

ST.STEPHEN'S COLLEGE ,UZHAVOOR

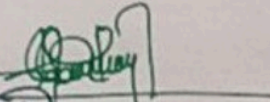




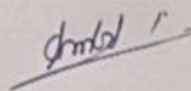
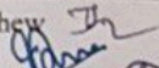
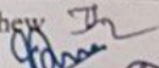

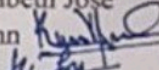
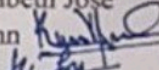
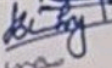




Notice

There will be a meeting of all IQAC members in the IQAC room at 2.30 pm on 18th March 2024

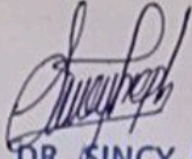
Agenda:

- Presentation of previous meeting minutes and ATR
- Feedback from stakeholders 2023-24
- Performance appraisal of staff
- Training Programme for Non teaching staff
- Department Activity Report
- Academic Administrative Audit
- Any other relevant matter

Members

- 1 Dr Stephen Mathew (Chairman) 
- 2 Dr T.M. Joseph (Pro Manager) 
- 3 Rev Fr Jins Nellikkattil (Bursar) 
- 4 Dr. Jose James
- 5 Dr Sincy Josph 
- 6 Dr Thomas K.C 
- 7 Smt Ambili Catherine Thomas 
- 8 Dr. Thomas Mathew 
- 9 Capt Jais Kurian 
10. Smt Jinnu Anna Kuriakose 
- 11 Dr. Navitha Elizabeth Jose 
- 12 CA.Kurian V John 
13. Smt Bibi Joseph 
14. Smt Tina Jose 
15. Sri Anu Thomas 
16. Sri Roy Mathew 
- 17 Sri Jasimudeen S 
18. President Uzhavoor Grama Panchayath
19. Si Vincent V.C
20. Sri James Joseph
- 21 Sri P.C Cyriac
- 22 Naveen Pathrose (Student Representative)
23. Sri Eldhose Abraham

Uzhavoor
17/03/2024


DR. SINCY JOSEPH
IQAC COORDINATOR
ST. STEPHEN'S COLLEGE
UZHAVOOR, KOTTAYAM (DIST)
KERALA - 686634

Minutes of the YQAC meeting held on 18/03/2024

Venue : YQAC Room

Time : 2:30 pm

Agenda

- Presentation of previous meeting minutes and ATR
- Collection of feedback from stakeholders
- Performance Appraisal of teachers
- Training programme for NIS
- Department Activity Report of 2023-24
- Academic Administrative Audit.

Members Present

1. Dr Stephen Mathew

2. Dr Sincy Joseph

3. Fr Jins Nellikkatti

4. Bibi Joseph Biby

5. CA. KURIAN V. JOHN Kuriyan

6. Dr Thomas Mathew Thomas

7. Ms Tina Jose Tina

8. Anne Thomas Anne

9. Jennu Anna Kuralere Jennu

10. Jais Kuriem Jais

11. JASINDRAN S JASINDRAN

The minutes of the previous meeting was presented and reviewed. Action taken report on resolutions from the last meeting was discussed. They were approved unanimously. Suggestions for pending actions will be addressed later.

The importance of collecting comprehensive feedback from students, parents, alumni and employers were emphasized. Existing feedback mechanisms were reviewed and gaps were identified. It was decided to use digital platforms to ensure ease and efficiency in gathering responses.

The performance appraisal system and evaluation criteria were also reviewed in detail. Suggestions for including peers and student feedback as part of the appraisal process were discussed.

The meeting proposed training sessions for non-teaching staff.

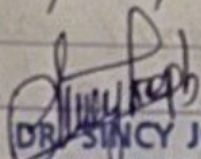
The sessions has to be focused on enhancing technical and administrative skills of non-teaching staff. Suggested topics included digital literacy, time management and effective communication. It was decided to conduct the training program during the months of April or May.

The departments were asked to submit activity reports for the academic year 2023-24. The clubs and cells were also asked to do the same.

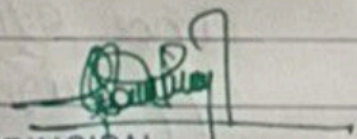
All the achievements and highlights as well as challenges faced need to be included. The departments and cells were instructed to do the presentation of the same during the academic audit.

It was also decided to conduct Academic Administrative Audit in the month of April after taking into consideration the convenience of external experts.

The meeting came to an end by 4:00 pm with IQAC Coordinator proposing vote of Thanks.



DR. SINCY JOSEPH
IQAC COORDINATOR
ST. STEPHEN'S COLLEGE
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PRINCIPAL
ST. STEPHEN'S COLLEGE
UZHAVOOR