



## 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 06-06-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.


#### Agenda

1. To plan out academic calendar as to provide advance information of programmes.
2. Action plan for the new academic year, which conforms to the NAAC criteria.
3. Details of the certificate courses by each dept.
4. Evaluation of the Teacher Performance Report.
5. Innovative methods of teaching and practices
6. Mentoring.

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept of Economics)
20. Dr. Bejoy Thomas (Dept of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt)
25. Dr. Biji Mol Thomas ( coordinator )



  
Dr. Biji Mol Thomas  
IQAC Co-ordinator

Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala – 685 585  
Date: 06-06-2018

## 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 6 June 2018 at 3.00 pm at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Dr. P. A. Jose (HOD Political Science)
6. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
7. Sri. Jenny K. Alex (HOD, Dept. of Economics)
8. Dr. George Sebastian (Dept. of English)
9. Dr. M. V. Krishnakumar (Dept. of History)
10. Ms. Sindhu Rachel Joy (Dept. of Botany)
11. Sri. Xavier Kurian P. (Dept of Economics)
12. Ms. Dary John (Dept of Mathematics)
13. Ms. Shobha Thomas (Dept. of Commerce SF)
14. Ms. Liz Jacob (Librarian)
15. Sri. V. J. Sebastian (Office Supt)
16. Dr. Bji Mol Thomas ( coordinator )


#### The decisions of the Meeting

1. The first IQAC meeting of the present academic year started with a prayer by Rev. Dr. Manuel Pichalakkattu, Vice Principal. Dr. Bijimol Thomas welcomed the members to the meeting.
2. In his presidential address, the principal, Rev. Dr. Vincent Joseph invited suggestions and modifications that are needed for the academic calendar. He also suggested to prepare the academic calendar at the earliest to provide advanced information regarding programs to be conducted.
3. All the departments were asked to prepare a detailed action plan for the current academic year. Departments are asked to conduct various seminars and workshops.
4. All the departments were asked to submit the details of their certificate courses. They have been asked to prepare a syllabus for 30 hours



5. An evaluation of the Teacher Performance Report (TPR) was also made. Members suggested to reduce the volume of TPR and make it more teacher friendly.
6. Performances of the various departments in the last academic year was also evaluated. Members suggested to identify slow learners in the beginning of each semester and also to encourage them to attend remedial classes. Dr. K. V. Alice pointed out the importance of mentoring system and also suggested to conduct it in a systematic way. Sri. Prageesh C. Mathew and Dr. Saju Abraham briefed the achievements of NCC and NSS in the last academic year.
7. The meeting ended at 4:15 pm. The IQAC co-ordinator thanked all the members for their active involvement.




  
Dr. Bijimol Thomas  
IQAC Coordinator

### **Action Taken Report**

1. Dr. Bijimol Thomas, IQAC Co-ordinator and Dr. Jerome K. Jose of the Dept. of English were entrusted with the responsibility of bringing out the Academic Calendar at the earliest.
2. All departments were asked to conduct Dept. staff meeting at the earliest and submit the action plan.
3. IQAC decided to monitor the progress and assess the academic plan.
4. Details of the certificate courses should be submitted on or before 09 June 2018.
5. Departments are asked to submit the mentor, mentee list before 15 June 2018
6. Ms. Dary John of Dept. of Mathematics was given the duty of modifying the Teacher Performance Report (TPR)

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



## NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)  
(Affiliated to Mahatma Gandhi University, Kottayam)

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

Sir/ Madam

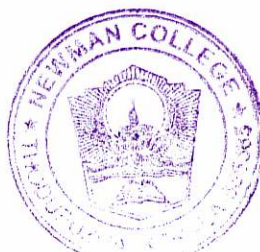
There will be an IQAC meeting at 3:00 pm on 21-07-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

#### Agenda

1. Submission of Action Plan
2. Modification of Tutorial Register
3. Student Progress Register
4. Submission of AQAR 2016-17
5. UGC Block Grant
6. Internal Examinations and other relevant matters

