

Crossland College, Brahmavar

Internal Quality Assurance Cell 2020-21

As per the NAAC guidelines the Internal Quality Assurance Cell was constituted with the following members for the academic year 2020-21

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Shambhavi P.
5. Mr. Sheshagiri Bhat
6. Mr. T.I. Mathai
7. Mr. Manjunath Acharya (Local Representative)
8. Ms. Alfiza , III B.Com (Student Representative)
9. Mr. Yogisha B.(Alumni Rep.)
- 10.Mr. Jerry Joseph, MAHE, Manipal (Employer Rep.)
- 11.Mr. Krishna C. Amin (Industrial Rep.)
- 12.Mr. Sitarama Shetty B.(PTA Rep.)
- 13.Prof. Mathew C. Ninan
- 14.Mr. Biju Jacob K (IQAC Coordinator)
- 15.Prof. Samuel K. Samuel - Chairperson

Please note: The dates for IQAC meetings are notified in the Academic calendar. Any change in the proposed dates and the agenda for the meeting will be duly informed to the members. Members are requested to be present for the meeting.

20/07/2020

Principal

Minutes of IQAC meetings 2020-21

IQAC meeting on 04/08/2020

Agenda: To prepare the AQAR for 2019-20

The meeting was held in the chamber of the principal at 9.30 am on August 4th 2020. The meeting was presided over by the chairman of the IQAC and the principal Prof. Samuel k Samuel. The meeting was attended by the following members.

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Jyothi
5. Mrs. Shambhavi P.
6. Mr. T.I. Mathai
7. Mr. SheshagiriBhat
- 8 Mr. Biju Jacob K IQAC Coordinator
- 9 Prof. Samuel K. Samuel – Chairperson

The IQAC coordinator for the year 2019-20 Dr. Robert Clive G. presented the draft report of AQAR for finalizing the report. The members present in the meeting added some more information. The additional information shared by the members was incorporated in the report. The draft was approved by the members and the coordinator was authorized to submit the final report.

Mr. Biju Jacob K

IQAC Coordinator

IQAC meeting on 11/11/2020

Agenda: To prepare the plan for 2020-21

The meeting was held in the chamber of the principal at 1.30 pm on November 11th 2020. The meeting was presided over by the chairman of the IQAC and the principal Prof. Samuel k Samuel. The meeting was attended by the following members.

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Shambhavi P.
5. Mr. Sheshagiri Bhat
6. Mr. T.I. Mathai
7. Mr. Biju Jacob IQAC Coordinator
8. Prof. Samuel K. Samuel – Chairperson

The meeting discussed the plans for each department, Cell and the different associations prepared by the heads of departments and the lecturers in charge of different Cells and Associations. The plans were prepared as per the academic calendar. This was the Roadmap for the year 2020-21. They would be placed in faculty notice boards and in Principal's chamber. The chairman requested the members to work on the roadmap with a clear time line.

The Principal also briefly shared the details of the CBCS that is to be followed from the current academic year.

Mr. Biju Jacob K
IQAC Coordinator

IQAC meeting on 17/11/2020

Agenda: To review the plan for the year 2020-21

The meeting was held in the chamber of the principal at 1.30 pm on November 17th 2020. The meeting was presided over by the chairman of the IQAC and the principal Prof. Samuel k Samuel. The meeting was attended by the following members.

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Shambhavi P.
5. Mr. SheshagiriBhat
6. Mr. T.I. Mathai
7. Mr. Biju Jacob K IQAC Coordinator
8. Prof. Samuel K. Samuel – Chairperson

The meeting took up the plans for each department, Cell and the different associations for a review. The heads of different departments reported the details of the completed activities as per the road map planned.

Mr.BijuJacobK
IQAC Coordinator

IQAC meeting on 18/11/2020

Agenda: To review the plan for 2020-21

The meeting was held in the chamber of the principal at 1.30 pm on November 18th 2020. The meeting was presided over by the chairman of the IQAC and the principal Prof. Samuel k Samuel. The meeting was attended by the following members.

