



## **IQAC MINUTES**

# **IQAC Minutes 2023-2024**

IQAC Meeting for the Academic Year 2022-2023

28.07.2023

The IQAC meeting for the academic year 2022 was organized on 28<sup>th</sup> July 2023. Correspondent Father Bernard, Dr. J.S. Angel Felix (Principal), Rev. Fr. Shiju Jose (Bursar), R. Sr. Jeneba Mary, (superintendent), Assistant Professors were participated.

Discussions and Decisions

- ✚ Inaugural Meet on 24<sup>th</sup> August 2023.
- ✚ Teachers Day Celebration on 5<sup>th</sup> August 2023
- ✚ Onam Celebration on 25<sup>th</sup> August 2023.
- ✚ Bridge Course on 30<sup>th</sup> August to 22<sup>nd</sup> September 2023
- ✚ Preparation of Year plan
- ✚ Preparation of Monthly Plan
- ✚ Preparation of Timetable
- ✚ Allocation of duties to the teacher Educators for different clubs and programmes

B. S. Catherine Shirley

*(Signature)*

R. S. Padma Rekha R. S.

S. Jaba Shrinu Shri

H. Sathes

S. T. Rose Periya

Rameesh Kumar P.

Shranya Dhasan P.

*(Signature)*

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IQAC Meeting for Curriculum Planning 2022 – 2023

17.08.2023

Spoken English

English is an important language for all kinds of professional and personal goals. English can help the students' progress in life both personally and professionally. Enhanced communication skills in English can result to not only an improved social life, but also better job opportunities in the future. From job interviews to the actual professional world, communication skills are very crucial. In order to cater to the demands of regional language medium students in their efforts to get good jobs in the corporate world, and as per the demands of parents and students our college provides opportunity for the first year students to speak English. For the planning organization of value based curriculum adapting to the local environment, IQAC meeting was held on 17<sup>th</sup> August 2023.

Decisions

Date: 30<sup>th</sup> August to 22<sup>nd</sup> September 2023

Facilitator: Mr. Titus Padithuraical Stephen (Academic Director for Communicative English for Indian Schools and colleges)

Objectives:

- The emphasis should be on functional English usage exercises.
- The syllabus should focus on practical oriented exercises and real life situations.
- To train the students being proficient in English i.e. Being able to communicate clearly and effectively.

B.S. Catherine Shisly - Cde

R.S. Padma Rekha - Rd

S. Jaba Shervin - shic

H. Sathesh - sh

S.T. Rose Periya - RP

P. Rameesh Kumar - Rmk

B. Sahaya Dhayan - SD

  
**Dr. J.S. ANGEL FELIX**, M.Sc. (Bio-Tech),  
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KANYAKUMARI DISTRICT, TAMIL NADU



## STAFF DUTY LIST 2023-24

Bridge course	:	Mrs. Padma Rekha R.S
Communicative English	:	Mrs. Padma Rekha R.S
Demonstration	:	Mr. Ramesh Kumar
Assembly Programme	:	Mrs. Johnsy Rani
Attendance First year	:	Mrs. Jeba Sherin
Attendance II year	:	Dr. T. Lurdu Mary
Documentation	:	Mrs. Jeba Sherin
College Reporter	:	Dr. B.S. Catharin Shirley
Magazine /News Letter	:	Dr. Rose pesiya
Eco Club	:	Dr. T. Lurdu Mary
Red Ribbon Club	:	Dr. S.T. Rose Pesiya
Red Cross	:	Mr. Ramesh Kumar
Arts Club	:	Mrs. Johnsy Rani
Science club	:	Ms. Jeba Sherin
Examination Committee	:	Mr. Aldas Ani Sundar
P. T. A.	:	Mr. Aldas Ani Sundar
Micro Teaching First Year	:	Mrs. Jeba Sherin
Year Plan	:	Dr. S. T. Rose Pesiya
Discipline Committee	:	Dr. T. Lurdu Mary & Mr. H. Satheesh
Camp Programme	:	Dr. S.T. Rose Pesiya
Inter Collegiate Competitions	:	Dr. Catharin Shirley & Mr. Sathesh
Tour	:	Mr. Ramesh Kumar
National Education Day	:	Mrs. Padma Rekha R.S
World Aids Day	:	Dr. S.T. Rose Pesiya
Christmas Day Celebration	:	Dr. B.S. Catharin Shirley
Pongal Celebration	:	Mrs. Jeba Sherin
Guidance Council (Placement Cell)	:	Dr. Lurdu Mary T.
NAAC & IQAC Co-ordinator	:	Dr. S.T. Rose Pesiya
Graduation day	:	Mrs. Jeba Sherin

B.S. Catharin Shirley - Cate

P. S. Padma Rekha - Pr

M. S. Jeba Sherin. Shu

H. Satheesh - St

S. T. Rose Pesiya - St

Ramesh Kumar. Rm

Sanya Dhasan - St

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Action Taken Report on 6.09.2023

- Inauguration of B.Ed. First Year Students was organized on 24<sup>th</sup> August 2023.
- Bridge Course was effectively conducted from 30<sup>th</sup> August to 22<sup>nd</sup> September 2023
- Teachers' day was celebrated by both first and second year teacher trainees in grand success.
- Through spoken English class student teachers acquired communication skill and they get confidence to communicate English in College campus.



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Action Taken Report on 13.11.2023

- Year plan, Monthly plan and timetable of academic year 2023- 2024 were prepared properly.
- Duties to the teacher Educators for different clubs and programmes were allotted to the teacher Educators.
- First Internal Exam of first year students was conducted successfully.