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Prof. (Dr.) Jacob John Kattakayam ( Alumni Representative)
5. Prof. (Dr.) P.K Abdul Azis( External Member)
6. Sri. Issac Joseph Kottakappilly( External Member)
7. Fr. Jacob ( Thalappally) ( External Member)
8. Ms. Rageena Joseph (Joint Co-ordinator)
9. Sri. Jose Mathew (Joint Co-ordinator)
10. Dr. K. V. Alice (Joint Co-ordinator)
11. Dr. A. P. Philip (Joint Co-ordinator)
12. Dr. P. A. Jose (HOD, Political Science)
13. Dr. Jane A. Luke (HOD, Statistics)
14. Sri. Benny Mathew (Dept. of Physical Education)
15. Ms. Jisha Jacob (HOD Zoology)
16. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
17. Dr. Saju Abraham (Dept. of Botany & NSS)
18. Sri. Jenny K. Alex (HOD, Dept. of Economics)
19. Dr. George Sebastian (Dept. of English)
20. Dr. M. V. Krishnakumar (Dept. of History)
21. Dr. Sony Kuriakose (Dept of Commerce)
22. Ms. Sindhu Rachel Joy (Dept. of Botany)
23. Sri. Xavier Kurian P. (Dept of Economics)
24. Dr. Bejoy Thomas (Dept of Chemistry)
25. Ms. Dary John (Dept of Mathematics)
26. Ms. Shobha Thomas (Dept. of Commerce SF)
27. Ms. Liz Jacob (Librarian)
28. Sri. V. J. Sebastian (Office Supt.)
29. Dr. Bijimol Thomas ( coordinator )



*Bijimol Thomas*

Dr. Bijimol Thomas  
IQAC Co-ordinator





## NEWMAN COLLEGE THODUPUZZHA

(NAAC Accredited 'A' Grade Institution)  
(Affiliated to Mahatma Gandhi University, Kottayam)

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the IQAC meeting held on 21 July 2018 at 3.00 pm at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Prof. (Dr.) Jacob John Kattakayam ( Alumni Representative)
6. Sri. Issac Joseph Kottakappilly ( External Member)
7. Fr. Jacob ( Thalappally) ( External Member)
8. Sri. Jose Mathew (Joint Co-ordinator)
9. Dr. K. V. Alice (Joint Co-ordinator)
10. Dr. A. P. Philip (Joint Co-ordinator)
11. Dr. P. A. Jose (HOD Political Science)
12. Dr. Jane A. Luke (HOD Statistics)
13. Sri. Benny Mathew (Dept. of Physical Education)
14. Ms. Jisha Jacob (HOD Zoology)
15. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
16. Dr. Saju Abraham (Dept. of Botany & NSS)
17. Sri. Jenny K. Alex (HOD, Dept. of Economics)
18. Dr. George Sebastian (Dept. of English)
19. Dr. M. V. Krishnakumar (Dept. of History)
20. Ms. Sindhu Rachel Joy (Dept. of Botany)
21. Sri. Xavier Kurian P. (Dept of Economics)
22. Dr. Bejoy Thomas (Dept of Chemistry)
23. Ms. Dary John (Dept of Mathematics)
24. Ms. Shobha Thomas (Dept. of Commerce SF)
25. Ms. Liz Jacob (Librarian)
26. Sri. V. J. Sebastian (Office Supt)
27. Dr. Biji Mol Thomas ( coordinator)

#### Decisions of the Meeting

1. The meeting started with a prayer by Rev. Dr. Manuel Pichalakattu, the Vice Principal. The Principal Rev. Dr. Vincent Joseph welcomed the members. IQAC co-ordinator read the report of the previous meeting. The Principal in his presidential address made a detailed description of the action plans submitted by the departments. He requested the departments to stick on to the timings of each program.
2. A discussion on the modification of Tutorial Register has also been made. Lt. Prageesh C. Mathew, NCC officer and placement cell co-ordinator requested the class tutors to handover the details of student's progress.

3. AQAR- for the year 2016-17 is in the final stage and is also taken into discussion.
4. The meeting congratulated Dr. George Sebastian for submitting documents for FLAIR.
5. All members congratulated Mr. Jenny K. Alex of Dept. of Economics for successfully completing Ph.D Open Defence.
6. A Student Progression Register should be maintained by all departments, and Student Progression Report of last two final year batches, both PG and UG should be submitted by all departments before 17<sup>th</sup> August 2018
7. Dr. George Sebastian of Dept. of English made an elaborate discussion on the UGC Block Grant. The Principal requested Dr. George Sebastian to monitor the availability of funds and to decide whether it can be divided among the departments for various activities.
8. Sri. Jose Mathew, co-ordinator of Internal Examinations proposed convenient dates for the smooth conduct of First Internal Examinations for III, V and II PG students. The meeting accepted the suggestions and decided to complete portions for the first internal examinations as per the directions.
9. The meeting also suggested to start the bridge courses for the first year students after the completion of admission.
10. The meeting appreciated the services of the Admission Committee under the leadership of Rev. Dr. Manuel Pichalakattu, Vice Principal
11. The meeting also encouraged the teachers to participate in the various orientation, refresher and short term courses organised by various universities. Ms Anitha Thomas of Dept. of Commerce attended the orientation course of Kannur University in the month of June, Dr. Cintil Jose attended orientation course of HRDC Hyderabad, and Dr. Sony Kuriakose attended refresher course of Kerala University in July
12. The meeting also recommended to offer value added courses and add-on courses and vocational education training to all students.