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Shambhavi P.
5. Mr. SheshagiriBhat
6. Mr. T.I. Mathai
7. Mr. Biju Jacob K IQAC Coordinator
8. Prof. Samuel K. Samuel – Chairperson

The meeting continued to discuss the completed programmes as per the plans for each department, Cell and the different associations for a review. The members also made some suggestions for completing the planned activities. The principal requested the members to complete the remaining programmes in the plan with a clear time line.

Mr. Biju Jacob K.
IQAC Coordinator

IQAC meeting on 09/01/2021

Agenda: To review the plan for 2020-21

The meeting was held in the chamber of the principal at 11.30 am on January 9th 2021. The meeting was presided over by the chairman of the IQAC and the principal Prof. Samuel k Samuel. The meeting was attended by the following members.

1. Prof.(Mrs.) Reebu Samuel
2. Prof. Johnson Jacob
3. Dr. Robert Clive G.
4. Mrs. Shambhavi P.
5. Mr. Sheshagiri Bhat
6. Mr. T.I. Mathai
7. Mr. Biju Jacob K, IQAC Coordinator
8. Prof. Samuel K. Samuel – Chairperson

The meeting was a review meeting of the plans for each department, Cell and the different associations for a review. The Coordinator read out the programmes and time lines prepared by each department head. A self-appraisal form was also distributed to members to have a self-assessment of members about their work. The members were also reminded about the using of Bridge parent app to keep the parents informed about the progress of their wards. The members also discussed the importance of involving the alumni in different activities in the college. The proposal for the celebration of Alumni day was also passed in the meeting.

Mr. Biju Jacob K.

IQAC Coordinator

IQAC meeting on 29/11/2021

Agenda: AQAR preparation for year 2020-21

The meeting was held in the chamber of the principal at 9.30 am on November 29th 2021. The meeting was presided over by the chairman of the IQAC and the principal Prof. Johnson Jacob. The meeting was attended by the following members.

1. Dr. Robert Clive
2. Mrs. Shambhavi P.
3. Mr. Sheshagiri Bhat
4. Mr. Reji Jacob
5. Mr. Biju Jacob K IQAC Coordinator
6. Prof. Johnson Jacob – Chairperson

The meeting took up for discussion the report of the completed activities as per the action plan for the year 2020-21 towards preparing the AQAR. The coordinator read out the questions with the help of the LCD projector in the AQAR format and recorded the responses of the members for each question. The questions under the first 3 criteria were taken up for review. The members were given the task of preparing brief reports under certain criteria. Apart from completing the planned activities, some had undertaken a few other activities also. Those members were complimented by the principal.

Mr. Biju Jacob K

IQAC Coordinator

IQAC meeting on 30/11/2021

Agenda: AQAR preparation for the year 2020-21

The meeting was held in the chamber of the principal at 1.30 pm on November 30th 2021. The meeting was presided over by the chairman of the IQAC and the principal Prof. Johnson Jacob. The meeting was attended by the following members.

1. Dr. Robert Clive G
2. Mrs. Shambhavi P.
3. Mr. Sheshagiri Bhat
4. Mr. Reji Jacob
5. Mr. Biju Jacob K IQAC Coordinator
6. Prof. Johnson Jacob – Chairperson

The meeting took up the criteria 4-7 in the AQAR format for discussion. The coordinator read out the questions with the help of the LCD projector in the AQAR format and recorded the responses of the members for each question. The previously assigned reports under some criteria were also submitted by the members. After the discussion on the responses and reports, the AQAR was approved by all the members. The heads of departments and the lecturers in charge of different Cells and Associations also presented the Plans for the academic year 2021-22. At the end principal thanked everyone for the cooperation in completing the activities as per the plan of action.

Mr. Biju Jacob K

IQAC Coordinator