

Internal Quality Assurance Cell (IQAC)

NOTICE -01

To,

IQAC Members,

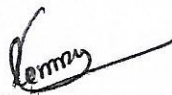
The First Meeting of the Internal Quality Assurance Cell (IQAC) 2021-2022 will be held on 3rd June 2021 at 11 am to discuss action plan of the academic year 2020-21. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

The Agenda of the Meeting

1. Confirmation of the minutes of the previous meeting
2. Discussion and Implementation of Action Plan of 2021-22
3. Review of examinations held in the previous year
4. Organization of conferences, workshops and lectures of eminent personalities
5. Organization of various Co-curricular, Extension and Collaborative Activities
6. To organise FDP for Teachers and NonTeaching Staff
7. Any other topics with the permission of the chairperson

Date: 1st June 2021

Time: 11.00 a.m.


Coordinator

IQAC




Principal

Prof. Dr. Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kothavara P.O.



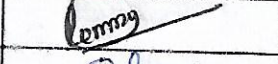


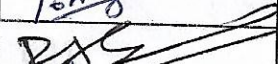
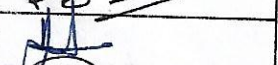
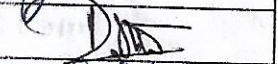
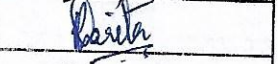
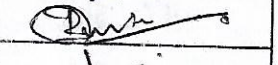

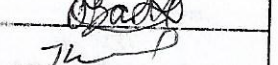


Date: 1st June 2021

Time: 11.00 a.m.

St.Xavier's College, Vaikom
Participants of IQAC Meeting/1- dated 03/06/2021

Venue: College Conference Hall

Time: 11 am

Sl No	Participants	Signature
1	Dr. Rajumon T Mavunkal (Principal)	
2	Rev. Fr. Joshy Vezhaparambil (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Gimson D Parambil (Vice Principal)	
5	Sri. Payas Varghese (HOD, Chemistry)	
6	Dr. Tomy Joseph (HOD, Economics)	
7	Sri. P C Ravisankar (HOD, English)	
8	Dr. K J Abraham (HOD, Zoology)	
9	Lt. Roy Mathew (HOD, Political Science)	
10	Dr. Saritha Ramachandran (Assistant Professor, Zoology)	
11	Sri. V N Bibu (Assistant Professor, Journalism)	
12	Smt. T A Anju (Assistant Professor, Commerce)	
13	Sri. K S Baby (Office Supdt)	
14	Sri. K Jose Joseph (Office Staff)	



Action Taken Report (ATR) of the first meeting held on 3rd June 2021

Agenda of the First Meeting	Action Taken
Discussion and Implementation of Action Plan of 2021-22	As per the discussion on Action Plan of 2020-21, supportive curricular and cocurricular activities like webinars, project reports, invited talks, library facilities, \interaction with eminent personalities, surveys, online training programmes, exhibitions, industrial visits, quiz competitions, counselling sessions, self defence programme for girls, skill development programmes etc. are implemented by IQAC for the quality enhancement of the institution.
Review of examinations held in the previous year	The Review of examinations held in the previous year was analyzed and evaluated to make the teaching- learning process effective, interactive and student centric. Feedback is taken from the students and parents. To make necessary arrangements for remedial classes for the backward students.
Organization of conferences and lectures of eminent personalities	The various departments of the college decided to conduct conferences and webinars related to their concerned disciplines. Motivation programmes on innovation practices, legal awareness classes, awareness programmes against drug abuse, entrepreneurial skills, Confidence building, self employment orientation etc will also planned to conduct.
Organization of various Co-curricular, Extension and Collaborative Activities	The College decided to organize several socio-cultural activities such as – International Day of Yoga celebration, environment day celebration, health awareness programmes, Punarjani (Make the School ready to welcome kids after Covid19 Lockdown
To organise FDP for Teachers and NonTeaching Staff	IQAC decided to organise FDP on 1. Innovative Teaching Pedagogy for Teachers 2. Annual e-filing of IT Returns for Teaching and Non-Teaching Staff



