

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

**Date: 13 June 2023**

The following IQAC criterion 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 13<sup>th</sup> June 2023.  
Kindly attend the meeting without fail.

**Agenda**

- Faculty Development Programme and Bridge Course for students.
- Academic plan for the academic year 2023-24
- Preparation of Academic Calendar.
- NAAC peer team visit
- Work Load and Time table for the academic year 2023-24
- Any other matters.

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- It was planned and decided to organize a faculty development programme for all the teaching staffs. Dr. James R Daniel, Former Principal, Scott Christian College (Autonomous), Nagercoil will serve as a resource person.
- The English department were asked to prepare the syllabus for bridge course and it is to be effectively conducted by the first year UG students.
- Prof. Mrs. S. Renuka are asked to prepare the academic calendar and it is circulated to the head of the department on or before 19-06-2023.
- It was decided in the IQAC meeting that all the head of the departments has to submit the plan for the academic year 2023-24 to the office on or before 15-06-2023.
- The IQAC Coordinator informed that the SSR is accepted by the NAAC and the DVV process is going on. After the data validation and verification process is over, the

NAAC peer team will visit our college for data verification and it may be expected in the month of August. The criterion convenors are asked to get ready to face the NAAC peer team visit. Before the NAAC peer team visit, we will have a mock visit in the month of July by external experts.

- All the HOD's were asked to prepare and submit the timetable and work load of the academic year 2023-24 to the office on or before 20-06-2023.

#### **Action Taken Report:**

- The faculty development programme for the teaching staff and bridge course for the first-year students were conducted.
- The head of the departments submitted the tentative plan for the academic year 2023-24 in the office in the above-mentioned date.
- The common academic calendar is prepared and is circulated to the head of the department.
- All the HOD's allocated the subjects to the department staffs and the work load and time table were prepared and submitted to the office.

#### **Members Present:**

1. Dr. M. Edwin Gnanadhas	-	Chair person
2. Mrs. S. Asha Parvin	-	IQAC Co-Ordinator.
3. Dr. S. Renuka	-	Member
4. Dr. A. Amala Rose	-	Member
5. Mrs. P. J. Mahiba	-	Member
6. Dr. A. Arulmathi	-	Member
7. Ms. Infant Grice Sabiya. F	-	Member
8. Dr. G. Godwin	-	Member

  
IQAC Co-Ordinator

  
PRINCIPAL  
ST. JOHN'S COLLEGE OF ARTS & SCIENCE  
AMMANDIVILAI - 629204  
KANYAKUMARI DISTRICT

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

**Date: 13 July 2023**

The following IQAC criterion members are asked to report by 11.30 a.m. in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 13<sup>th</sup> July 2023.  
Kindly attend the meeting without fail.

**Agenda**

- Selection of student representatives for all the department associations.
- Commencement of I Internal Exam
- NAAC peer team visit
- Any other matters.

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- Heads of all the department are asked to select the department secretary, Joint Secretary for the student Council.
- It was planned that the First Internal Examination were commences from 2/08/2023 to 4/08/2023. It was instructed that 30% of the portions should be covered.
- The IQAC Co-Ordinator informed that the NAAC peer team accepted to visit our college on 17/08/2023 and 18/08/2023. All the HOD are asked to get ready to face the NAAC peer team visit. It is also instructed that a dance performance must be performed to welcome the NAAC peer team.

**Action Taken Report:**

- The department Secretary, Joint Secretary for all the associations were selected. The Overall College Secretary and Joint Secretary were also selected for the student Council.

- The first internal Examinations timetable and duty list were prepared by the Exam cell and circulated to the students and the staff. The examination is conducted in the above-mentioned date.
- The NAAC peer team visited our college in the above scheduled date.

**Members Present:**

1.Dr.M.Edwin Gnanadhas	-	Chair person
2. Mrs.S.Asha Parvin	-	IQAC Co-Ordinator.
3. Dr.S.Renuka	-	Member
4.Dr.A.Amala Rose	-	Member
5.Mrs.P.J.Mahiba	-	Member
6.Dr. A.Arulmathi	-	Member
7.Ms.Infant Grice Sabiya.F	-	Member
8.Dr.G.Godwin	-	Member

  
IQAC Co-Ordinator

  
**PRINCIPAL**  
**St. JOHN'S COLLEGE OF ARTS & SCIENCE**  
**AMMANDIVILAI - 629204**  
**KANYAKUMARI DISTRICT**



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

**Date: 07 September 2023**

The following IQAC criterion members are asked to report by 3.00 p.m. in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 07<sup>th</sup> September 2023. Kindly attend the meeting without fail.