The meeting ended at 4:30 pm.



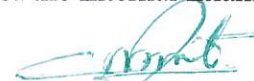
  
Dr. Bijimol Thomas  
IQAC Coordinator

#### **Action Taken Report**

1. Action plan submitted by the departments will be included in the college calendar.
2. Ms. Dary John of Dept. of Mathematics will be in charge of Tutorial Register.
3. AQSR – 2017-17 will be placed before management body in the first week of August.
4. Begin classes of Add on/ Value added/ Vocational training for the current academic year, when the first year admissions are over.
5. Internal exams will be conducted as per the decision of the Internal Exam Cell.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala – 685 585  
Date: 03-08-2018

## NEWMAN COLLEGE THODUPUZZHA

(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 04-08-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.


#### Agenda

1. Discussion on NAAC reaccreditation process.
2. Allocation of RUSA Grant.
3. Orientation Programme for I<sup>st</sup> Year students.
4. Independence Day celebrations.
5. Onam celebrations and other relevant items.

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Biji Mol Thomas  
IQAC Co-ordinator



## 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 4 August 2018 at Rev. Dr. John Vallamattam Hall

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Sri. Jose Mathew (Joint Co-ordinator)
5. Dr. K. V. Alice (Joint Co-ordinator)
6. Dr. A. P. Philip (Joint Co-ordinator)
7. Dr. P. A. Jose (HOD Political Science)
8. Dr. Jane A. Luke (HOD Statistics)
9. Ms. Jisha Jacob (HOD Zoology)
10. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
11. Dr. George Sebastian (Dept. of English)
12. Dr. M. V. Krishnakumar (Dept. of History)
13. Sri. Xavier Kurian P. (Dept. of Economics)
14. Dr. Bejoy Thomas (Dept. of Chemistry)
15. Ms. Dary John (Dept. of Mathematics)
16. Ms. Shobha Thomas (Dept. of Commerce SF)
17. Sri. V. J. Sebastian (Office Supt.)
18. Dr. Bijimol Thomas (coordinator)
19. Kevin Joseph (Student Representative)

#### Decisions of the meeting

1. The meeting started with a silent prayer. Rev. Dr Vincent Nedungattu, Principal, chaired the meeting.
2. Minutes of the previous meeting were read and approved.
3. The IQAC co-ordinator elaborated the NAAC Reaccreditation process. The meeting elected criterion co-ordinators. As per discussion, the following teachers will be supervising each criteria.

Criterion I– Dr. A. P. Philip, Smt. Beena Deepthi Louis  
Criterion II – Ms. Dary John  
Criterion III – Dr. Bejoy Thomas  
Criterion IV – Dr. Anju T. R.  
Criterion V –Smt. Jisha Jacob  
Criterion VI – Dr. Jenny K. Alex



Criterion VII – Sri Noble C. Kurian

4. The meeting also decided to conduct a one-day workshop on new methodology for NAAC Accreditation.
5. Dr. Bejoy Thomas, co-ordinator of RUSA explained the allocation of RUSA fund; projects have been prepared for construction, renovation and purchase.
6. It is decided to conduct an orientation program for all first year students.
7. Lt. Prageesh C. Mathew, NCC officer gave a detailed version of Independence Day celebrations.
8. The Meeting also decided to arrange facilities for Onam Celebrations. As per the decision, there will be competitions for Pookkalam, Thiruvathira and Onappattu. Traditional games can also be arranged.

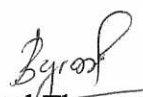
The meeting ended at 4:30 pm. IQAC co-ordinator proposed vote of thanks.




  
Dr. Bijimol Thomas  
IQAC Coordinator

**Action Taken Report**

1. Decided to conduct one-day workshop on NAAC Criteria
2. Criterion wise committees were constituted for preparation of the fourth cycle of NAAC Accreditation.
3. Orientation Programme for the First year students will be arranged in the auditorium. All the coordinators will detail their activities.
4. Women's Cell Program Officers will be in charge of conducting Onam Celebrations.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal

Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala - 685 585  
Date: 03-09-2018

## 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 04-09-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.


#### Agenda

1. Faculty Development Program
2. Publication of articles and presentation by faculty.
3. Extension programmes
4. E-learning resources
5. Submission of proposal for extension of B.Voc and Community college

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Biji Mol Thomas  
IQAC Co-ordinator



Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala – 685 585  
Date: 04-09-2018