Internal Quality Assurance Cell (IQAC)

NOTICE -02

To,

IQAC Members,

The Second Meeting of the Internal Quality Assurance Cell (IQAC) 2021-22 will be held on 13th August 2021 at 2 pm. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

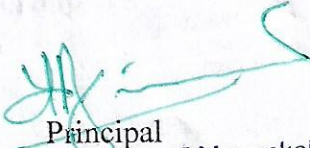
The Agenda of the Meeting

1. Confirmation of the minutes of the previous meeting
2. Independence Day Celebration and Inter collegiate Quiz Competition
3. To Organize World Ozone Day Celebration
4. Induction Programme and Personal Counselling Programme for 1 Year UG Students
5. Orientation Programme on Product Development Training
6. To Organize Lecturer on Entrepreneurship
7. Launching Media Production Studio

Date: 10 th August 2021

Time: 2.00 p.m.




Principal
Dr. Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kothavara P.O.


Coordinator

IQAC


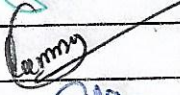


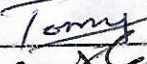
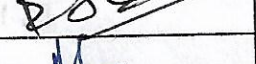

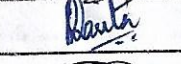


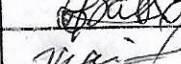
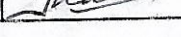


Date: 10 th August 2021

Time: 2.00 p.m.

St.Xavier's College, Vaikom
Participants of IQAC Meeting/2- dated 13/08/2021

Venue: College Conference Hall

Time: 2 pm

Sl No	Participants	Signature
1	Dr. Rajumon T Mavunkal (Principal)	
2	Rev. Fr. Joshy Vezhaparambil (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Gimson D Parambil (Vice Principal)	
5	Sri. Payas Varghese (HOD, Chemistry)	
6	Dr. Tomy Joseph (HOD, Economics)	
7	Sri. P C Ravisankar (HOD, English)	
8	Dr. K J Abraham (HOD, Zoology)	
9	Lt. Roy Mathew (HOD, Political Science)	
10	Dr. Saritha Ramachandran (Assistant Professor, Zoology)	
11	Sri. V N Bibu (Assistant Professor, Journalism)	
12	Smt. T A Anju (Assistant Professor, Commerce)	
13	Sri. K S Baby (Office Supdt)	
14	Sri. K Jose Joseph (Office Staff)	



Action Taken Report (ATR) of the Second meeting held on 13th August 2021

Agenda of the Second Meeting	Action Taken
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
Independence Day Celebration and Inter collegiate Quiz Competition	Decided to celebrate Independence day in the college on 15 th August 2021 on a limited scale due to the Covid related restrictions. It was decided to conduct an online Inter collegiate Quiz competition under the initiative of College Library
To Organize World Ozone Day Celebration	It is decided to celebrate Ozone day on 16 th September 2021 to create awareness about the theme of the day 'Global Cooperation and Protecting life on earth'.
Induction Programme and Personal Counselling Programme for 1 Year UG Students	Induction programme planned to conduct through Google Meet DITANS 21-(personal counselling programme- San Pio Retreat Centre Kollam) is planned motivate students who are faced various issues and frustrations in covid period.
Orientation Programme on Product Development Training	Orientation Programme on Product Development Training planned to conduct under the guidance of ZAARA BIOTECH and Department of Food Science Quality Control
Lecture on Entrepreneurship	It is decided to invite Mr Saju K Surendran, IES, Director Financial Affairs Ministry of Finance Govt of India for Lecture on Entrepreneurship to create Entrepreneurial skills, Confidence building, self-employment orientation among the students
Launching Media Production Studio	College Management, IQAC, Journalism Dept decided to launch a Media production Studio to facilitate training on media production, video editing, camera techniques, etc



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Internal Quality Assurance Cell (IQAC)

NOTICE -03

To,

IQAC Members,

The Third Meeting of the Internal Quality Assurance Cell (IQAC) 2021-22 will be held on 18th ~~December~~ ^{October} 2021 at 11 am. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