**Agenda**

- NAAC Accreditation
- Commencement of II Internal Exam
- Any other matters.

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- The Principal informed that our college is accredited with CGPA of 2.81 on four point scale at B++ grade in the first cycle .The Principal appreciated the IQAC Co-Ordinator and the criterion Convenors and all the faculty members for their full effort to achieve the grade.
- It was planned that the Second Internal Examination were commences from 12/09/2023 to 14/09/2023.

**Action Taken Report:**


- Our college is accredited with B++ grade.
- The second internal Examinations timetable and duty list were prepared by the Exam cell and circulated to the students and the staff. The examination is conducted in the above-mentioned date.

**Members Present:**

- |                        |   |                    |
|------------------------|---|--------------------|
| 1.Dr.M.Edwin Gnanadhas | - | Chair person       |
| 2. Mrs.S.Asha Parvin   | - | IQAC Co-Ordinator. |

- |                            |   |        |
|----------------------------|---|--------|
| 3. Dr.S.Renuka             | - | Member |
| 4.Dr.A.Amala Rose          | - | Member |
| 5.Mrs.P.J.Mahiba           | - | Member |
| 6.Dr. A.Arulmathi          | - | Member |
| 7.Ms.Infant Grice Sabiya.F | - | Member |
| 8.Dr.G.Godwin              | - | Member |

  
IQAC Co-Ordinator

  
Principal  
**PRINCIPAL**  
**St. JOHN'S COLLEGE OF ARTS & SCIENCE**  
AMMANDIVILAI - 629204  
KANYAKUMARI DISTRICT

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

**Date: 30 October 2023**

The following IQAC criterion 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 30<sup>th</sup> October 2023. Kindly attend the meeting without fail.

**Agenda**

- New members of IQAC team
- Commencement of University Exam
- Skill India Programme

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- The management decided to change the IQAC Co-Ordinator and the Criteria members and they were taking charge from the even semester of the academic year 2023-24.
- The University exam time table is re prepared by the Exam cell in department wise and it is circulated to the students. All the HOD's should ensure that the students should complete their dues before they appear for their university examination.
- It was also planned to register our institution in the central government Skill India Programme and the In Charge for the programme was also selected.

**Action Taken Report:**

- Dr.S.Renuka, HOD, BCA took charge of IQAC Co-Ordinator. The following are the new Criterion Members.

Criteria 1:	Mrs.Jasmine Lizy,Asst Prof,Computer Science
Criteria 2:	Dr.R.Kavita JabaMalar,Asst Prof,Computer Science
Criteria 3:	Mrs.P.J.Mahiba,Asst Prof,Computer Applications
Criteria 4:	Mrs.A.Arulmathi,Librarian,
Criteria 5:	Dr.A.Amala Rose,HOD,Computer Science
Criteria 6:	Dr.Elizabeth Bernie,HOD,Mathematics

Criteria 7: Dr.Godwin,Asst Prof,English

- The University time table is prepared and circulated to the students.The students cleared the dues.
- Mrs.S.Asha Parvin,HOD,BBA was selected as the coordinator of the Skill India Programme.

**Members Present:**

1.Dr.M.Edwin Gnanadhas	-	Chair person
2. Dr.S.Renuka	-	IQAC Co-Ordinator.
3. Mrs.Jasmine Lizy	-	Member
4.Dr.A.Amala Rose	-	Member
5.Mrs.P.J.Mahiba	-	Member
6.Dr. A.Arulmathi	-	Member
7. Dr.Elizabeth Bernie	-	Member
8.Dr.G.Godwin	-	Member
9. Dr.R.Kavita JabaMalar	-	Member

  
IQAC Co-Ordinator

  
Principal  
**PRINCIPAL**  
**St. JOHN'S COLLEGE OF ARTS & SCIENCES**  
AMMANDIVILAI - 62920  
KANYAKUMARI DISTRICT



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

**Date: 08 November 2023**

The following IQAC criterion 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 08<sup>th</sup> November 2023. Kindly attend the meeting without fail.

