



# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Declaration on Principal

This is to declare that the following document contains the minutes of IQAC meetings held during 2019-2020.

Mrudula Menon V.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## The Cochin College, Kochi-2

### Internal Quality Assurance Cell (IQAC) Meetings - 2019-2020

#### IQAC Composition - 2019-2020

Sl. No.	Name	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeev	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Minutes of IQAC Meeting 1

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 15th June 2019

**Time:** 10:00 AM

**Venue:** Conference Room, The Cochin College

### Minutes

The meeting commenced with a discussion on the plan of action for the academic year 2019-20, with a focus on introducing new certificate courses and enhancing laboratory infrastructure. The IQAC Coordinator, Dr. M Geetha, proposed the implementation of the CBCS for all UG and PG programs, which was unanimously approved. The Zoology Department presented a proposal for the Environmental Management Training program to be held in January 2020, which received approval from the committee.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
<p>1. Finalizing the Plan of Action for 2019-20. 2. Discussion on the implementation of the Choice Based Credit System (CBCS) for the upcoming academic year. 3. Review of the proposal for the Environmental Management Training (EMT) program.</p>	<ul style="list-style-type: none"> <li>• The plan of action was finalized, and departments were asked to prepare for CBCS implementation.</li> <li>• The Zoology Department was requested to initiate the necessary arrangements for the EMT program.</li> </ul>





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Minutes of IQAC Meeting 2

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 7th September 2019

**Time:** 11:00 AM

**Venue:** Principal's Office, The Cochin College

### Minutes

The IQAC reviewed the participation of faculty in FDPs and expressed satisfaction with the turnout. Departments were encouraged to continue sending faculty members to these programs. The need to expand the use of e-learning resources was discussed. Departments were instructed to identify faculty members who could lead the development of these resources. The committee analyzed the feedback obtained from various stakeholders. It was decided that a structured system would be introduced for more effective data collection and utilization.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
<p>1. Review of faculty participation in Faculty Development Programs (FDPs). 2. Introduction of e-learning resources across departments. 3. Discussion on the feedback system and its analysis.</p>	<ul style="list-style-type: none"> <li>• Departments began to integrate e-learning modules into their curricula.</li> <li>• A new feedback system was developed and implemented.</li> </ul>





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Minutes of IQAC Meeting 3

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 15th November 2019

**Time:** 2:00 PM

**Venue:** Seminar Hall, The Cochin College

### Minutes

The IQAC discussed the schedule and activities for National Science Day, deciding on the theme "Women in Science." A workshop on plagiarism was proposed to raise awareness among students and faculty, which was approved. The progress of the EMT program was reviewed, and the committee expressed satisfaction with the outcomes so far.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
1. Planning of the National Science Day celebration. 2. Organizing the workshop on Plagiarism: Issues and Solutions. 3. Review of the ongoing Environmental Management Training program.	<ul style="list-style-type: none"> <li>• Preparations for National Science Day were set in motion.</li> <li>• The Library Committee was tasked with organizing the plagiarism workshop.</li> </ul>







# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Minutes of IQAC Meeting 4

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 2nd December 2019

**Time:** 10:30 AM

**Venue:** IQAC Office, The Cochin College

### Minutes

The Unnath Bharath Abhiyaan session held on 2nd December 2019 was reviewed. It was decided that similar initiatives would be conducted in the future. The Model Parliament event was evaluated, and it was suggested that such interactive sessions be included in the academic calendar regularly. The committee discussed the preparations for the upcoming semester examinations, emphasizing the importance of maintaining transparency and fairness.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
<p>1. Review of the Unnath Bharath Abhiyaan Awareness Session. 2. Feedback on the Model Parliament event. 3. Preparation for the upcoming semester examinations.</p>	<ul style="list-style-type: none"> <li>• Follow-up sessions under the Unnath Bharath Abhiyaan were scheduled.</li> <li>• Examination protocols were re-evaluated and refined to ensure efficiency.</li> </ul>





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Minutes of IQAC Meeting 5

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 20th February 2020

**Time:** 3:00 PM

**Venue:** Conference Room, The Cochin College

### Minutes

The Entrepreneurship Development Workshop - Eco Hues was finalized, with 30 participants registered for the event. Detailed planning for the Environment and Sustainable Development Workshop, scheduled for January 2020, was discussed. The committee suggested involving more community members. The IQAC reviewed the progress of AQAR data collection and decided to shift to a paperless system for efficiency.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
1. Finalization of the Entrepreneurship Development Workshop - Eco Hues. 2. Planning for the upcoming Environment and Sustainable Development Workshop. 3. Review of AQAR data collection methods.	<ul style="list-style-type: none"> <li>• Invitations for the workshop were sent out.</li> <li>• A new digital system for AQAR data collection was implemented.</li> </ul>





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochoincollege.edu.in](http://www.thecochoincollege.edu.in)

email: [email@thecochoincollege.edu.in](mailto:email@thecochoincollege.edu.in)

## Minutes of IQAC Meeting 6

Sl. No.	Members	Designation
1	Dr. Biju P. Thampi	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Senior Administrative Staff
13	Ms. Jeena Jayan	Librarian
14	Smt. Shyamala Prabhu	Local Body Representative
15	Harsha Sajeew	Student Representative (I M.Sc Physics)
16	Prathama S. Bhat	Student Representative (I M.Com)

**Date:** 24th February 2020

**Time:** 11:00 AM

**Venue:** Principal's Office, The Cochin College

### Minutes

Final preparations for National Science Day were discussed, with responsibilities assigned to ensure smooth execution. The paperless AQAR data collection system was reviewed, and the committee expressed satisfaction with its performance. The Physics Department proposed an expert talk on Vectors and Tensors, which was approved and scheduled for 28th February 2020.





# THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## Agenda and Action Taken

Agenda	Action Taken
1. National Science Day: Final preparations. 2. Review of the paperless AQAR data collection system. 3. Planning for the Expert Talk on Vectors and Tensors.	<ul style="list-style-type: none"> <li>• National Science Day was successfully celebrated.</li> <li>• The Physics Department initiated arrangements for the expert talk.</li> </ul>