The Agenda of the Meeting

1. Confirmation of the minutes of the previous meeting
2. To Organize Webinar for exploring the significance of commerce in today's world
3. To celebrate National Library week
4. To Organize seminar on Adam Smith in Kerala- A Critical development of Economic Reason in Travancore 1880's and 1920's
5. Celebration of Constitution Day
6. To conduct Health awareness programme
7. To Organize Online Coaching for Bank, Insurance, SSC Job
8. Celebration of Keralappiravi 2021
9. Fresher's Day, Christmas day Celebration
10. Arrangement of National Service Scheme Seven Day Camp- Pre- Orientation Program
11. Preparation for University Kalolsavam

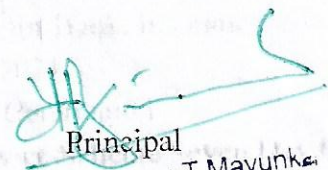
Date: 14th October 2021

Time: 11.00 a.m.


Coordinator

IQAC




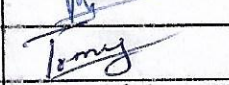
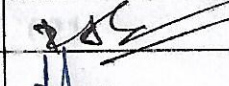
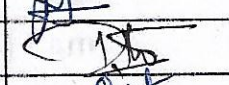

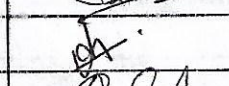
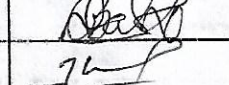
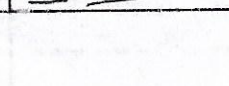


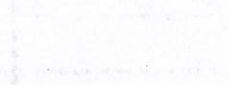
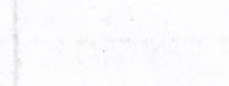



Principal
Dr. Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kathavara P.O.

St.Xavier's College, Vaikom
Participants of IQAC Meeting/3- dated 18/10/2021

Venue: College Conference Hall

Time: 11 am

Sl No	Participants	Signature
1	Dr. Rajumon T Mavunkal (Principal)	
2	Rev. Fr. Joshy Vezhaparambil (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Gimson D Parambil (Vice Principal)	
5	Sri. Payas Varghese (HOD, Chemistry)	
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12	Smt. T A Anju (Assistant Professor, Commerce)	
13	Sri. K S Baby (Office Supdt)	
14	Sri. K Jose Joseph (Office Staff)	



Action Taken Report (ATR) of the Third meeting held on 18th October 2021

Agenda of the Third Meeting	Action Taken
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
To Organize Webinar for exploring the significance of commerce in today's world	It is decided to conduct Webinar on 'Welcome to the World of Business' by Mr Mithun Mitwa Career consultant on 23-10-2021 Webinar on Career as a Company Secretary by S. S Mithun S Shenay, Company Secretary Kitex Garment Ltd-28-10-2021 Webinar- 'Overview of Security Market and Career Growth' by Mr Manoj T Neelakantan, Ex AGM IDBI Bank, BSSI Trainer, RP- IICA SMART SEBI-30-10-2021
To celebrate National Library week	It is planned to conduct Exhibition of Books related to Kerala History on 1-11-2021 To celebrate National Library week from 14-11-2021 to 20-11-2021 To organize 30 Days Online International Workshop from 23 Nov 2021 to 31 Dec 2021 by NIPMR, MG University Library, St. Xaviers Library VKM, etc.
To Organize seminar on Adam Smith in Kerala- A Critical development of Economic Reason in Travancore 1880's and 1920's	Department of Economics decided to organise seminar on Adam Smith in Kerala- A Critical development of Economic Reason in Travancore 1880's and 1920's by Dr. Levin N R, Assistant Professor Sr Grade, University of Delhi (South Campus)-19/11/2021
Celebration of Constitution Day	It is decided to conduct a Session on "The Philosophy and Basic Rights in the Constitution of India" Patriotism; Organisational skills-26/11/2021 and to honour Great and brave heroes.
To Organize Health awareness programme	Department of Food Science and Quality Control decided to organize a seminar on Promoting Diabetes Education on 23/11/2021 and Online Expert Talk Series by Ms Peenu Thomas Consultant Nutritionist