**Agenda**

- AQAR preparation of 2022-23 data

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- All the criteria convenors are instructed to collect both the quantitative and qualitative data needed for the AQAR of 2022-23.
- All the faculty members are instructed to make use of the November holidays to complete the NAAC work if any work pending in the department.

**Action Taken Report:**

- AQAR data for the academic year 2022-23 is collected by the department and it was decided that to submit the AQAR report in NAAC HEI 'portal on December 28,2023.

**Members Present:**

1.Dr.M.Edwin Gnanadhas	-	Chair person
2. Dr.S.Renuka	-	IQAC Co-Ordinator.
3. Mrs.Jasmine Lizy	-	Member
4.Dr.A.Amala Rose	-	Member
5.Mrs.P.J.Mahiba	-	Member
6.Dr. A.Arulmathi	-	Member
7. Dr.Elizabeth Bernie	-	Member
8.Dr.G.Godwin	-	Member
9. Dr.R.Kavita JabaMalar	-	Member

  
IQAC Co-Ordinator

  
Principal  
ST. JOHN'S COLLEGE OF ARTS & SCIENCE  
AMMANDIVILAI - 629204  
KANYAKUMARI DISTRICT

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

**Date: 03 January 2024**

The following IQAC criterion 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 08<sup>th</sup> November 2023. Kindly attend the meeting without fail.

**Agenda**

- Work load and time table for even semester
- Date extension of AQAR submission-2022-23.
- Student discipline

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- Heads of the department are asked to prepare the work load and the timetable and submit it to the office on or before 5/1/2024.
- The NAAC extended the date of AQAR submission to February 29, 2024. All the criterion convenors are asked to complete the work and verify the data. It was planned to submit the AQAR in the month of February.
- All the HOD's and the Physical Education department are asked to monitor the discipline during the break hours also. For the common programs organized in the auditorium, the department faculty members are advised to sit near their own department students and monitor the students.

**Action Taken Report:**

- Time table and work load were submitted to the office.
- AQAR data was prepared .
- Student discipline maintained in the campus.

**Members Present:**

1.Dr.M.Edwin Gnanadhas	-	Chair person
2. Dr.S.Renuka	-	IQAC Co-Ordinator.
3. Mrs.Jasmine Lizy	-	Member
4.Dr.A.Amala Rose	-	Member
5.Mrs.P.J.Mahiba	-	Member
6.Dr. A.Arulmathi	-	Member
7. Dr.Elizabeth Bernie	-	Member
8.Dr.G.Godwin	-	Member
9. Dr.R.Kavita JabaMalar	-	Member

  
IQAC Co-Ordinator

  
**PRINCIPAL**  
**ST. JOHN'S COLLEGE OF ARTS & SCIENCE**  
**AMMANDIVILAI - 629204**  
**KANYAKUMARI DISTRICT**

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

**Date: 31 January 2024**

The following IQAC criterion 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 08<sup>th</sup> November 2023. Kindly attend the meeting without fail.

**Agenda**

- Commencement of I Internal Exam
- Submission of AQAR
- Book donation and Library Day
- Any other matters.

**Minutes:**


- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- The Exam cell of our college planned to conduct the first Internal exam on February 7, 2024 to February
- The NAAC extended the date of AQAR submission to February 29, 2024. All the criterion convenors are asked to complete the work and verify the data. It was planned to submit the AQAR in the month of February.
- All the HOD's and the Physical Education department are asked to monitor the discipline during the break hours also. For the common programs organized in the auditorium, the department faculty members are advised to sit near their own department students and monitor the students.

**Action Taken Report:**

- Time table and work load were submitted to the office.
- AQAR data was prepared .
- Student discipline maintained in the campus.

**Members Present:**

1. Dr. M. Edwin Gnanadhas	-	Chair person
2. Dr. S. Renuka	-	IQAC Co-Ordinator.
3. Mrs. Jasmine Lizy	-	Member
4. Dr. A. Amala Rose	-	Member
5. Mrs. P. J. Mahiba	-	Member
6. Dr. A. Arulmathi	-	Member
7. Dr. Elizabeth Bernie	-	Member
8. Dr. G. Godwin	-	Member
9. Dr. R. Kavita Jaba Malar	-	Member

  
IQAC Co-ordinator

  
**PRINCIPAL**  
**St. JOHN'S COLLEGE OF ARTS & SCIENCE**  
**AMMANDIVILAI - 629204**  
**RAMANATHAPURAM DISTRICT**



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

**Date: 15 February 2024**

The following IQAC criterion 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 15<sup>th</sup> February 2024. Kindly attend the meeting without fail.