## 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 4 September 2018 at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Sri. Jose Mathew (Joint Co-ordinator)
5. Dr. K. V. Alice (Joint Co-ordinator)
6. Dr. A. P. Philip (Joint Co-ordinator)
7. Dr. P. A. Jose (HOD Political Science)
8. Ms. Jisha Jacob (HOD Zoology)
9. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
10. Dr. Saju Abraham (Dept. of Botany & NSS)
11. Sri. Jenny K. Alex (HOD, Dept. of Economics)
12. Dr. Sony Kuriakose (Dept. of Commerce)
13. Ms. Sindhu Rachel Joy (Dept. of Botany)
14. Sri. Xavier Kurian P. (Dept. of Economics)
15. Dr. Bejoy Thomas (Dept. of Chemistry)
16. Ms. Shobha Thomas (Dept. of Commerce SF)
17. Ms. Liz Jacob (Librarian)
18. Sri. V. J. Sebastian (Office Supt.)
19. Dr. Biji Mol Thomas (coordinator)
20. Kevin Joseph (Student Representative)

#### Decisions of the Meeting

1. The meeting started with a silent prayer. The meeting was presided by the principal.
2. Minutes of the previous meeting were read and accepted.
3. The meeting decided to conduct various Faculty Development Programmes for the teaching and non-teaching staff. The meeting also discussed the proposed dates for the conduct of these programmes.
4. The Principal, Rev. Dr. Vincent Nedungattu, stated that all the faculty members have to participate actively in the extension activities of the college.

5. All the departments have to submit the details of the extension activities done by the departments. The extension activities done by various clubs received appreciation.
6. The meeting also requested all the faculty members especially those who have Doctorate degrees to publish articles in leading journals. The Principal requested all teachers to participate in national and international seminars and to present papers
7. Ms Liz Jacob, Librarian suggested the need of including more E-learning resources to the library. Students should be encouraged to use the facilities of INFLIBNET.
8. UGC invited proposals from those institutions which have been running courses under B. Voc and community College. The meeting discussed various aspects and decided to submit the proposal.

The meeting ended at 4:00 pm.



*Bijimol*  
Dr. Bijimol Thomas  
IQAC Coordinator

### Action Taken Report

1. Departments are asked to submit the report of their extension programmes. Decided to conduct seven Faculty Development Programmes, five for the teaching staff and two for the non-teaching staff.
2. The password of INFLIBNET will be displayed in the library notice board and students should use those materials in their projects, assignments and seminars. Details should be included in the works cited list.
3. Dr. Cincy George and Ms. Sona John of the Department of Chemistry were assigned with the duty of preparing the proposal for community college. Proposal should be submitted by 6<sup>th</sup> September.

*Bijimol*  
Dr. Bijimol Thomas  
IQAC Coordinator



*Vincent*  
Rev. Dr, Vincent Nedungattu  
Principal



Phone: (04862) 229797, 222686

Fax: (04862) 229797

E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)

Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East

Kerala - 685 585

Date: 31-10-2018

## 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 01-11-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

#### Agenda

1. NIRF ranking
2. MHRD-ARIIA ranking
3. Internal and external auditing
4. Village adoption programme
5. Other relevant matters

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Bijimol Thomas  
IQAC Co-ordinator



## 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 1 November 2018 at Rev. Dr. John Vallamattam Hall

##### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept. of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas (coordinator)
26. Kevin Joseph (Student Representative)

##### Decisions of the meeting

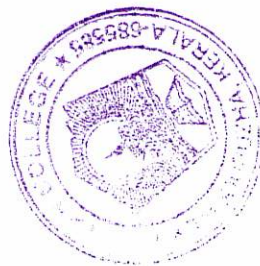
1. The meeting started with a prayer by the principal. The IQAC coordinator read the minutes of the previous meeting.
2. Lt. Prageesh C. Mathew proposed the need of community awareness program for the students. He also suggested Village adoption program in order to conduct various awareness programmes like Swachh Bharath and other social activities. The meeting accepted the proposal.
3. The meeting discussed various dates related with NIRF ranking. Dr. Bejoy Thomas, co-ordinator of NIRF ranking process, detailed the documents needed for the process



and the difficulty he faces regarding the placement of students and also the student progression date. He also pointed out the need of Alumni support.

4. The meeting also suggested the relevance of MHRD-ARIIA ranking.
5. It is decided to conduct internal and external audit in the coming months.
6. The meeting also suggested submitting TPR, signed by HOD at the end of every month.
7. Women's Cell proposed their interest in giving training classes for girl students in driving.
8. Members evaluated the semester results and suggested to have remedial coaching for weak students.

The meeting ended at 4:30 pm




  
Dr. Bijimol Thomas  
IQAC Coordinator

#### **Action Taken Report**

1. Documents of the NIRF ranking should be made available before 10<sup>th</sup> November 2018.
2. Decided to adopt Kumaramangalam Village by Newman NCC Unit
3. Decided to start driving classes in association with Maruti Driving School
4. Class tutors of final year students should monitor the student progression data.
5. It is decided to appoint a full time placement officer.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



## 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 19-11-2018 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.


