St Joseph College of Communication

Media Village, Changanassery
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
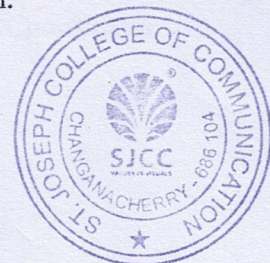Vision: Transforming Media for a Wholesome World

Founded in 2004

SJCC
VALUES IN VISUALS

1QAC/1M/02/2021

MINUTES OF IQAC MEETING HELD ON 25 FEBRUARY 2021

1. IQAC Introduction: -The IQAC (Internal Quality Assurance Cell), an essential component of a college's quality assurance system is established to ensure continuous improvement in the overall performance of the institution

2. Constitution of IQAC: The college has constituted the IQAC with a group of dedicated faculty members, staff, and students, who work together to monitor and enhance the quality of education and overall institutional functioning.

3. Objectives of IQAC Cell Core Team for NAAC Compilation: The core team is responsible for preparing the NAAC (National Assessment and Accreditation Council) documentation, which includes self-study reports, data analysis, and other essential information to achieve accreditation.

4. Orientation for Faculty Members regarding NAAC Documentation: To ensure all faculty members are aware of the NAAC requirements and their roles in the process, an orientation program will be conducted, to create a collaborative environment for documentation.

5. Department-wise Course File Documentation: Each department is responsible for maintaining updated course files, which include syllabi, assessment patterns, and other relevant information. This helps in maintaining the quality of academic programs by ensuring that all the processes/procedures are done systematically in departments.

6. NAAC Review Meeting: Periodic review meetings are held to assess the progress of NAAC documentation, discuss challenges, and plan future strategies.

7. Implementation of 30 Hour Add-on Course: The college has decided to introduce a 30-hour add-on course to enhance students' skills and knowledge in various domains.

8. Decision to Constitute Cells and Clubs: To foster a vibrant campus life and encourage students' participation in co-curricular and extra-curricular activities, the college has decided to establish various cells and clubs.

9. Decision to Organize Webinars: To expose faculty and students to new ideas, trends, and best practices, the college has decided to organize webinars on diverse topics.

10. Decision to Digitalize Feedback System: The college aims to improve the feedback system by digitizing it, making it more accessible, efficient, and transparent.

11. MoUs (Memorandums of Understanding): The college has established collaborations with various institutions, organizations, and industries through MoUs, which will provide students with opportunities for internships, projects, and research.

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MEMBERS PRESENT

1. Rev.Dr. Joseph Parackal (Principal))

2. Mr. Alwin Johnson (IQAC Coordinator)

3. Rev.Fr. Antony Ethackad (Executive Director)

4. Rev.Fr. Jophy Puthuparambil (Bursar)

5. Mr. Abin Philip (Asst.Bursar)

6. Ms. Tini Maria Thomas

7. Mr. Thomas Joseph

8. Prof.Joseph Sam

9. Prof.Jossy Joseph

10. Mr. Jean Sebastian

11. Ms. Nissa Susan Mathew

12. Mr. Binil Amackadu

13. Ms. Elizabeth George

14. Mr. Jose.J. Maliyackal

15. Mr. George John

16. Dr. Jikku Jose

17. Mr. Felix Devasia (Industrial Expert)

Rev.Dr. Joseph Parackal

Principal

Mr. Alwin Johnson

IQAC Coordinator