	Healthify Me App on 'Eat for Real Change'
Organize Online Coaching for Bank, Insurance, SSC Job	Career and Placement Cell planned to organize Online Coaching for Bank, Insurance, SSC Job on 12/11/2022
Celebration of Keralappiravi2021- State level Inter collegiate Recitation and Essay writing competition	St. Xavier's College Library, VTM NSS College Dhanuvachapuram, Bharatmatha College Thrikakara decided to conduct Inter collegiate Recitation and Essay writing competition on 20/12 2021
Fresher's Day, Christmas day Celebration	Cultural Committee decided to conduct Fresher's day program and Christmas Celebration on 23/12 2021 to invoke the message of sharing and compassion associated with Christmas.
Arrangement of National Service Scheme Seven Day Camp- Pre- Orientation Program	NSS Camp Scheduled to conduct on 23/12/2021 for Confidence Building, Unity, Fraternity, Comradeship, leadership training etc. among the students.
Preparation for University Kalolsavam	It is decided to start training for various Arts form



Romy
 Dr. Romy Joseph
Romy

Internal Quality Assurance Cell (IQAC)

NOTICE -04

To,

IQAC Members,

The Third Meeting of the Internal Quality Assurance Cell (IQAC) 2021-22 will be held on 4th January 2022 at 11 am. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

The Agenda of the Meeting

1. Republic Day Celebration
2. Introduction of Young Innovators Program
3. To organise an awareness programme on Digital marketing
4. National Science Week celebration
5. To give scientific orientation to science students
6. To organise inter collegiate quiz competition
7. To celebrate International Womens Day

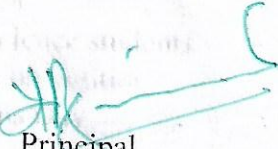
Date: 3rd January 2022

Time: 11.00 a.m.


Coordinator

IQAC

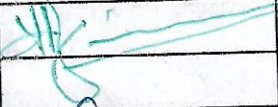



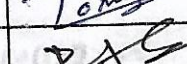

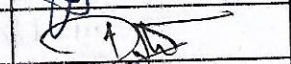



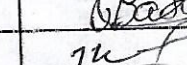
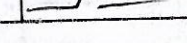
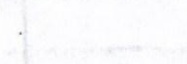




Principal
Dr. Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kothavara P.O.

St.Xavier's College, Vaikom
Participants of IQAC Meeting/4- dated 04/01/2022

Venue: College Conference Hall

Time: 11 am

Sl No	Participants	Signature
1	Dr. Rajumon T Mavunkal (Principal)	
2	Rev. Fr. Joshy Vezhaparambil (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Gimson D Parambil (Vice Principal)	
5	Sri. Payas Varghese (HOD, Chemistry)	
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12	Smt. T A Anju (Assistant Professor, Commerce)	
13	Sri. K S Baby (Office Supdt)	
14	Sri. K Jose Joseph (Office Staff)	



Action Taken Report (ATR) of the Fourth meeting held on 4 th January 2022

Agenda of the Third Meeting	Action Taken
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
Republic Day Celebration	It is decided to celebrate Republic Day in collaboration with NCC, NSS and IQAC
Introduction of Young Innovators Program	It is decided to give motivation and training for innovative practices in association with YIP cell and neighbouring schools
To organise an awareness programme on Digital marketing	<p>It is decided to conduct</p> <p>A seminar on Digital marketing in association with NYK; Ujjivan Small Finance Bank Vaikom</p> <p>Lecture on Block Chain Technology: Crypto Currency in association with SBI Kottayam</p>
National Science Week celebration	Department of Chemistry and IQAC decided to celebrate National Science Week in association with Kerala Academy of sciences
To give scientific orientation to science students	Department of physics and IQAC decided to organise a seminar on "The Secret Messenger of Universe"
To organise inter collegiate quiz competition	<p>Department of Zoology and IQAC decided to organise an online ZOOFEST 2022</p> <p>Department of Physics, IQAC and Science Alumni decided to organise intercollegiate science quiz competition</p>
To celebrate International Womens Day	Women Cell decided to give awareness on 'Gender Equality and Sustainable Future' and Honoring the Women Heroes



