dr. M. Edwin Guanadhas

- Chairperson



Rev. Fr. Sam F. Mathew

- Secretary



Mr. Anto

- Industrialist

Dr. R. JebaMalar

- Vice Principal



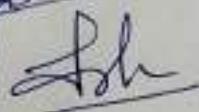
Mrs. S. Asha Parvin

- IQAC Coordinator



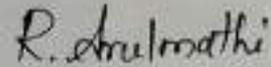
Mrs. S. Renuka

- Computer Science Department



Mrs. R. Arul Mathi

- Librarian



St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Date: 23rd March 2020

The following IQAC members are asked to report by 10.30 a.m. in the Multimedia Hall, St. John's College of Arts and Science, Ammandivilai on 23rd March 2020. Kindly attend the meeting without fail.

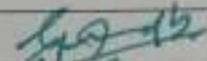
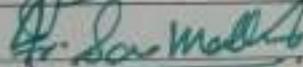
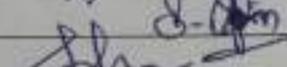
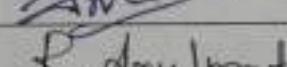
Agenda

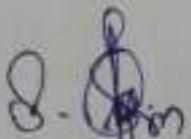
- Prayer
- Meeting Called Open
- Discussion

1. Pandemic Lockdown

- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. JebaMalar	Vice Principal	
Mrs. S.AshaParvin	IQAC Coordinator	
Mrs S.Renuka	Alumni Co-ordinator	
Mrs.R.ArulMathi	Librarian	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	March 23, 2020
Time:	10.30 a.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Discussion:**

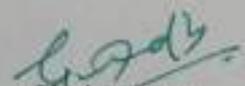
- 1.1 The Chairperson explained the pandemic situation on arise and the lockdown regulations.
- 1.2 The Secretary of the college asked the IQAC to take effective steps to make the students engaged during the lockdown.
- 1.3 The IQAC coordinator informed that WhatsApp groups will be opened for all the classes and students will be kept engaged by posting study portions.
- 1.4 The IQAC team will be responsible for making sure that the students and the faculty members will be made educated about the usage of social media to engage the students.
- 1.5 The Chairperson informed that any further intimation from the university regarding the University exams and project/ practical will be immediately updated to the faculty members.

- **Resolutions Passed:**

- 1) Opening of WhatsApp group for all the classes and make the students updated with study portions.
- 2) Educating faculty members regarding the usage of online platform.

The meeting came to an end by words of gratitude by the IQAC Coordinator.


IQAC Coordinator


Chairperson

March 23, 2020

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas - Chairperson

Rev. Fr. Sam F. Mathew - Secretary

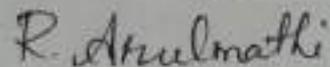
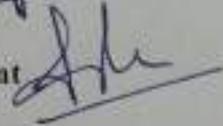
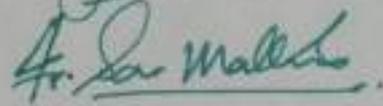
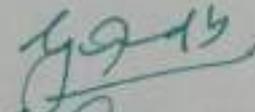
Mr. Anto - Industrialist

Dr. R. JebaMalar - Vice Principal

Mrs. S. Asha Parvin - IQAC Coordinator

Mrs. S. Renuka - Computer Science Department

Mrs. R. Arul Mathi - Librarian



St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

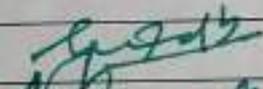
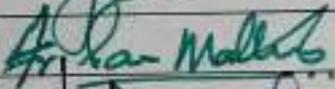
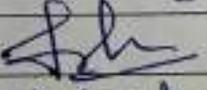
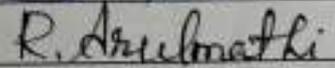
Date: 7th December 2020

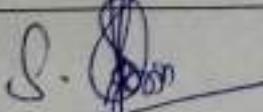
The following IQAC members are asked to report by 10.30 a.m. in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 9th December 2020. Kindly attend the meeting without fail.

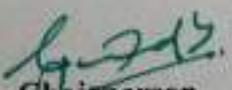
Agenda

- Prayer
- Meeting Called Open
- Reading and Confirming Previous Meeting Minutes
- Actions Implemented
- Action Pending and Scheduled Date of Completion
- Discussion
 1. Online Mode University Examinations for VI Semester
 2. Educating the students to attend the Online Mode exams
- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. JebaMalar	Vice Principal	
Mrs. S. Asha Parvin	IQAC Coordinator	
Mrs S. Renuka	IQAC Team Member	
Dr. N.Senthil Kumar	Placement Officer	
Mrs. R. ArulMathi	Librarian	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	December 9,2020
Time:	10.30 p.m
Venue:	Principal's Chamber

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Reading and Confirming of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

Based on the resolutions of the previous meeting, the following actions were implemented.

- a) Online classes were successfully implemented.
- b) More number of students and faculty members participated in FDP's, Webinars and Online short-term courses.
- c) Internal exams were conducted through online mode (Google Classroom / WhatsApp).

- **Discussion:**

- 1.1 The Chairperson informed about the university's intimation to conduct the November 2020 examinations through online mode.
- 1.2 Examinations for the 3rd and 5th semester starts by 14th December 2020 and for 1st semester from 20th January 2021.
- 1.3 The Chairperson informed that the university has released guidelines for the conduction of the online semester exams and it has to be properly educated to students.
- 1.4 The IQAC coordinator suggested that along with the departments, the IQAC will release a detailed video on regional language for assisting the students in attending the mock exam and thereby the semester exams.

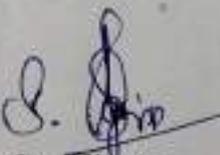
1.5 Separate video tutorial for the first year students will also be released based on the guidelines.

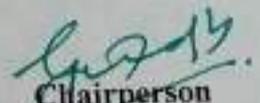
1.6 The Chairperson informed that any difficulties faced by the students in the attempting online exams should be immediately informed to the IQAC.

• **Resolutions Passed:**

- 1) Departments will go through the University guidelines on online exam.
- 2) IQAC will release tutorial videos based on the guidelines released by the university for the November 2020 examinations.

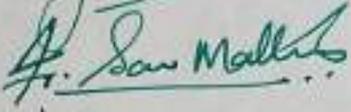
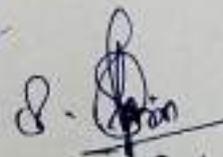
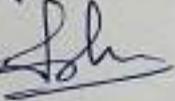
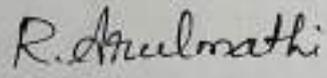
The meeting came to an end by words of gratitude by the IQAC Coordinator.


IQAC Coordinator


Chairperson

December 09, 2020

The following members were present during the conduction of the meeting:

- | | | | |
|------------------------|---|-----------------------------|---|
| Dr. M. Edwin Gnanadhas | - | Chairperson |  |
| Rev. Fr. Sam F. Mathew | - | Secretary |  |
| Dr. R. Jeba Malar | - | Vice Principal |  |
| Mrs. S. Asha Parvin | - | IQAC Coordinator |  |
| Mrs. S. Renuka | - | Computer Science Department |  |
| Mrs. R. Arulmathi | - | Librarian |  |
| Dr. N. Senthil Kumar | - | Placement Officer |  |