**Agenda**

- AQAR Submission
- Commencement Of II Internal Exam
- Food Festival
- Any other matters.

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- The AQAR data was prepared for the academic year 2022-23 and it is decided to submit the AQAR report on 28<sup>th</sup> February 2024.
- The Exam cell of our college planned to conduct the Second Internal exam on March 13, 2024 .
- The food festival is planned to celebrate on 24<sup>th</sup> February 2024.
- Students are asked to clear the dues before the commencement of University Practical Exam.

**Action Taken Report:**

- The AQAR was submitted for the academic year 2022-23 on 28<sup>th</sup> February 2024.
- Second Internal Exam is conducted March 13<sup>th</sup>, 2024.
- Food festival is celebrated on 24<sup>th</sup> February 2024.
- The students started to clear the dues.

**Members Present:**

1. Dr. M. Edwin Gnanadhas	-	Chair person
2. Dr. S. Renuka	-	IQAC Co-Ordinator.
3. Mrs. Jasmine Lizy	-	Member
4. Dr. A. Amala Rose	-	Member
5. Mrs. P. J. Mahiba	-	Member
6. Dr. A. Arulmathi	-	Member
7. Dr. Elizabeth Bernie	-	Member
8. Dr. G. Godwin	-	Member
9. Dr. R. Kavita JabaMalar	-	Member

*IQAC Co-Ordinator*

**PRINCIPAL**  
**ST. JOHN'S COLLEGE OF ARTS & SCIENCE**  
**AMMANDIVILAI - 629001**  
**KANYAKUMARI DISTRICT**

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

**Date: 05 April 2024**

The following IQAC criterion 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 05<sup>th</sup> April 2024. Kindly attend the meeting without fail.

**Agenda**

- Industrial Visit for I and II-year students, Educational Tour for final year students
- Sports Day, College Day and Graduation Day.
- Commencement of University Theory and Practical Exam and III Internal Exam.
- Last Working Day.
- Any other matters.

**Minutes:**

- The meeting was called open by the Principal of the Institution after a short prayer following which the principal welcomed the IQAC team.
- The Industrial visit for I and II-year students were planned on 13<sup>th</sup> April 2024.
- The final year students can go for the tour on 11<sup>th</sup> April 2024 for 3 days. The Head of the departments are asked to make necessary arrangements for the tour.
- The sports Day and College Day were planned to organize on 16<sup>th</sup> April 2024 and 17<sup>th</sup> April 2024. The graduation day were planned to organize on 20<sup>th</sup> April, 2024.
- The Exam cell of our college planned to conduct the Third Internal exam on April 23, 2024. The University practical exam commences from 22<sup>nd</sup> April 2024. The subject teachers are asked to make the students to complete their record well in advance and train the students to face the University Practical Exam. The University announces that the University theory exam tentatively commences from the first week of May.
- It was planned that the last working day for the even semester for the academic year 2023-24 is 30<sup>th</sup> April 2024.
- Students are asked to clear the dues before the commencement of University Practical and theory Exam.




### Action Taken Report:

- The HOD's made the arrangements for the industrial visit and tour.
- The Convenor list of Sports day, College Day and Graduation day were prepared and the programs organized on the above mentioned date.
- Third Internal Exam and University practical exam were conducted.
- The last working day is informed to the students.
- The students are started to clear their dues.

### Members Present:

1.Dr.M.Edwin Gnanadhas	-	Chair person
2. Dr.S.Renuka	-	IQAC Co-Ordinator.
3. Mrs.Jasmine Lizy	-	Member
4.Dr.A.Amala Rose	-	Member
5.Mrs.P.J.Mahiba	-	Member
6.Dr. A.Arulmathi	-	Member
7. Dr.Elizabeth Bernie	-	Member
8.Dr.G.Godwin	-	Member
9. Dr.R.Kavita JabaMalar	-	Member

  
IQAC Co-Ordinator

  
Principal

ST. JOHN'S COLLEGE OF ARTS & SCIENCE  
AMMANDIVILAI - 629201  
KANYAKUMARI DISTRICT