#### Agenda

1. PTA and Open House
2. Green auditing
3. Arts and Sports competitions
4. Food fest

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Bijimol Thomas  
IQAC Co-ordinator





## 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 November 2018 at 3.00pm at Rev. Dr. John Vallamattam Hall**

#### Members Present

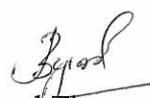
1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. P. A. Jose (HOD Political Science)
7. Dr. Jane A. Luke (HOD Statistics)
8. Ms. Jisha Jacob (HOD Zoology)
9. Sri. Jenny K. Alex (HOD, Dept. of Economics)
10. Dr. George Sebastian (Dept. of English)
11. Dr. M. V. Krishnakumar (Dept. of History)
12. Ms. Sindhu Rachel Joy (Dept. of Botany)
13. Sri. Xavier Kurian P. (Dept. of Economics)
14. Dr. Bejoy Thomas (Dept. of Chemistry)
15. Ms. Dary John (Dept. of Mathematics)
16. Ms. Shobha Thomas (Dept. of Commerce SF)
17. Ms. Liz Jacob (Librarian)
18. Sri. V. J. Sebastian (Office Supt.)
19. Dr. Biji Mol Thomas ( coordinator )
20. Kevin Joseph ( Student Representative )

#### Decisions of the Meeting

1. The meeting started with a silent prayer. Minutes of the previous meeting were read and accepted.
2. The Principal, in his presidential address, evaluated semester results and internal exam results of the various departments.
3. The meeting decided to conduct a PTA meeting and department wise open house for all classes. The Principal, The Vice-Principal, IQAC co-ordinator and secretary of PTA must attend the Open House. Parents' evaluation of the classes must also be conducted and the class tutors must ensure that it is done. The Principal asked the class tutors and mentors to prepare the performance report of the students. Attendance and progress of the students should be informed to the parents.

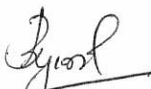
4. The meeting also suggested the submission of duty leave of the students through proper channel, after the participation of various extra-curricular activities. Duty leave should be signed by the class tutors and the program co-ordinators.
5. It is also decided to conduct Green Auditing in the campus and Dr. Saju Joseph of Dept. of Botany will arrange the experts and submit the report.
6. Arts and Sports competitions will be completed by the month of December and January. Hours will be of shorter duration and students can make use of the time from 3:00 pm to 4:30 pm for rehearsal. HODs and class tutors should monitor the programmes.
7. It is decided to conduct food fest in the month of December. Participation from all departments and clubs made compulsory.
8. Departments were asked to monitor their best practices and evaluate the outcome.




  
Dr. Bijimol Thomas  
IQAC Coordinator

#### **Action Taken Report**

1. Dr. Jane A. Luke, Dept. of Statistics is asked to make all necessary arrangements for PTA meeting and open house.
2. Green Auditing should be completed within three months.
3. Co-ordinators of cultural and sports activities are asked to give the time schedule of the programmes in advance.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegethodupuzha@gmail.com](mailto:newmancollegethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala - 685 585  
Date: 31-12-2018

## 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 1-1-2019 at Rev. Dr. John Vallamattam Hall.  
All members may please make it convenient to attend the meeting.

#### Agenda

1. Feedback from various stakeholders
2. Gender auditing
3. Student satisfaction survey
4. Teacher evaluation by students

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept. of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas (coordinator)
26. Kevin Joseph (Student Representative)



Dr. Bijimol Thomas  
IQAC Co-ordinator

Phone: (04862) 229797, 222686  
Fax: (04862) 229797  
E-mail: [newmancollegeethodupuzha@gmail.com](mailto:newmancollegeethodupuzha@gmail.com)  
Website: [www.newmancollege.ac.in](http://www.newmancollege.ac.in)



Thodupuzha East  
Kerala – 685 585  
Date: 01 -01-2019

## NEWMAN COLLEGE THODUPUZZHA

(NAAC Accredited 'A' Grade Institution)  
(Affiliated to Mahatma Gandhi University, Kottayam)

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the IQAC meeting held on First December 2019 at 3.00 pm at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
12. Dr. Saju Abraham (Dept. of Botany & NSS)
13. Sri. Jenny K. Alex (HOD, Dept. of Economics)
14. Dr. George Sebastian (Dept. of English)
15. Dr. M. V. Krishnakumar (Dept. of History)
16. Dr. Sony Kuriakose (Dept. of Commerce)
17. Ms. Sindhu Rachel Joy (Dept. of Botany)
18. Sri. Xavier Kurian P. (Dept. of Economics)
19. Dr. Bejoy Thomas (Dept. of Chemistry)
20. Ms. Shobha Thomas (Dept. of Commerce SF)
21. Ms. Liz Jacob (Librarian)
22. Sri. V. J. Sebastian (Office Supt.)
23. Dr. Biji Mol Thomas (coordinator)
24. Kevin Joseph ( Student Representative)

#### Decisions of the meeting

1. The meeting started with a silent prayer. Minutes of the previous meeting were read and accepted.
2. It is decided to conduct student satisfaction survey. The IQAC discussed various parameters for the survey.
3. It is also decided to complete feedbacks from various stake holders like employers and alumni. The guidelines were discussed in the meeting.