Handwritten signature and date:
 [Signature]
 Dr. Bomy Joseph
 2022

Internal Quality Assurance Cell (IQAC)

NOTICE -05

To,

IQAC Members,

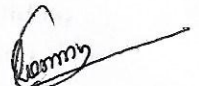
The Third Meeting of the Internal Quality Assurance Cell (IQAC)2021-22 will be held on 2nd March 2022 at 11 am. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

The Agenda of the Meeting

1. To conduct College Union Election
2. Intercollegiate NCC Fest
3. To organise Arts Day
4. To establish the Institution Innovation Council(IIC)

Date: 1st March 2022

Time: 11.00 a.m.



Coordinator

IQAC



Principal

Dr. Rajumon T Mavunkal
Associate Professor
Drawing and Disbursing Officer
St. Xavier's College, Vaikom
Kothayara P.O.

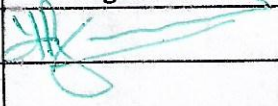
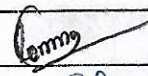
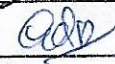

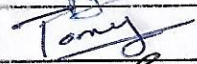
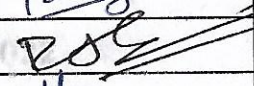

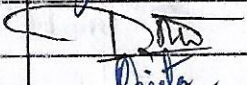

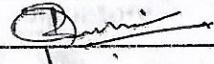

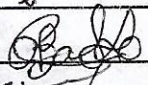
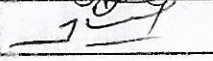
Date: 1st March 2022

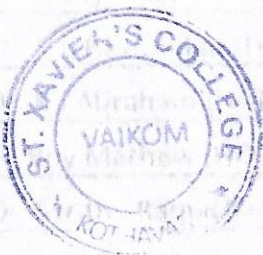
Time: 11.00 a.m.

St.Xavier's College, Vaikom
Participants of IQAC Meeting/5- dated 02/03/2022

Venue: College Conference Hall

Time: 11 am

Sl No	Participants	Signature
1	Dr. Rajumon T Mavunkal (Principal)	
2	Rev. Fr. Joshy Vezhaparambil (Manager)	
3	Dr. Tomy Joseph (IQAC Coordinator)	
4	Dr. Gimson D Parambil (Vice Principal)	
5	Sri. Payas Varghese (HOD, Chemistry)	
6	Dr. Tomy Joseph (HOD, Economics)	
7	Sri. P C Ravisankar (HOD, English)	
8	Dr. K J Abraham (HOD, Zoology)	
9	Lt. Roy Mathew (HOD, Political Science)	
10	Dr. Saritha Ramachandran (Assistant Professor, Zoology)	
11	Sri. V N Bibu (Assistant Professor, Journalism)	
12	Smt. T A Anju (Assistant Professor, Commerce)	
13	Sri. K S Baby (Office Supdt)	
14	Sri. K Jose Joseph (Office Staff)	



Action Taken Report (ATR) of the Fourth meeting held on 2nd arch 2022

Agenda of the Third Meeting	Action Taken
Confirmation of the minutes of the previous meeting	The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members
To conduct College Union Election	College Union Election is conducted as per University regulations on 15 th March 2022
To organise Arts Day	College Union and IQAC decided to conduct Arts Day by inviting Sruthy Sitara, Ms Trans Global 2022
To establish the Institution Innovation Council (IIC)	As per the norms of Innovation Cell, Ministry of Education, Govt. of India IQAC decided to establish Institution Innovation Council (IIC) for the training and motivation on innovation practices



Donny
Dr. Donny Joseph
2022