



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration on Principal

This is to declare that the following document contains the minutes of IQAC meetings held during 2021-2022.

Mrudula Menon V.





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1 Minutes of the Meeting of IQAC 2021-2022

Minutes of IQAC Meeting No. 1

Date: 10/06/2021

Time: 12:00 P.M.

Venue: Board Room

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
5	Dr. Biju P. Thampi	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	Teacher Representative
13	Ms. Jeena Jayan	Teacher Representative
14	Adv. Priya P.A.	Local Body Representative
15	Harsha Sajeev	Student Representative
16	Prathama S. Bhat	Student Representative





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Minutes

- Discussion about conducting classes following COVID-19 protocol.
- Conduct of Online FDP in collaboration with IIT Madras.
- Conduct of various programmes in online mode.
- Purchase of G Suite for Education.
- Evaluation of online data collection for AQAR.

Decisions Taken

- Decided to submit a proposal for the purchase of G Suite for education to the management.
- Decided to conduct programmes in connection with International Yoga Day, World Food Safety Day, International Day Against Drug Abuse, Kargil Day, and World Population Day.
- Approved the Knowledge Enclave Webinar Series proposed by Library Committee.
- Decided to hold an online meeting of criteria heads and metric team members on 13/06/2021.
- Nominated Dr. Manjusha as the coordinator of FDP and Dr. Vineeth, Ms. Rekha, and Ms. Reethi as the team members for the committee.





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Minutes of IQAC Meeting No.2

Date: 01/08/2021

Time: 4:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
5	Dr. Biju P. Thampi	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
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Minutes

- Nomination of members to Institution Innovation Cell.
- Discussion of Academic Calendar, approving the list of conveners of various committees.
- Evaluation of the online FDP conducted by the college.
- Evaluation of the progress of AQAR data collection.

Decisions Taken

- Nominated Dr. Nayana Jose as the Convenor of IIC.
- Approved the list of convenors and members for various committees and clubs and forwarded to the council.
- Decided to submit AQAR to the college council on 20 August for approval.





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Minutes of IQAC Meeting No. 3

Date: 01/09/2021

Time: 3:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
5	Dr. Biju P. Thampi	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
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Minutes

- Discussion about the implementation of Google Workplace for Education.
- Conduct of COVID-19 Vaccination drive.
- Nomination of Coordinator for Dheeksharamb INIZIO 2021.
- Conduct of internal examination in online mode.
- Organizing a FDP on Revised Accreditation Framework of NAAC.
- Discussion about the conduct of Hindi week celebrations.

Decisions Taken

- Congratulated the criteria leaders and metric team members for the successful submission of AQAR 2018-19 and 2019-20.
- Nominated Dr. Anupama as the coordinator of INIZIO 2021.
- Nominated Dr. Paulbert Thomas to plan and execute training modules for G Suite.
- Nominated Dr. Nayana Jose as the coordinator of the vaccination drive.
- Approved the timetable for internal examination.
- Decided to organize FDP on RAF on September 13 14 in online mode.
- Decided to organize various competitions in connection with Hindi week celebrations.





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Minutes of IQAC Meeting No. 4

Date: 28/10/2021

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
5	Dr. Biju P. Thampi	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
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Minutes

- Conduct of faculty training for G Suite by Digital Solutions Committee.
- Celebration of World Students' Day by Physics Department and Malayala Bhashacharanam.
- Date for conducting Dheeksharamb INIZIO 2021.

Decisions Taken

- Congratulated Dr. Manjusha for availing KSCSTE project fund.
- Decided to organize faculty training for G Suite on 15/10/2021.
- Interactive session on World Students' Day on 23/10/2021.
- Approved the schedule for INIZIO 2021: Six days orientation from 09/11/2021 to 13/11/2021.
- Malayalam week celebration from 01/11/2021 to 07/11/2021.
- COVID-19 vaccination drive to be conducted during the first week of December.





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Minutes of IQAC Meeting No. 5

Date: 10/12/2021

Time: 3:00 P.M.

Venue: Board Room

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
5	Dr. Biju P. Thampi	Teacher Representative
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Minutes

- Evaluation of INIZIO 2021, Vaccination drive.
- LED lamp making training in connection with World Energy Conservation Day.
- Celebration of International Women's Day.
- Cultural fest in connection with New Year for the public.
- Organizing pre-marriage counseling in association with Minorities Welfare Department.

Decisions Taken

- Congratulated the coordinators of INIZIO 2021 and COVID-19 Vaccination drive for the successful conduct of both programmes.
- Congratulated various faculty members who have been awarded Ph.D. during the year.
- Approved the programmes for the cultural fest.
- Nominated Mr. Unniraja as the staff coordinator.
- Nominated Ms. Neena Simon as the coordinator for the pre-marriage counseling programme, which will be conducted from 07/01/2022 to 12/01/2022.





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Minutes of IQAC Meeting No. 6

Date: 01/02/2022

Time: 11:30 A.M.

Venue: Board Room

Sl. No.	Members	Designation
1	Dr. M. Geetha	Principal
2	Dr. Sindhu K.	IQAC Coordinator
3	Mr. George Mookken	Management Representative
4	Ms. Mrudula Menon V.	Teacher Representative
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Minutes

- Preparation of pending AQAR.
- Approval of online add-on course by College Library, book talk series by The Literary and Debating Club.
- Discussion of proposals for World Wetland Day celebration by the Department of Botany.
- Union Budget analysis by the Department of Economics.
- Lecture series on Theoretical Peregrinations and talk on research methodology by the Department of English.
- Competitions for students in connection with World Mother Tongue Day by College Library.
- Beach cleaning and tree plantation drive by NSS.
- National Science Day by the Department of Chemistry.
- Awareness class by Media Club.

Decisions Taken

- Approved the syllabus for online add-on course on Information Literacy designed by the College Library and the book talk series proposal submitted by Literary and Debating Club.
- Congratulated Dr. Manju Subramanian and Dr. Vineeth Kumar for receiving the CUBE-TIFR research award.
- New Google Forms are to be created and circulated for data collection for AQAR.
- HoD meeting for data collection scheduled on 03/02/2022.
- Approved the proposals for programmes submitted by various departments.