4. Teacher evaluation by the students are running in a systematic way. Evaluation is made at the end of each semester. IQAC invited suggestions and recommendations from teachers. Principal evaluated the report and teachers raised their comments.




  
Dr. Bijimol Thomas  
IQAC Co-ordinator

### **Action Taken Report**

1. Guidelines for the feedback will be issued by the IQAC within a week.
2. Women's cell co-ordinators should carry out Gender Auditing.
3. Dr. Sony Kuriakose of Dept. of Commerce is asked to file the reports of Teacher Evaluation by students and hand over to the principal.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



## 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 16-01-2019 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

#### Agenda

1. Golden Jubilee celebrations of various departments.
2. Documentation by way of Register and File
3. Reports of associations and clubs
4. Assessment of documentation of NAAC files
5. Maintenance of stock register by the departments

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( Coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Bijimol Thomas  
IQAC Co-ordinator





## 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 16 January 2019 at 3.00pm at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Ms. Dary John (Dept. of Mathematics)
21. Ms. Shobha Thomas (Dept. of Commerce SF)
22. Ms. Liz Jacob (Librarian)
23. Sri. V. J. Sebastian (Office Supt.)
24. Dr. Biji Mol Thomas (coordinator)
25. Kevin Joseph ( Student Representative)

#### Decisions of the meeting

1. Meeting started with a prayer by the vice principal. The IQAC co-ordinator read the minutes of the previous meeting.
2. In the presidential address, Rev. Dr. Vincent Nedungattu evaluated the decisions of the previous meetings and expressed his happiness since most of the decisions have been implemented.
3. Various departments charted elaborate programmes in association with their Golden Jubilee celebrations. Time slots and venue were also discussed in the meeting.

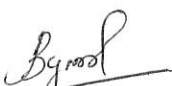
4. Some departments stated their difficulty in keeping files registers in the departments. The meeting decided to give added facilities to such departments.
5. The meeting evaluated the activities of various clubs and cells functioning in the college. It is decided to collect reports from all clubs, cells and associations. Pending activities should be completed within the time period.
6. Constituted a team to visit departments for monitoring the documentation of NAAC files.
7. All departments are asked to keep a stock register.




  
Dr. Bijimol Thomas  
IQAC Coordinator

### **Action Taken Report**

1. Assigned dates for various departments for Golden Jubilee celebrations. Departments of English, Mathematics, Chemistry, Zoology, Economics and History are given dates and venues.
2. Co-ordinators of clubs and associations should submit the reports by 25<sup>th</sup> January 2019
3. Department visit will be on 29<sup>th</sup> January 2019.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal





## NEWMAN COLLEGE THODUPUZZHA

(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 2:45 pm on 2-03-2019 at Rev. Dr. John Vallamattam Hall. All members may please make it convenient to attend the meeting.

#### Agenda

1. Renovation of science labs
2. Infrastructure development
3. Newman Youth Excellence Award
4. Campus placement
5. Scholarships and grants and
6. Merit day celebrations

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Sri. Jose Mathew (Joint Co-ordinator)
5. Ms. Rageena Joseph (Joint Co-ordinator)
6. Prof. (Dr.) Jacob John Kattakayam ( Alumni Representative)
7. Prof. (Dr.) P.K Abdul Azis( External Member)
8. Sri. Issac Joseph Kottakappilly( External Member)
9. Fr. Jacob ( Thalappally) ( External Member)
10. Dr. K. V. Alice (Joint Co-ordinator)
11. Dr. A. P. Philip (Joint Co-ordinator)
12. Dr. P. A. Jose (HOD Political Science)
13. Dr. Jane A. Luke (HOD Statistics)
14. Sri. Benny Mathew (Dept. of Physical Education)
15. Ms. Jisha Jacob (HOD Zoology)
16. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
17. Dr. Saju Abraham (Dept. of Botany & NSS)
18. Sri. Jenny K. Alex (HOD, Dept. of Economics)
19. Dr. George Sebastian (Dept. of English)
20. Dr. M. V. Krishnakumar (Dept. of History)
21. Dr. Sony Kuriakose (Dept. of Commerce)
22. Ms. Sindhu Rachel Joy (Dept. of Botany)
23. Sri. Xavier Kurian P. (Dept. of Economics)
24. Dr. Bejoy Thomas (Dept. of Chemistry)
25. Ms. Dary John (Dept of Mathematics)
26. Ms. Shobha Thomas (Dept. of Commerce SF)
27. Ms. Liz Jacob (Librarian)
28. Sri. V. J. Sebastian (Office Supt.)
29. Dr. Biji Mol Thomas ( coordinator )
30. Kevin Joseph (Student Representative)



Dr. Bijimol Thomas  
IQAC Co-ordinator



## NEWMAN COLLEGE THODUPUZHA

(NAAC Accredited 'A' Grade Institution)  
(Affiliated to Mahatma Gandhi University, Kottayam)

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

**Minutes of the IQAC meeting held on 2 March 2019 at Rev. Dr. John Vallamattam Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Prof. (Dr.) Jacob John Kattakayam ( Alumni Representative)
7. Prof. (Dr.) P.K Abdul Azis( External Member)
8. Sri. Issac Joseph Kottakappilly( External Member)
9. Fr. Jacob ( Thalappally) ( External Member)
10. Dr. K. V. Alice (Joint Co-ordinator)
11. Dr. A. P. Philip (Joint Co-ordinator)
12. Dr. P. A. Jose (HOD Political Science)
13. Dr. Jane A. Luke (HOD Statistics)
14. Sri. Benny Mathew (Dept. of Physical Education)
15. Ms. Jisha Jacob (HOD Zoology)
16. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
17. Dr. Saju Abraham (Dept. of Botany & NSS)
18. Sri. Jenny K. Alex (HOD, Dept. of Economics)
19. Dr. George Sebastian (Dept. of English)
20. Dr. M. V. Krishnakumar (Dept. of History)
21. Dr. Sony Kuriakose (Dept. of Commerce)
22. Ms. Sindhu Rachel Joy (Dept. of Botany)
23. Sri. Xavier Kurian P. (Dept. of Economics)
24. Dr. Bejoy Thomas (Dept. of Chemistry)
25. Ms. Dary John (Dept. of Mathematics)
26. Ms. Shobha Thomas (Dept. of Commerce SF)
27. Sri. V. J. Sebastian (Office Supt.)
28. Dr. Biji Mol Thomas ( coordinator )
29. Kevin Joseph (Student Representative)

#### Decisions of the meeting

1. The meeting started at 2: 45 p.m. with a silent prayer. Rev. Dr. Manuel Pichalakkattu, Vice Principal presided over the meeting.
2. The science departments suggested the renovation of their labs. The proposals submitted by HODs of Physics, Chemistry, Botany and Zoology were taken into discussion.



3. The proposals for infrastructure developments were also collected from various departments and the recommendations of criterion coordinators were also discussed.
4. The meeting decided to document the details of all final year (2017) students including PG and UG. The details should contain the current academic status of the students and their employment details: The concerned teachers should submit the data within two weeks.
5. The meeting also decided to record the job placement of final year students. The meeting discussed in detail the placement opportunities and noted that more job opportunities should be made available to students through campus placement. The Placement Cell Officer Lt. Prajeesh C. Mathew suggested that the placement cell coordinators in department should provide all the information regarding placements, job opportunities, career options to the students. If a student from a department is placed in a firm, the Placement Cell Coordinator is bound to inform the Placement Cell Officer. Every department should maintain a file containing all the details of placement activities.
6. List of students who are receiving scholarships and grants should be collected by the IQAC member of each department and submit the same to Ms. Beena Deepthi, Department of Commerce.
7. The meeting decided to conduct Newman Youth Excellence Award Programme on 6 March 2019.
8. The Second Internal Examinations of II<sup>nd</sup> years and III<sup>rd</sup> years and the First Internal Examination of I<sup>st</sup> year students will be conducted on 2, 5 and 7 of March
9. The meeting also decided to conduct Merit Day on 8 March 2018. List of the students to be honoured should be given by the departments.
10. Criteria for the Principal's award for the Best Outgoing Student of the year is also discussed.

The meeting ended by 4:00 p.m.




  
Dr. Bijimol Thomas  
IQAC Coordinator

#### **Action Taken Report**

1. The detailed estimate for the renovation of science labs should be submitted to the committee headed by Rev. Fr. Thomas Poovathinkal, Bursar.
2. Newman Youth Excellence Award will be on 6<sup>th</sup> March 2019. Details of the competition will be charted by the IQAC. Dr. Jerome K. Jose is selected as the programme coordinator.
3. List of the students who received scholarships, grants and endowments should be submitted to Ms Beena Deepthi of Dept. of Commerce within two days.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr. Vincent Nedungattu  
Principal



## 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 1:00 pm on 28-03-2019 at Msgr. Thomas Malayakkudy Hall. All members may please make it convenient to attend the meeting.

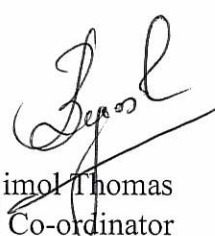
#### Agenda

1. Action plan for the next academic year
2. Submission of Liberalized API based PBAS
3. Adieu to the principal and retiring IQAC members
4. Other relevant matters if any

#### Members

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Dr. Jane A. Luke (HOD Statistics)
10. Sri. Benny Mathew (Dept. of Physical Education)
11. Ms. Jisha Jacob (HOD Zoology)
12. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
13. Dr. Saju Abraham (Dept. of Botany & NSS)
14. Sri. Jenny K. Alex (HOD, Dept. of Economics)
15. Dr. George Sebastian (Dept. of English)
16. Dr. M. V. Krishnakumar (Dept. of History)
17. Dr. Sony Kuriakose (Dept. of Commerce)
18. Ms. Sindhu Rachel Joy (Dept. of Botany)
19. Sri. Xavier Kurian P. (Dept. of Economics)
20. Dr. Bejoy Thomas (Dept. of Chemistry)
21. Ms. Dary John (Dept of Mathematics)
22. Ms. Shobha Thomas (Dept. of Commerce SF)
23. Ms. Liz Jacob (Librarian)
24. Sri. V. J. Sebastian (Office Supt.)
25. Dr. Biji Mol Thomas ( coordinator )
26. Kevin Joseph ( Student Representative )



  
Dr. Bijimol Thomas  
IQAC Co-ordinator





## NEWMAN COLLEGE THODUPUZZHA

(NAAC Accredited 'A' Grade Institution)  
(Affiliated to Mahatma Gandhi University, Kottayam)

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

**Minutes of the IQAC meeting held on 28 March 2019 at Msgr. Thomas Malayakkudy Hall**

#### Members Present

1. Fr. Dr. Vincent Joseph, Principal
2. Fr. Dr. Raju Jacob, Vice Principal
3. Fr. Thomas Poovathinkal, Bursar
4. Ms. Rageena Joseph (Joint Co-ordinator)
5. Sri. Jose Mathew (Joint Co-ordinator)
6. Dr. K. V. Alice (Joint Co-ordinator)
7. Dr. A. P. Philip (Joint Co-ordinator)
8. Dr. P. A. Jose (HOD Political Science)
9. Sri. Benny Mathew (Dept. of Physical Education)
10. Sri. Prageesh C. Mathew (Dept. of Commerce & NCC)
11. Dr. Saju Abraham (Dept. of Botany & NSS)
12. Dr. George Sebastian (Dept. of English)
13. Dr. M. V. Krishnakumar (Dept. of History)
14. Dr. Sony Kuriakose (Dept. of Commerce)
15. Ms. Sindhu Rachel Joy (Dept. of Botany)
16. Sri. Xavier Kurian P. (Dept. of Economics)
17. Dr. Bejoy Thomas (Dept. of Chemistry)
18. Ms. Dary John (Dept. of Mathematics)
19. Ms. Shobha Thomas (Dept. of Commerce SF)
20. Ms. Liz Jacob (Librarian)
21. Dr. Biji Mol Thomas (coordinator)
22. Kevin Joseph (Student Representative)

#### Decisions of the meeting

1. The meeting started at 1:00 pm. Vice Principal, Rev. Dr. Manuel Pichalakath said the prayer.
2. Rev. Dr. Vincent Joseph, Principal, evaluated the programs conducted in the academic year and stated future plans. He also asked to prepare action plan for the coming academic year during the holidays and to submit it before the college reopens. He also expressed his appreciation and gratitude to the works of IQAC.
3. The IQAC coordinator thanked Principal and the retiring IQAC members for their sincere and dedicated efforts for the college community.

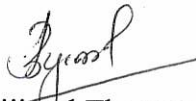
4. A Liberalized API based PBAS was submitted and left for the discussion and approval of all members.
5. The meeting also discussed various future plans of the departments and clubs.
6. The meeting ended at 2:00 pm. Sri Prageesh C. Mathew of Dept. of Commerce proposed the vote of thanks.




IQAC Coordinator  
Dr. Bijimol Thomas

### **Action Taken Report**

1. All the departments are asked to discuss and plan programmes for the next academic year and submit it on the first week of June.
2. PBAS should be submitted by the second week of April.
3. Departments and clubs were asked to submit their future plans.
4. Pending extension activities should be completed by mid-April.

  
Dr. Bijimol Thomas  
IQAC Coordinator



  
Rev. Dr, Vincent Nedungattu  
Principal